Graphic Web Designer   (Available in Wilkes-Barre Only)

Educational Objectives:
The Graphic Web Designer program is a well rounded versatile program for the modern day in which these skills are utilized in today's business environment. Three key areas of this program include:

Microsoft Office Intermediate: Prepares students for Microsoft Office; Windows, Word, Excel, PowerPoint, and Outlook. You will cover the entire range of necessary skills, which are needed in every job position today.

Website and Social Media Fundamentals: This component allows for website updates and social media strategies to communicate with the socially connected world we live in. Software topics include: Web site Design, JavaScript, Java, HTML, CSS, Python, and Social Media.

Workplace Fundamentals & Executive Administrative Support Fundamentals: Further develops the core professional development skills that employers are seeking in todays employees. We provide fundamental skills to transform you in: Professionalism in the office, Communication, Business Etiquette, Thinking Critically, Creative Problem Solving, Customer Service, and Time Management. We also address Administrative Office Procedure training and Executive Administrative Support Fundamentals along with basic Human Resource Concepts.

Potential Occupations:
 Eligible employment opportunities with these skills include: Executive Secretary and Executive Administrative Assistant, Supervisor Office & Administrative support, Graphic Web Designer, Secretaries, Office Support, Marketing Assistant, Data Entry, Office Assistant, Microsoft Office Specialist, Billing & Posting Clerk, Bookkeeping Auditing Clerks, Graphics/Marketing Assistant, Web Development, and Social Media Strategist.

Admission Requirements:
The program requires a high school diploma or GED. In addition, the student must take the Wonderlic verbal skills test and score a 297 or above and take the Computer Competency test and score above a 70% to qualify for entrance in the Administrative & Graphic Web Designer Program. Upon successful completion of all courses entailed, the student will graduate from the Administrative & Graphic Web Designer Program and receive a diploma.

Course Tuition: $4,995   **Total Hours: 372 Hours**

Course Number	Course Name	Exam	Certification
NH201	Microsoft Office Intermediate		Microsoft Office Specialist in Word and Excel
NH300	Website and Social Media Fundamentals		
NH400	Workplace Fundamentals		
NH500	Executive Administrative Support Fundamentals		

Tuition Prices for Graphic Web Designer	
Tuition Only	$4,995
Tuition with optional Certification Package *INCLUDES: Exam vouchers, test preparation software keys, additional lab time, hands on breakout sessions, voucher administration and one on one Instructor time to develop a plan to address weak areas to prepare for exams from special testing software.*	Based on the quantity and type of exams chosen, prices will vary, See your Education Consultant.

Students who purchased test prep packages and complete the above course are eligible to take the exams for the corresponding certifications. Pass of certification exams is not guaranteed.

Microsoft Office Applications

NH201 Microsoft Office Intermediate

This course is intended for individuals who are looking to further themselves with the basics of personal computers to the intermediate levels of Microsoft Office Applications.

Topics Include:

- Windows Level 1- Managing files, folders, and libraries as well as customizing the Windows experience.
- What's New in Windows 10- New features of Windows 10 operating system.
- Word Level 1- Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, controlling page appearance, and preparing to publish a document.
- Word Level 2- Organizing with tables and charts, customizing with styles and themes, controlling the flow of a document, Quick Parts, and Mail Merge.
- Excel Level 1- Performing calculations and modifying, formatting and printing, and managing workbooks.
- Excel Level 2- Working with functions and lists, analyzing data, visualizing data with charts, and using PivotTables and PivotCharts.
- PowerPoint Level 1- Developing a presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver a presentation.
- Outlook Level 1- Formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing contacts, working with the Calendar, and working with tasks and notes.

Website & Social Media Fundamentals

NH300 Website and Social Media Fundamentals

In this course, students will be introduced to web design, software development, and social media.

Topics include:

- Introduction to Web site Design- The basics of web design, web design fundamentals, web fonts, cascading style sheets, introduction to grid structures, forms and icons, and positioning and resources.
- JavaScript Best Practices- Avoiding global variables, the Ternary Conditional, and applying SOLID principles.
- Fundamentals of JavaScript- Working with JavaScript elements, and some bonus JavaScript tips.
- Java Part 1- Language enhancements, concurrency utilities, IO and new IO, files, Async, change, and network protocols.
- Java Part 2- XML and I18N updates, I18N and frameworks, JDBC updates, and JDBC enhancements and Security.
- HTML5 and CSS3 Fundamentals- HTML, CSS basics, links, layout, tables, forms, and video.
- Python Fundamentals- Installing and configuring Python, syntax, importing, statements, types, strings, booleans, files, lists, tuples, comprehensions, functions, and classes.
- Pythons Tools, Modules, and JSON- Programming tools, modules and packages, and metaprogramming and JSON.
- Introduction to Social Media for Business- Utilizing Pinterest, Facebook, Twitter, Google+ advertising and networking, LinkedIn, and YouTube channels.
- Social Media Strategist- The rise of social media, conducting and auditing market analysis, setting goals and selecting platforms, creating the social media policy and integrating marketing strategies, developing effective content, popular platforms, launching successful campaigns, managing the community, customer service and measuring, analyzing, and reporting.
- Social Media in the Workplace- What social media is, defining your social media policy, creating a living document, keeping an eye on security, rules to follow when posting, benefits of social media, the pitfalls of social media, and listening to your customers.

