

# CURRICULUM STANDARD

Effective Term  
Fall 1997  
[1997\*03]

Curriculum Program Title

**Desktop Publishing (Diploma)**

Code

**D25180**

Concentration

**(not applicable)**

## *Curriculum Description*

The Desktop Publishing curriculum is designed to provide students with knowledge and skills necessary for desktop publishing. Word processing, spreadsheet, database, page layout, graphics, and clip art packages are areas of study in the curriculum.

Students will learn to integrate a variety of software and hardware to produce single- and multiple-page publications. This curriculum emphasizes design and layout as well as composing, formatting, editing, and proofreading text.

Graduates should qualify for self-employment opportunities or employment with business, industry, or government organizations that use computers for desktop publishing.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

|  | <b>AAS</b>   | <b>Diploma</b> | <b>Certificate</b> |
|--|--------------|----------------|--------------------|
| Minimum General Education Hours          | 15           | 6              | 0                  |
| Minimum Major Hours                      | 49           | 30             | 12                 |
| Other Required Hours                     | 0-7          | 0-4            | 0-1                |
| <b>Total Semester Hours Credit (SHC)</b> | <b>64-76</b> | <b>36-48</b>   | <b>12-18</b>       |

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Desktop Publishing (Diploma) D25180

|   | AAS           | Diploma       | Certificate   |
|---|---------------|---------------|---------------|
| <b>Minimum Major Hours Required</b>   | <b>49 SHC</b> | <b>30 SHC</b> | <b>12 SHC</b> |
| <b>A. CORE</b><br><br><b>Required Courses:</b><br>CIS 124    DTP Graphics Software                    3 SHC<br>CIS 161    DTP Proofreading and Editing                    2 SHC<br>CIS 164    DTP Layout and Design                            3 SHC<br>CIS 165    Desktop Publishing I                                3 SHC<br>CIS 166    Desktop Publishing II                                3 SHC<br>CIS 168    Desktop Presentations                               2 SHC<br><br><b>Required Subject Areas:</b><br>None |               | <b>16 SHC</b> |               |
| <b>B. CONCENTRATION</b> ( <i>Not applicable</i> )   |               |               |               |
| <b>C. OTHER MAJOR HOURS</b><br><i>To be selected from the following prefixes:</i><br><br>BUS, CIS, COE, CSC, and OST<br><br><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>  |               |               |               |