

CERTIFICATE PROGRAM

Danville Area Community College  
2009-2010

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## Desktop Publishing

### Certificate Program

This program is designed to provide entry level employment skills using desktop publishing and graphics design software.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
+ BOFF 121 Typing & Document Processing	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
BOFF 238 Word II (pre: BOFF 237)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
# BOFF 219 Publisher (pre: BOFF 130)	2		
BOFF 180 Layout and Design Principles	2		
# BOFF 217 InDesign (pre: BOFF 130, BOFF 180)	3		
# BOFF 215 QuarkXpress (pre: BOFF 180)	3		
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
# BOFF 220 Photoshop	2		
BMGT 213 Principles of Advertising (pre: BOFF 180)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
* Humanities elective (ARTS course recommended)	3		

Total 36

\* General Education.

# Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

+ Placement depends on demonstrated proficiency.