



**CERTIFICATE IN DESKTOP PUBLISHING**  
**Official Degree Plan Of Office Technology Careers**  
**McLENNAN COMMUNITY COLLEGE**

Last Name	First Name	MI	I.D. Number	Date

Is remediation required?  Yes  No

THEA passed:  Reading  Math  Writing

Freshman Year Sem I			Sophomore Year Sem I		
Sub No.	Grade		Sub No.	Grade	
ARTC 1302-Digital Imaging I			ARTS 2313-Design Communications		
POFT 1227-Intro to Keyboarding <sup>1,2</sup> OR POFT 2203-Speed & Accuracy Building			MRKG 2349-Advertising & Sales Promotion		
POFT 1301-Business English			IMED 1316-Web Page Design I (Offered only in <b>Fall</b> )		
ARTS 1316-Drawing I			GRPH 2381 OR 2380 Coop Education – Desktop(depending on semester taken)		
ARTS 1311-Design I					
<b>Total Hours Recommended: 14</b>			<b>Total Hours Recommended: 12</b>		
Freshman Year Sem II			Sophomore Year Sem II		
Sub No.	Grade		Sub No.	Grade	
IMED 2309 Internet Commerce (Offered only in <b>Spring</b> )			ARTC 2313-Digital Publishing II <sup>3</sup> (Offered Only in <b>Spring</b> )		
ARTC 2305-Digital Imaging II (Offered only in <b>Spring</b> every 2 years)			<b>Total Hours Recommended: 3</b>		
ITNW 1337-Intro to the Internet <sup>2</sup>			<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required. <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor. <sup>3</sup> ARTC 2313 is the CAPSTONE course that brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing tasks. Check for prerequisites.		
ITSW 1301 – Intro to Word Processing <sup>2</sup>					
ARTC 1313 – Digital Pub I <sup>2</sup> (Offered Only in <b>Spring</b> )					
<b>Total Hours Recommended: 15</b>					

I plan to receive the **CERTIFICATE OF DESKTOP PUBLISHING**. I understand this certificate plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce Education. I must earn a minimum of **44 semester college-level credit hours** and must meet all other requirements.

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Advisor's Signature

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Student's Signature