DESKTOP PUBLISHING PRINCIPLES (BILINGUAL), CERTIFICATE OF COMPLETION

Requirements

This certificate provides students with skills required to create basic graphic design work in printed media for office use.

The certificate prepares and encourages students to transfer into credit programs in the graphic design area.

This program and courses are open to all students.

Code	Title	Units
MATW NC004	Fundamentals of Photoshop (Bilingual)	0
CMPW NC006	Microsoft PowerPoint Fundamentals (Bilingual)	0
CMPW NC008	Microsoft Publisher Fundamentals (Bilingual)	0
MATW NC002	Windows Video Editing Fundamentals (Bilingual)	0
CMPW NC010	Computer/Skills (Bilingual)	0

Learning Outcomes

1. Produce simple artwork using layers, selections and blending modes on Adobe Photoshop.
2. Create videos using video clips, still images and audio with Windows Photos Application editing tools.
3. Show proficiency in saving, opening and sharing projects
4. Design, edit, save, retrieve, and print documents for printed publication.
5. Create, modify, save and open a Microsoft PowerPoint presentation, apply animation to an object, and transition to slides to enhance presentation.