

Desktop Publishing

Contact: [Dr. Valerie Akuna](#) (623)-935-8079

Award Type: **Certificate of Completion**

Effective First Year/Term: 2002 Fall

Overall G.P.A.: 2.00

Initiating College: **Estrella Mountain Community College**

Program Availability: Shared by: EMCC, RSC (Mor)

Total Credits: 24

Major Code: **5066**

Faculty Initiator: Betty Vickrey

CIPS Code: 52.04.07

Instructional Council: Computer Information Systems (12)

Development Date: 4-25-02

District Curriculum Committee Online Agenda Date: 5-27-02 to 5-30-02

MCCCD Governing Board Approval Date: 6-25-02

Description: The Desktop Publishing certificate is designed to prepare students to work with and design professional publications. The courses focus on training the student in project management, Internet navigation, desktop design, web page design, and graphics design.

Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or corequisites.

Admission Criteria: None

Program Prerequisites: None

Required Courses: Credits: 24

CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3)	3
CIS133AA	The Internet: Level I (1) AND	
+ CIS133BA	The Internet: Level II (1) AND	
+ CIS133CA	The Internet: Level III (1) OR	
BPC/CIS133DA	The Internet/World Wide Web (3)	3
+ BPC138BA	Windows Desktop Design and Publishing Using Quark Express	3
+ BPC138CA	Windows Desktop Design and Publishing Using PageMaker	3
+ BPC238BA	Windows Advanced Desktop Design and Publishing Using Quark Express (3) OR	
+ BPC238CA	Windows Advanced Desktop Design and Publishing Using PageMaker (3)	3
BPC/CIS120DB	Computer Graphics: IBM Adobe Illustrator	3
BPC/CIS120DF	Computer Graphics: Adobe Photoshop	3
+ CIS233AA	The Internet Web Publishing I (1) AND	
+ CIS233BA	The Internet Web Publishing II (1) AND	
+ CIS233CA	The Internet Web Publishing III (1) OR	
+ CIS233DA	The Internet Web Publishing (3)	3

Restricted Electives: None

Free Electives: None

General Education: None

Program Competencies

1. Define terms related to microcomputer usage and applications. (CIS105, BPC110)
2. Identify microcomputer hardware and software components. (CIS105, BPC110)
3. Apply microcomputer operation skills: care and handling of diskettes, powering up the computer, keyboarding (required speed development: 25 words per minute), and powering down the computer. (CIS105, BPC110)
4. Evaluate and select microcomputer hardware and software for specific applications. (CIS105, BPC110)
5. Describe basic graphics, sound, process control, and other special capabilities of a microcomputer. (CIS105, BPC110)
6. Compose and print textual and graphic materials of high quality (BPC138++, BPC238++)
7. Use Adobe Photoshop graphics software to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color; manage color, and create graphics. (BPC/CIS120DF)
8. Use Adobe Illustrator graphics software on a computer to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create PDF files (BPC/CIS120BD)
9. Use various Internet/WWW communication, resource discovery, and information retrieval tools to learn basic Web page development. (BPC/CIS133++)
10. Describe the components, techniques, and purposes of basic and advanced desktop publication and assemble typical desktop applications from templates and models. (BPC138++, BPC238++)
11. Design and create Web sites using the World Wide Web authoring hypertext markup language or Web Authoring software programs. (CIS233++)