

This certificate program prepares students for entry-level positions in desktop publishing, production for print or electronic design, typesetting and for technical jobs in service bureaus and printing companies. Students who wish to pursue a career in design are urged to obtain the Associate of Applied Science degree in Multimedia, Graphic Design and Illustration. If students choose to continue their education, all of the classes in the certificate can be applied to the Associate's degree. All students taking courses in the program must take a placement exam that covers Macintosh operations and design software literacy to determine if an additional course (MGD 101) is needed before entering the program. Typing and basic math skills are highly recommended.

**NOTE: All major courses are listed in the order in which they should be taken.**

**Major Courses – 24 credit hours**

	MGD 105 Typography and Layout	3
	MGD 133 Graphic Design I OR	
	ART 131 Design I	3
	MGD 103 Production Design	3
	MGD 112 Adobe Illustrator I	3
	MGD 113 QuarkXPress	3
	MGD 114 Adobe InDesign	3
	MGD 111 Adobe Photoshop I	3
	MGD 256 Graphic Design Production	3

**Restricted Electives – 6 credit hours Choose from the following:**

	MGD 102 Introduction to Multimedia	3
	MGD 117 Introduction to Visual Communication	3
	MGD 141 Web Design I	3
	MGD 143 Motion Graphic Design I: Flash	3
	MGD 155 LightWave I	3
	MGD 211 Photoshop II	3
	MGD 212 Illustrator II	3
	MGD 260 Graphic Design Production II	3
	MGD 280 Internship	3
	MGD 287 Cooperative Education	3
	MGD 289 Capstone	3

**Total 30 credit hours**

## IMPORTANT TELEPHONE NUMBERS:

### STUDENT SERVICES

<b>Admission and Records</b>	<b>M2470</b>	<b>303.797.5621</b>
<ul style="list-style-type: none"> <li>• Graduation coordination</li> <li>• Residency petitions</li> <li>• General information</li> </ul>		
<b>Advising and Counseling Center</b>	<b>M 2010</b>	<b>303.797.5664</b>
<ul style="list-style-type: none"> <li>• Educational planning</li> <li>• Transfer advising</li> <li>• Academic success counseling</li> </ul>		
<b>Bookstore</b>	<b>M1200</b>	<b>303.797.5676</b>
<ul style="list-style-type: none"> <li>• Order books online at <a href="http://www.efollett.com">www.efollett.com</a></li> </ul>		
<b>Campus Police</b>	<b>M2600</b>	<b>303.797.5800</b>
<ul style="list-style-type: none"> <li>• Student ID cards, parking permits, locker rental</li> <li>• Crime reporting, escort to your car after hours</li> <li>• First aid</li> <li>• Lost and found</li> </ul>		
<b>Career Center</b>	<b>M2025</b>	<b>303.797.5805</b>
<ul style="list-style-type: none"> <li>• Career planning seminars</li> <li>• Career resource library</li> <li>• Employment services</li> <li>• Job fairs</li> </ul>		
<b>Cashier</b>	<b>M2300</b>	<b>303-797-5638</b>
<ul style="list-style-type: none"> <li>• Tuition payment, payment plans, refunds, general financial information</li> <li>• Ticket sales</li> </ul>		
<b>Child Development Center</b>	<b>N1000</b>	<b>303.797.5678</b>
<ul style="list-style-type: none"> <li>• High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis</li> </ul>		
<b>Disability Services</b>	<b>M2710</b>	<b>303.797.5937 v/tty</b>
<ul style="list-style-type: none"> <li>• Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities.</li> </ul>		
<b>Financial Aid</b>	<b>M2115</b>	<b>303.797.5661</b>
<ul style="list-style-type: none"> <li>• Apply online at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a></li> </ul>		
<b>Information Central</b>	<b>M2800</b>	<b>303-797-4222</b>
<ul style="list-style-type: none"> <li>• Registration, Add/Drop, Withdrawal, Schedules and general information</li> <li>• Name/address/personal information changes etc.</li> </ul>		
<b>Library (Weber Center for Learning Resources)</b>	<b>M2500</b>	<b>303.797.5090</b>
<ul style="list-style-type: none"> <li>• Private study rooms</li> </ul>		
<b>Math Lab</b>	<b>M3610</b>	<b>303.797.5877</b>
<ul style="list-style-type: none"> <li>• Students must register for MAT 101 Enhanced Mathematics Lab</li> </ul>		
<b>Open Computer Lab</b>	<b>M1650</b>	<b>303.797.5907</b>
<ul style="list-style-type: none"> <li>• FREE computer access for registered students with an ACC Student ID</li> </ul>		
<b>Student Affairs</b>	<b>M2820</b>	<b>303.797.5668</b>
<ul style="list-style-type: none"> <li>• Student Senate</li> <li>• Student Newspaper</li> <li>• Student Clubs and Programming</li> <li>• Student Grievances and Discipline</li> </ul>		
<b>Testing Center</b>	<b>M2280</b>	<b>303.797.5993</b>
<ul style="list-style-type: none"> <li>• Computerized Placement Test (CPT)</li> <li>• GED testing, Instructor testing, CLEP/correspondence testing</li> </ul>		
<b>Tutorial Services</b>	<b>M2710</b>	<b>303.797.5937 v/tty</b>
<ul style="list-style-type: none"> <li>• FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify</li> </ul>		
<b>Writing Center</b>	<b>M2855</b>	<b>303.797.5830</b>
<b>Location Abbreviations:</b>		
<ul style="list-style-type: none"> <li>• <b>A</b> – Annex.</li> <li>• <b>AD</b> – Art and Design Center</li> <li>• <b>CSB</b> – Church Street Building</li> <li>• <b>DTC</b> – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village)</li> <li>• <b>M</b> – Main Building</li> <li>• <b>N</b> – North Building</li> <li>• <b>UCC</b> – University Center at Chaparral (15653 Brookstone Dr, Parker)</li> </ul>		

## ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits	
<b>Sentence Skills</b>						
			25-49	See Developmental Studies Advisor		
			50-69	ENG060	3	
			70-94	ENG090	3	
		18/440	95-120	ENG 121	3	
<b>Reading</b>						
			25-39	See Developmental Studies Advisor		
			40-61	REA060	3	
			62-79	REA090	3	
		17/430	80-120	REA 112	3	
<b>Mathematics</b>						
			Arithmetic 24-56	MAT030	2	
			Arithmetic 57-120	MAT060	3	
			Elem. Alg. 45-60	MAT090	4	
			Elem. Alg. 61-84	MAT106/111	5	
		19/460	85-120	MAT 120,121,123,135/179	4	
<b>Study Skills/Orientation</b>						
			Academic Achievement Strategies		AAA090	3
			College Orientation		AAA103	1
			Advanced Academic Achievement		AAA 109	3

### EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level english course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow a waiver for the CPT.

### IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.

### SUGGESTIONS FOR SUCCESS

1. Take your CPT or be exempted (see above) before meeting with an academic advisor.
2. Take English, Speech and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
5. Transfer and financial aid students should consult an advisor before registering.

### ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

You must apply for graduation at [www.arapahoe.edu](http://www.arapahoe.edu) (Student Support Services) or at Information Central by: **April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to [www.arapahoe.edu](http://www.arapahoe.edu).