

DEKALB TECHNICAL COLLEGE
Clarkston Campus

PRINTING AND GRAPHICS
COMPUTER GRAPHICS PRODUCTION OPERATOR
TECHNICAL CERTIFICATE OF CREDIT

The Computer Graphics Production Operator Technical Certificate of Credit Program prepares students for entry-level employment in today's modern design, digital, and printing industry as a graphic artist or a Mac operator.

The Printing and Graphics Technology programs incorporate the National Imaging Skills Standards as developed by the Graphics Arts Technical Foundation (GATF).

<u>Course Number</u>	<u>Course</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>	<u>Credit Hours</u>	<u>Prerequisite/Corequisite</u>
SCT 100	Introduction to Microcomputers	10	40	50	3	
BUS 101	Beginning Document Processing	10	90	100	5	
PGT 101	Introduction to the Printing Industry	60	40	100	8	Advisor Approval
PGT 102	Basic Publications Design	<u>30</u>	<u>70</u>	<u>100</u>	<u>6</u>	*, Advisor Approval
TOTAL		110	240	350	22	

*Program admission level English, reading, and/or math competency required.

CIP CODE: 10.030501

MAJOR CODE: CGP1

REQUIRED CREDIT HOURS: 22

10/07

The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

COURSE DESCRIPTIONS

BUS 101 - BEGINNING DOCUMENT PROCESSING (5)

Introduces the touch system of keyboarding placing emphasis on correct techniques, mastery of the keyboard, and simple business correspondence. Students attain a minimum typing speed of 25 words per minute with a maximum of three errors on a three-minute timed typewriting test. Topics include: alphabetic and numeric symbols, simple formatting, keyboarding speed and accuracy, care of equipment, and proofreading. Laboratory practice parallels class instruction.

PGT 101 – INTRO TO PRINTING INDUSTRY (8)

Prerequisite: Advisor Approval

Introduces an overview and presents the fundamentals of the printing industry. Emphasizes the overview of graphic design. Topics include: first aid and safety, graphic design, electronic imaging, reproduction photography/digital reproduction, image assembly, offset duplication, bindery, measurement, industry overview, and printers math.

PGT 102 – BASIC PUBLICATION DESIGN (6)

Prerequisites: Program Admission, Advisor Approval

Introduces the principles and basics of publications design. Topics include: safety, design principles, basic desktop publishing, software, file management, typography, measurement, page layout, and quality issues.

SCT 100 - INTRODUCTION TO MICROCOMPUTERS (3)

Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to presentation graphics.

ESTIMATED PROGRAM COSTS*

Tuition/Fees	\$1,016.00
Books/ Supplies	100.00
Total.....	\$1,116.00

*Based on 2 quarters of attendance

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency.

10/07