

BUSINESS OFFICE PUBLISHING BASICS & SPECIALIST CERTIFICATE GUIDE

PROGRAM GOAL

To develop comprehensive desktop publishing skills necessary for entry-or-mid-level office positions in the industry.

LEARNING OUTCOMES

Upon completion of the Business Office Publishing Basics Noncredit Certificate, students will be able to:

1. Perform fundamental operations using MS Publisher.
2. Use digital photo-editing software to enhance publications.
3. Create basic office publications.

ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

EXIT REQUIREMENTS

Successful completion of all courses with a passing grade of C or better; minimum attendance of 80% in all classes is required.

BUSINESS OFFICE PUBLISHING BASICS (TOTAL HOURS 105-135)

COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
COMP 9938	Publish for Business OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
(Waiver)	COMP 9899 Desktop Publishing I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9907	Desktop Publishing II	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9957	Photoshop Elements I OR	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	COMP 9959 Photoshop	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

PROGRAM GOAL

To develop comprehensive desktop publishing skills necessary for entry-or-mid-level office positions in the industry.

LEARNING OUTCOMES

Upon completion of the Business Office Publishing Specialist Noncredit Certificate, students will be able to:

1. Perform fundamental operations using MS Publisher.
2. Use digital photo-editing software to enhance publications.
3. Create publications including flyers, newsletters, and brochures.

ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

BUSINESS OFFICE PUBLISHING SPECIALIST (TOTAL HOURS 105-135)

COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
COMP 9914	Desktop Publishing Advanced	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9943	Special Projects Using Publisher	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9958	Photoshop Elements II OR	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	COMP 9959 Photoshop Elements	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			