

# GRAPHIC, DESIGN AND WEB SKILLS PROGRAM

**Program Code: 3P32943**

This certificate program will prepare students to work in an entry-level graphic design/web development position performing such tasks as editing a simple website, creating and optimizing digital images, cataloging and retrieving digital files.

Code	Title	Hours
<b>Core Courses</b>		
CCTR 100	Business/Computer Skills Lab	60
COMP 119	Adobe Photoshop Elements	24
COMP 121	Digital Photo Albums for Beginners	24
COMP 675	Digital Scrapbooking	36
COMP 705	Digital Photo Restoration and Portrait Makeovers	24
<b>Total Hours</b>		<b>168</b>

## First Year

Fall Term	Hours	Winter Term	Hours	Spring Term	Hours
COMP 119	24	COMP 121	24	COMP 705	24
CCTR 100	20	COMP 675	36	CCTR 100	20
		CCTR 100	20		
	<b>44</b>		<b>80</b>		<b>44</b>

**Total Hours 168**

**CCTR 100 36-200 Hours**

### Business/Computer Skills Lab

Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email! (*Apportionment*)

**COMP 119 24 Hours**

### Adobe Photoshop Elements

**Advisory:** Knowledge of Windows.

Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required. (*Apportionment*)

**COMP 121 24 Hours**

### Digital Photo Albums for Beginners

**Advisory:** MS 104 Windows Operating Systems - Introduction and COMP 105 Discover the Internet.

Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required. (*Apportionment*)

**COMP 675 36 Hours**

### Digital Scrapbooking

**Advisory:** Knowledge of Windows and Photoshop or COMP 119 Adobe Photoshop Elements.

Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements. (*Apportionment*)

**COMP 705 24 Hours**

### Digital Photo Restoration and Portrait Makeovers

**Advisory:** COMP 119 Adobe Photoshop Elements and knowledge of Windows.

For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required. (*Apportionment*)