

# Computer Graphics Specialist

405 Hours / 12 Weeks

## Program Objectives:

This program is designed to provide the students with the basic skills and knowledge vital to positions in Publishing, Graphics Design, Textile Design, and Web Design. Students will learn both the theory and hands-on application necessary to develop basic skills, knowledge, drawing techniques, needed to work in the industry as a Graphics Specialist.

Upon completion of this program, participants will be qualified, for the following Job titles (The levels of entry vary depending upon individual experience and background):

<b>Computer Graphics Specialist</b>
<b>Graphic Designer</b>
<b>Desktop Publishing Specialist</b>
<b>Web Designer</b>
<b>Graphics Arts Designer</b>

## Courses:

<b>Windows XP</b>
<b>Microsoft Word (Introduction to Advanced)</b>
<b>Microsoft Excel (Introduction to Advanced)</b>
<b>Microsoft Access (Introduction to Advanced)</b>
<b>Microsoft PowerPoint (Introduction to Advanced)</b>
<b>Adobe Photoshop</b>
<b>Adobe Illustrator</b>
<b>Quark X press</b>
<b>Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)</b>
<b>Microsoft Front Page (Introduction to Advanced)</b>
<b>Microsoft Publisher (Introduction to Advanced)</b>
<b>Internet Explorer (Introduction to Advanced)</b>
<b>Career Development</b>
<b>Job Placement Assistance</b>
<b>Resume Preparation</b>