

AREA: Desktop Publishing Technician

PURPOSE: To provide students with software skills and awareness of the methods used in desktop publishing, as well as criteria for quality publications

PROGRAM REQUIREMENTS:

Course#	Title	Credits
AST 141	Word Processing I ¹	3
AST 142	Word Processing II ²	3
AST 206	Professional Development	3
AST 253	Advanced Desktop Publishing I ³	3
AST 254	Advanced Desktop Publishing II ⁴	3
AST 257	WP Desktop Publishing ⁵	3
AST 260	Presentation Software ⁶	3
	Total	21

¹ Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill

² Prerequisite AST 141 or equivalent skill

³ Prerequisite: AST 101 or ITE 115 or equivalent

⁴ Prerequisite: AST 253

⁵ Prerequisite: AST 141 or equivalent skill

⁶ Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 and ITE 115 or equivalent skill

Recommendation: Career-seeking students are also encouraged to enroll in the graphic design office assistant one-year certificate and/or the administrative support technology, desktop publishing specialization associate degree program.