



District School Board of Niagara NEW PATHWAYS PROGRAM

A certificate program for skills retraining



Program: *Office Computer Applications with Multimedia Webpage Development*

Description: Full-time skills re-training program 8 to 11 months in length. The program includes basic computer training, Microsoft Office 2007 skills, multimedia webpage design, 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 688 - 955 hours and homework may be assigned. Students may earn high school credits while attending.

Fee: \$6,500

Start Dates: 3 start dates to choose from including:

- Jul 2009 - Jun 2010 (approx. 46 weeks)
- Sep 2009 - Jun 2010 (approx. 40 weeks)
- Oct 2009 - Jun 2010 (approx. 33 weeks)

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

See next page for course topics and descriptions

Course Title & Topics	Description - Office Computer Applications Specialist with Multimedia Webpage Development
Workplace Skills Level 1 - 155 hours (full day class)	
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
Intro to MS Office - 112 - 225 hours (mornings)	
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
Workplace Skills Level 2 - 84 - 126 hours (afternoons)	
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
Multi-Media - Flash - 112 hours (mornings)	
Flash	Learn to add interactive animation to a web site using Adobe Flash
Webpage Design - Dreamweaver - 225 hours (mornings)	
Adobe Dreamweaver	Create appealing and effective webpages
	HTML coding, webpage troubleshooting and editing will be covered
	Work with graphics, links, image maps, tables and forms
Graphic Design/Desktop Publishing - InDesign - 112 hours (July start date only) (mornings)	
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