

Desktop Publishing Certificate

Would you like to design a rewarding career with your computer skills?

Desktop Publishing is a challenging and creative career direction. Strong computer skills and previous business experience are distinct advantages in this profession. It is important that you are already proficient in keyboarding before entering this program. This program provides a unique opportunity to combine design concepts, creative writing and high computer proficiency to produce effective marketing materials from newsletters and brochures to annual reports, advertising, and announcements.

Talented instructors with work experience are ready to help you achieve your goals and expand your capabilities. This concentrated, short-term, classroom commitment can be a tremendous asset for you in the workplace. Employers appreciate the benefit of having staff with strong desktop publishing skills.

Employment Outlook

Riverland graduates with a Desktop Publishing certificate find doors opened to office jobs requiring creativity and presentation skills.

Related Programs

- Computer Applications (Certificate)



Degree Type: Certificate (CERT)

Location: Albert Lea

Program Starts: Fall, Spring

Laptop Advantage Program

Total Credits: 16

Course Plan: One Year

Program Costs:

Number of Credits: 20

Tuition per credit: \$162.00

Estimated Total Tuition Cost:
\$3,240.00

Additional Costs

Other required costs: \$500

Books: \$450

Faculty & Advisors

Melissa Diegnau

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Desktop Publishing Program Curriculum

Required Core Courses (15 Credits)

Crs ##	Name
BUSO1608	Proofreading
BUSO1621	Keyboarding Skillbuilding I
BUSO1630	Office Procedures
BUSO1647	Word Processing (Wordperfect)
BUSO1648	Word Proceisng (Word)
BUSO2688	Presentation Graphics Concepts/Applications
BUSO2690	Desktop Publishing Concepts/Applications

General Studies Courses (1 Credit)

Crs ##	Name
GSCL1270	Employment Search Skills