

## **(B33) Certificate**

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This program is designed to prepare students for employment in advertising, marketing, and graphics departments or self-employment as free-lance desktop publishing specialists. Documents created using desktop publishing technology rival the quality of those produced with traditional typesetting methods yet they can be more readily and inexpensively updated/ revised.

### **Work and Employment**

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Desktop Publishing Specialists work in advertising and marketing firms, print and electronic publishing companies, video and film production companies, large companies of all types which have in-house graphics department or self-employed as free-lance specialists.

### **Special Considerations**

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Desktop Publishing Specialists must have the following skills and aptitudes: communicate well, work under pressure, show good judgment, and be systematic and accurate. A clear understanding of computer technology and software is important.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

### **Major Field Requirements**

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- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- or
- ENG 101 - Composition I 3 Semester hour(s)
- or
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- CIS 105 - Introduction to Microsoft Windows 1 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- CIS 244 - Advanced Desktop Publishing - Level I 1 Semester hour(s)
- CIS 245 - Advanced Desktop Publishing - Level II 1 Semester hour(s)
- CIS 246 - Advanced Desktop Publishing - Level III 1 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)
- OAS 110 - Proofreading and Editing 1 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Total Hours Required for Certificate: 27

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### **Suggested Program**

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First Semester - Sem/Hrs: 12

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- ART 101 - 2-D Design Foundations 3 Semester hour(s)
- BUS 103 - Introduction to Business 3 Semester hour(s)
- CIS 105 - Introduction to Microsoft Windows 1 Semester hour(s)

- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 Semester hour(s)

Second Semester - Sem/Hrs: 9

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- BUS 107 - Business Correspondence 3 Semester hour(s)
- or
- ENG 101 - Composition I 3 Semester hour(s)
- or
- ENG 111 - Business and Technical Communication 3 Semester hour(s)
- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- OAS 110 - Proofreading and Editing 1 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Third Semester - Sem/Hrs: 6

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- CIS 244 - Advanced Desktop Publishing - Level I 1 Semester hour(s)
- CIS 245 - Advanced Desktop Publishing - Level II 1 Semester hour(s)
- CIS 246 - Advanced Desktop Publishing - Level III 1 Semester hour(s)
- ECO 211 - Principles of Macroeconomics 3 Semester hour(s)

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