

**AREA:** Graphic Design Office Assistant Certificate

**LENGTH:** Two semesters (one-year) program

**PURPOSE:** Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified office assistants in desktop publishing and graphic design. The in-house publishing needs of small- and medium-sized businesses require office workers skilled in using the PC platform for both graphic design and desktop publishing. The graphic design office assistant certificate is designed to prepare persons for full-time employment in a variety of office positions requiring these skills.

**OCCUPATIONAL OBJECTIVES:** graphic design assistant, office publishing specialist, special projects assistant or other specialized office publishing careers

**PROGRAM REQUIREMENTS:** This program prepares the student to fill general office desktop publishing and graphic design positions in small- and medium-sized businesses. The curriculum includes courses in graphic design, math and desktop publishing. Upon satisfactory completion of the program, the graduate will receive the certificate in graphic design office assistant.

Course#	Title	Credits
<b>First Semester</b>		
ART 283	Computer Graphics I	3
AST 253	Advanced Desktop Publishing I <sup>1</sup>	3
AST 257	WP Desktop Publishing I <sup>2</sup>	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	Approved elective <sup>3</sup>	3
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ART 284	Computer Graphics II	3
AST 206	Professional Development	3
AST 254	Advanced Desktop Publishing II <sup>4</sup>	3
AST 260	Presentation Software <sup>1</sup>	3
ENG 111	College Composition I	3
	Approved social science elective <sup>5</sup>	3
	<b>Total</b>	<b>18</b>
	<b>Program Total</b>	<b>34</b>

<sup>1</sup> Keyboarding skill is required. Prerequisite: AST 101 or equivalent skill

<sup>2</sup> Word processing and basic computer skills are required. Prerequisite: AST 141 or ITE 115 or equivalent skill.

<sup>3</sup> Approved electives: AST 107, AST 141, AST 142, AST 230, ENG 115, ENG 211, ITD 110, ITE 115, ITE 140, MKT 100, MKT 228, MKT 282.

<sup>4</sup> Prerequisite: AST 253 or equivalent skill

<sup>5</sup> Students may select a social science elective from the approved list on page 51.