Career Technical Education Computer Applications and Graphics Programs

The Computer Applications and Graphics programs prepare students for entry-level jobs in graphics and Web design occupations as well as entry-level office and marketing support positions.

Students learn through a series of guided lessons and then display their skills in unique projects at the end of their courses. This builds the important portfolios needed for job hunting in graphic and Web positions.

This series of programs prepares students who are creative and want jobs that demand design skills as well as students who wish to become skilled office workers.

All students learn to use the basic Microsoft Office features appropriate for their programs. During their time at VACE, they also learn or improve keyboarding skills.

Graphics students learn the Adobe suite of products that are important to their fields of study as well as HTML and CSS programming skills.

CBEDS Code 5757 Desktop Publishing

Graphics for Web and Print

Financial Aid Available to those who qualify

34 weeks (1190 hours)

ELEMENTS:

- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Desktop Publishing 1
- Desktop Publishing 2
- E-Commerce Fundamentals and SEO
- Elements of Design for Web and Print
- HTML/XHTML/CSS
- Office Graphics 1
- Presentation Graphics
- Print Production Concepts/Print Portfolio
- Web Page Design 1
- Web Project Applications
- Word Processing 1

OPTIONAL COURSE ENHANCEMENTS:

- WordPress Fundamentals
- Word Processing 2

Software: Microsoft programs including Windows, Word, Excel, and PowerPoint; Adobe programs including Illustrator, InDesign, Photoshop, Dreamweaver

EMPLOYMENT OPPORTUNITIES:

Graphic Designer
Graphic Artist
Desktop Publisher
Graphic Designer/Production
Web Designer

COURSE INFORMATION:

For the student who wants a career in graphics, this program offers basic instruction in using a computer to draw, to correct and enhance photographs, to create publications and slide shows to promote products, and to then create meaningful web pages.

All students learn to use Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, which form the basis of most jobs, as employers assume that applicants can use these programs to create documents.

Students then move into the Adobe suite of products, where they learn intricate ways to create vector graphics with Illustrator; to create desktop publishing materials, including brochures, ads, catalogs, books, and other promotional materials for professional use with InDesign; and to use bitmap graphics to enhance and correct photographs, create artistic graphic designs, and save them for use in print or on web pages with Photoshop.

Finally, the students learn to create and edit web pages using HTML coding, then move on to learn to use Dreamweaver for more sophisticated options for designing web pages. They also learn the basics of search engine optimization, or SEO.
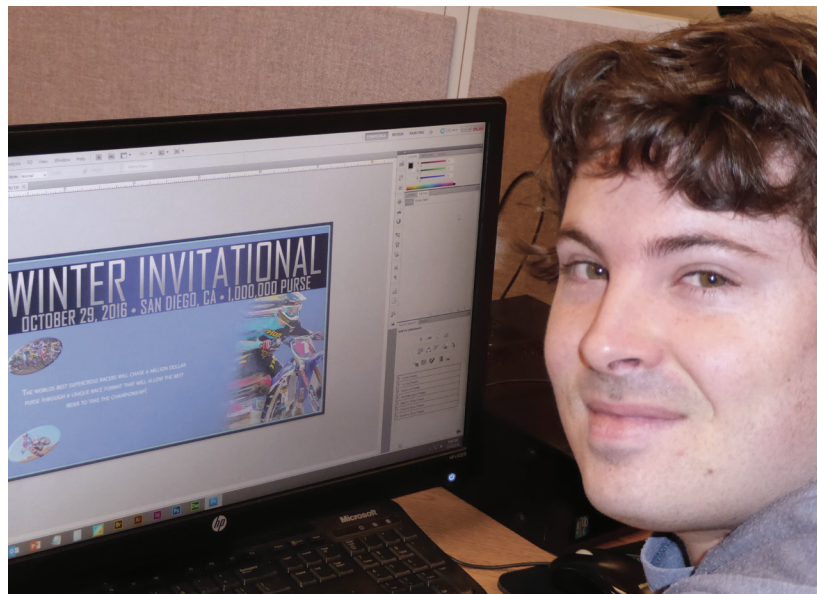
For a complete list of program fees, see page 49

CBEDS Code 4623 Business Technology

Microsoft Office Professional

$ Financial Aid Available
to those who qualify

18 weeks (630 hours)

ELEMENTS:
- Computer Applications Projects 1
- Computer and Internet Fundamentals
- Computer Database 1 and 2
- Computer Spreadsheet/Graphics 1 and 2
- Keyboarding 1
- Presentation Graphics
- Word Processing 1 and 2

OPTIONAL COURSE ENHANCEMENTS:
- Business English

Software: Microsoft programs including Windows, Word, Excel, Access, and PowerPoint

EMPLOYMENT OPPORTUNITIES:
Clerical Assistant
Office Assistant
Receptionist

COURSE INFORMATION:

This program teaches skills that prepare the student to use the Microsoft Office suite of programs in any office position. Students become familiar with using Word to prepare documents, from simple memos to sophisticated reports with footnotes and other advanced features. They learn to create mail merge documents, tables, fill-in forms, templates, flyers and brochures with graphics, and to use the review options for sharing and editing documents.

Students use Excel to create simple spreadsheets as well as complex, multi-sheet workbooks. The course covers creating formulas, using pre-set Excel functions, creating charts, using data functions for tracking and analysis, performing "what-if" analyses, creating pivot tables and pivot charts, and many more options available in Excel such as developing macros and templates. Many offices require presentations that are generally created using PowerPoint. The course covers creating and formatting effective presentations and slide shows.

As data collection is critical to the success of any business, students will learn to create tables and enter data into Access databases.

For a complete list of program fees, see page 49

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