NH400 Workplace Fundamentals

In this course, students will learn about several different professional business skills.

Topics include:
- Professionalism in the Office- Positioning yourself as a professional, enhancing your professional image, expanding your skills, communicating for results, and building relationships and networks.
- Communication Essentials- Business communication, verbal and non-verbal communication, written communication, electronic communication, communicating with graphics, and effectively working for your boss.
- Business Etiquette- Professional behavior, interview etiquette, planning and attending business meetings, electronic etiquette, and multicultural etiquette.
- Thinking Critically- Facing new problems, establishing the problem, discovering the solution, and accepting a decision.
- Creative Problem Solving- Problem solving method, information gathering, problem definition, preparing for brainstorming, generating solutions, analyzing solutions, selecting a solution, planning your next steps, and recording lessons learned.
- Customer Service Skills-Understanding customer service, focusing on the customer, customer service and the telephone, handling complaints, and enduring stress.
- Time Management- Identifying goals, effective energy distribution, working with your personal style, building your toolbox, and establishing your action plan.

NH500 Executive Administrative Support Fundamentals

In this course, students will learn more about the different roles of executive administrative support.

Topics include:
- Administrative Office Procedures- Understanding how an Administrative Office Procedure binder demonstrates professionalism and efficiency in an organization or office setting.
- Administrative Support Fundamentals- Getting organized, managing time, getting it all done on time, special tasks, verbal communication skills, non-verbal communication skills, empowering yourself, the team of two, and taking care of yourself.
- Executive Assistant Fundamentals- Working with your manager, administrative soft skills, effective time management, meeting management, tools of the trade, being an effective gatekeeper, organizational skills, confidentiality guidelines, and special tasks.
- Introduction to Human Resources Concepts- Attracting and retaining employees, recruiting, selection and orientation, training and development, performance appraisal, legal environment of HRM, motivating employees, contemporary motivation theory, motivation techniques, and teams and teamwork.
- Effective Human Resources Administration- Fundamentals of motivation, individual and group behavior, the informal organization, technology and people at work, productivity and quality improvement, job redesign and job enrichment, fundamentals of leadership, developing, appraising, and rewarding employees, communicating for effectiveness, managing conflict and change, and human relations in global business.

NH203 Microsoft Office Advanced

This course is intended for individuals who are looking to further themselves with the basics of personal computers to the intermediate and advanced levels of Microsoft Office Applications.

Topics Include:

- Windows Level 1- Managing files, folders, and libraries as well as customizing the Windows experience.
- What's New in Windows 10- New features of Windows 10 operating system.
- Word Level 1- Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, controlling page appearance and preparing to publish a document.
- Word Level 2- Organizing with tables and charts, customizing with styles and themes, controlling the flow of a document, Quick Parts, and Mail Merge.
- Word Level 3- Manipulating images, using custom graphic elements, collaborating on documents, adding document references and links, securing a document, using forms to manage content, and automating repetitive tasks with macros.
- Excel Level 1- Performing calculations and modifying, formatting, printing, and managing workbooks.
- Excel Level 2- Working with functions and lists, analyzing data, visualizing data with charts, and using PivotTables and PivotCharts.
- Excel Level 3- Working with multiple worksheets and workbooks, using lookup functions and formula auditing, sharing and protecting workbooks, automating workbook functionality, creating Sparklines and mapping data, and forecasting data.
- PowerPoint Level 1- Developing a presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver a presentation.
- PowerPoint Level 2- Modifying the PowerPoint environment, customizing design templates, adding SmartArt and math equations to a presentation, working with media and animations, collaborating on a presentation, customizing a slide show, and securing and distributing a presentation.
- Outlook Level 1- Formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing contacts, working with the Calendar, and working with tasks and notes.
- Outlook Level 2- Modifying messages and setting global options, organizing, searching, and managing messages, managing your mailbox, automating message management, working with Calendar settings, managing contacts, managing activities using tasks, sharing workspaces with others, and managing Outlook Data Files.

NH300 Project Management

This course is intended for individuals who are looking to further their knowledge of project management.

Topics Include:
- Project Management Skills for Non Project Managers- Making a meaningful contribution by leading others through the stages of planning, executing, and completing a project.
- Introduction to Project Management - Introducing participants to the practical basics of project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI).
- Project Management Professional PMP- Designed to prepare participants to take the Project Management Institute's Project Management Professional (PMP)® Exam, and is based on the information covered in the 10 areas of study used to formulate the exam, including the Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Sixth Edition, Project Management Institute, Inc.

NH400 Introduction to Accounting

This course is intended for individuals who are looking to further their knowledge of basic accounting.

Topics Include:
- Introduction to Business Accounting - Accounting and business, the accounting equation, analyzing transactions, posting entries, the adjusting process, adjusting entries, the adjustment summary, preparing a worksheet, financial statements, completing the accounting cycle, the accounting cycle illustrated, and the fiscal year.
- Booking and Payroll Basics - Principles, an overview of internal controls, subsidiary ledgers and special journals, reconciliations, correcting entries, sales tax, budgeting, accounting for merchandising, accounting for cash, payroll, partnerships and corporations, accounts receivable and bad debts, interim profit or loss, closing the books, and cash flow.