

BUSINESS WEB PAGES - BASICS GUIDE

PROGRAM GOAL

To develop basic knowledge and skills in web page development that can be applied to an entry-level office position requiring basic web page knowledge.

LEARNING OUTCOMES

Upon completion of this certificate students will:

- Apply computer skills to complete business tasks.
- Use a variety of business software including digital photo-editing, and web development.
- Perform fundamental operations using Adobe Dreamweaver.
- Perform fundamental operations using Adobe Photoshop Elements.
- Perform fundamental operations using Adobe Flash.

EXIT REQUIREMENTS

Successful completion of all courses with a passing grade of C or better; minimum attendance of 80% in all classes is required.

BUSINESS WEB PAGES BASICS (TOTAL HOURS 105-120)							
COURSE	COURSE TITLE	HRS	SEMESTER	M T W R F S	TIME	START DATE	END DATE
COMP 9917	Building Individual Web Sites OR	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9918	Building Business Web Sites	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9949	Adobe Dreamweaver I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9956	Intro to Adobe Flash for Bus/Office	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Select ONE of the following Photoshop Options:							
COMP 9957	Adobe Photoshop Elements I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9958	Adobe Photoshop Elements II OR	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9959	Adobe Photoshop Elements	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			