

DESKTOP PUBLISHING - CERTIFICATE

Offered at: Big Sandy Community and Technical College

Program Plan Number: 5204023099

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
ENG 101	Writing I	3
or OST 108	Editing Skills for Office Professionals	
Select one of the following three options:		3
MAT 105	Business Mathematics	
OST 213	Business Calculations for The Office Professional	
Higher Level Quantitative Reasoning Course		
OST 105	Introduction to Information Systems	3
OST 110	Word Processing Applications	3
OST 130	Typography	3
OST 160	Records and Database Management	3
OST 225	Introduction to Desktop Publishing	3
OST 255	Introduction to Business Graphics	3
OST 272	Presentation Graphics	3
Total Credits		27