



# District School Board of Niagara NEW PATHWAYS PROGRAM

A certificate program for skills retraining



**Program:** *Office Computer Applications Specialist with Graphic Design/Desktop Publishing*

**Description:** Full-time skills re-training program 11 months in length. The program includes basic computer training, advanced Microsoft Office 2007 skills, graphic design, desktop publishing, business skills and job search skills. Students will receive constant monitoring and support to ensure their successful completion of the program. Reports will be issued on a timely basis. Total program hours are approximately 955 hours and homework may be assigned. Students may earn high school credits while attending.

**Fee:** \$6,500

**Start Date:** Jul 2009 - Jun 2010 (approx. 46 weeks)

**Please call 905-646-3737 ext 430 for further details**

**See next page for course topics and descriptions**

<b>Course Title &amp; Topics</b>	<b>Description - Office Computer Applications Specialist with Graphic Design / Desktop Publishing</b>
<b>Workplace Skills Level 1 - 155 hours (full day class)</b>	
Introduction to Windows	Focus on file management, working with the Desktop and common Windows elements
Internet Basics	Through Internet Explorer, web browser basics will be taught as well as useful searching techniques
Email Basics	Learn the basics of electronic mail including composing messages, working with attachments, maintaining an address book and storage
Keyboarding	Work towards becoming familiar with the keyboard and increasing typing speed and accuracy using a Typing Tutor program
Basic MS Office	Basic concepts of word processing, spreadsheets, presentations and database will be covered using MS Word, Excel, PowerPoint and Access 2007
Business Skills	Business communication will be the focus during the Business Skills component
Job Search I	Basic Job Search Skills will be covered including creating effective cover letters, resumes and networking skills
<b>MS Office/Word 1 - 112 hours (mornings)</b>	
MS Word L1	Create basic features in MS Word including formatting, printing, saving
MS Excel L1	Learn simple formulas, formatting and basic Charting
MS PowerPoint L1	Focus will be on creating a simple, effective slide show
MS Access L1	Create a database using tables and simple queries
<b>MS Office Level 2 - 225 hours (mornings)</b>	
MS Word L2	Advanced Word options will be covered such as creating mail merges, tables and graphics
MS Excel L2	Advanced formulas, formatting and charting
MS PowerPoint L2	Create templates and use advanced animation and transition features in PowerPoint
MS Access L2	Relational databases, advanced queries, forms and reports will be covered
MS Office Integration	Learn to share information, link files and use MS Office to obtain full benefits of the software package
<b>Workplace Skills Level 2 - 126 hours (afternoons)</b>	
Job Search II	Focus on interview skills and employment/labour market research
Computer Skills	Continuing with advanced Windows, Internet, Email and MS Office
Business Skills II	Business math, writing and grammar as well as common workplace skills such as time management will be covered
<b>Multi-Media Image Editing - Photoshop - 225 hours (mornings)</b>	
Photoshop	Explore concepts and processes of graphic image creating, manipulating and design using Adobe Photoshop
	Create original artwork, retouch & correct images, manipulate scanned images and prepare professional output for print and electronic media
<b>Graphic Design/Desktop Publishing - InDesign - 112 hours (mornings)</b>	
InDesign CS2	Using Adobe InDesign software, learn basic to advanced features
	Specific design concepts and principles will be covered to allow best use of this software in order to create marketing/promotional material, books, business cards, manuals and other applications