Web & Digital Communications Courses

**Computer Literacy**
Prerequisite: Keyboarding Recommended. This course will offer students a hands-on computer experience. Students will learn about computer hardware, software, software application skills, the internet, networking and the newest emerging computer technologies including tablet and mobile computing. Upon completion of the course, students will be able to apply what they learn to the world of work or for personal use.

**Computer Applications**
Prerequisite: None. This course is designed to expand your experience with different computer-based applications. Students will learn to work with graphics/pictures by using Adobe Photoshop, units in Power Point (presentations), and iMovie. Students will be able to develop their own multimedia projects, as well as, VHS/DVD personal movies. Students will learn to use other technology as well, including printers, the Internet, digital cameras, and scanners. Students interested in enrolling in Cooperative Business Occupations or Marketing Occupations should enroll in this course. There is a fee.

**Desktop Publishing**
Prerequisite: Keyboarding recommended. Basic layout and design will be taught by combining text and graphic elements to create a variety of documents. Fliers, forms, brochures, and pamphlets will be produced by the students. Students will be given the opportunity for creative design. The computer application used for this course is Adobe InDesign. There is a fee for this course.

**Advanced Desktop Publishing**
Prerequisite: Desktop Publishing. Students will further develop their knowledge of InDesign and Photoshop. Numerous projects utilizing these skills will be produced. Scanned images and digital photography will be integral parts of this course. There is a fee for this course.

**Web Page Design**
Prerequisite: Keyboarding recommended. This is an exciting course for students to develop the understanding and skills for developing and maintaining school and personal web sites. HTML, Dreamweaver, Fireworks and Flash will be used to construct these web sites. In addition, Photoshop, the digital camera, and web graphics will be used. There is a fee for this course.

**Business Occupations (AS)**
Prerequisite: Permission of instructor. This course is for high school seniors interested in pursuing a career in the areas of accounting, information systems in computer technology, desktop publishing, and management of other areas of business. This includes those interested in a four-year degree, two-year degree, or those wishing to enter the work force training phase of the program. This course must be taken with Cooperative Business Occupations #3261. There is a fee for this course. Students may earn 7 Gateway Technical College credits with a B grade or better in both Business Occupations and Cooperative Business Occupations courses.

**Cooperative Business Occupations (AS)**
Prerequisite: Permission of instructor. Students for this program are selected for Cooperative Business Occupations. This course is the on-the-job phase of the program. As a senior, the student will spend approximately 15-20 hours a week at a selected training station. There is no weekend or evening hours and salaries are above minimum wage. Students may earn 7 Gateway Technical College credits with a B grade or better in both Business Occupations and Cooperative Business Occupations courses.