

Graphic Design Office Assistant

Career Studies Certificate

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 business require office workers skilled in using the PC platform for both graphic design and desktop publishing. The career studies certificate program in Graphic Design Office Assistant is designed to prepare persons for full-time employment in a variety of office positions requiring these skills.

Occupational Objectives: Office Publishing Specialist, Special Projects Assistant, Graphic Design Assistant, and other specialized office publishing careers

Admission Requirements: General college curricular admission

Program Notes: Students entering this program should have a strong foundation in keyboarding and microcomputer applications for word processing, spreadsheet, database, and Windows. Students without keyboarding skills should enroll in AST 101 and those without microcomputer applications skills should enroll in ITE 115.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
ITD 110	Web Page Design I	3	0	3
ITD 112	Designing Web Page Graphics	3	0	3
ART 217	Electronic Graphic Design I	2	4	4
AST 253	Advanced Desktop Publishing I	3	0	3
AST 257	Word Processing Desktop Publishing	3	0	3
AST 260	Presentation Software	3	0	3
___ ___ ¹	General Education Elective	3	0	3
TOTAL		20	4	22

¹ A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.