



# Digital Arts Basics

The Digital Arts Basics certificates are designed for the small business owner, office employee, or anyone who wants to learn the basics of digital arts used in design, marketing and multimedia for a business office, organization, or individual and needs just the essentials to get started quickly. Master the basics in Graphic Design, Web Design, Digital Photography or all three. These courses also apply to the Level I certificates.

Half-time to full-time students should be able to complete one Office Skills Certificate in one semester. A schedule of 12 or more classes in a semester is full-time. Six classes is half-time.

For more information, contact **Caroline Orcutt** at 277-6037 or [digitalarts@dce.unm.edu](mailto:digitalarts@dce.unm.edu)

Sp10

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## Graphic Design Basics Certificate

9-10 courses required (90 hours minimum) to earn this certificate.

| <b>Prerequisite (as needed):</b>                                | <b>Hours</b>      | <b>Cost</b>          | <b>Supplies</b> |
|---|-------------------|----------------------|-----------------|
| ___ Operating System Basics (51101/11/52008/54101/11) Sp10/Sp10 | 0-12 hrs          | \$0-259              |                 |
| <b>Required Courses (9):</b>                                    |                   |                      |                 |
| ___ Graphic Design and Visual Communication (55101) Sp10        | 15 hrs            | \$299                | \$25            |
| ___ Computer Graphics: An Introduction (56101) Sp10             | 12 hrs            | \$259                |                 |
| ___ InDesign: Beginning (56121/6) Sp10                          | 8-12 hrs          | \$199-259            |                 |
| ___ InDesign: Intermediate (56122) Sp10                         | 12 hrs            | \$259                |                 |
| ___ Acrobat Pro: Working with PDFs (56181) Sp10                 | 8 hrs             | \$199                |                 |
| ___ Digital Prepress I (56185) Sp10                             | 8 hrs             | \$199                |                 |
| ___ Illustrator: Beginning (56211) Sp10                         | 12 hrs            | \$259                |                 |
| ___ Photoshop: Beginning (56311) Sp10                           | 12 hrs            | \$259                |                 |
| ___ Color Management and Calibration (56391) Sp10               | 3 hrs             | \$89                 |                 |
| <b>Total:</b>   | <b>90-106 hrs</b> | <b>\$2,021-2,340</b> | <b>\$25</b>     |

## Web Design Basics Certificate

9-10 courses required (99 hours minimum) to earn this certificate.

| <b>Prerequisite (as needed):</b>                                | <b>Hours</b>      | <b>Cost</b>          | <b>Supplies</b> |
|---|-------------------|----------------------|-----------------|
| ___ Operating System Basics (51101/11/52008/54101/11) Sp10/Sp10 | 0-12 hrs          | \$0-259              |                 |
| <b>Required Courses (9):</b>                                    |                   |                      |                 |
| ___ Graphic Design and Visual Communication (55101) Sp10        | 15 hrs            | \$299                | \$25            |
| ___ Computer Graphics: An Introduction (56101) Sp10             | 12 hrs            | \$259                |                 |
| ___ Acrobat Pro: Working with PDFs (56181) Sp10                 | 8 hrs             | \$199                |                 |
| ___ Photoshop: Beginning OR Fireworks (56311/51) Sp10/Sp10      | 12 hrs            | \$259                |                 |
| ___ Creating and Maintaining a Website (58101) Sp10             | 12 hrs            | \$259                |                 |
| ___ (X)HTML: Beginning (58111) Sp10                             | 12 hrs            | \$259                |                 |
| ___ CSS: Beginning (58117) Sp10                                 | 8 hrs             | \$199                |                 |
| ___ Dreamweaver: Beginning (58121/31) Sp10                      | 8-12 hrs          | \$199-259            |                 |
| ___ Dreamweaver: Intermediate (58122) Sp10                      | 12 hrs            | \$259                |                 |
| <b>Total:</b>   | <b>99-115 hrs</b> | <b>\$2,191-2,510</b> | <b>\$25</b>     |

## Digital Photography Basics Certificate

8-11 courses required (66 hours minimum) to earn this certificate.

| <b>Prerequisites (as needed):</b>                                  | <b>Hours</b>     | <b>Cost</b>          | <b>Supplies</b> |
|--|------------------|----------------------|-----------------|
| ___ Digital Cameras: Choosing the Right Camera (50201) Sp10        | 0-3 hrs          | \$0-59               |                 |
| ___ Digital Cameras: Getting Started with Your Camera (50207) Sp10 | 0-3 hrs          | \$0-59               | camera*         |
| ___ Operating System Basics (51101/11/52008/54101/11) Sp10/Sp10    | 0-12 hrs         | \$0-259              |                 |
| <b>Required Courses (8):</b>                                       |                  |                      |                 |
| ___ Scanning and Digitizing Photos: Basics (50204) Sp10            | 3 hrs            | \$59                 |                 |
| ___ Organizing Your Files and Photos (53922/4115) Sp10/Fa10        | 6-8 hrs          | \$159-209            |                 |
| ___ Photography with a Digital Camera (55801/03) Sp10/Su10         | 12-15 hrs        | \$259-299            | camera*         |
| ___ Photography Composition (55804) Sp10                           | 6 hrs            | \$159                |                 |
| ___ Computer Graphics: An Introduction (56101) Sp10                | 12 hrs           | \$259                |                 |
| ___ Photoshop OR Elements: Beginning (56311/31) Sp10/Sp10          | 12 hrs           | \$259                |                 |
| ___ Photoshop OR Elements: Intermediate (56312/32) Sp10/Sp10       | 12 hrs           | \$259                |                 |
| ___ Color Management and Calibration (56391) Sp10                  | 3 hrs            | \$89                 |                 |
| <b>Total:</b>  | <b>66-89 hrs</b> | <b>\$1,502-1,969</b> | <b>camera*</b>  |

\*Any type of digital camera

277-0077  
dce.unm.edu  
1634 University Blvd. NE