



# Website Management Professional Certificate Program

The Website Management program provides specialized training in the field of web page design and maintenance. Forecasts indicate an ever-growing market for students who complete this program. The training concentrates on the fundamentals of web page design, an in-depth study of coding, and web layout using the most recent software.

Participants complete eight required courses and one elective series. Participants may choose to complete additional electives in order to increase versatility and job options. Upon completion, participants are qualified for entry-level employment in the field as a web developer, web content administrator, web designer, web marketing program manager or in positions that require knowledge and skill in web design and management to fulfill a portion of the job responsibilities. Participants are encouraged to seek internships or work experience while completing coursework to further employment opportunities.

## Required Courses

### **ITEC 3150 Windows I**

**12 hours/1.2 CEUs/\$175**

Learn to work with multiple applications at a time by moving text and graphics. Use the help feature. Practice right mouse functions and keyboard shortcuts. Create, search and find folders and files. Discover basic file management techniques and customize window settings.

### **ARTS3400 Photoshop I**

**12 hours/1.2 CEUs/\$275**

Use this desktop digital imaging program to select tools, assign and adjust colors, edit and manipulate images, and apply filters. Participants learn to manipulate print parameters and use Photoshop for the web.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

### **ARTS 3405 Photoshop II**

**12 hours/1.2 CEUs/\$275**

Use this desktop digital imaging program to manipulate clipping groups, paths and shapes, transform type, liquefy an image, perform document surgery, and annotate and automate a document.

Prerequisites: Successful completion of ARTS 3400.

### **ARTS 3700 Dream Weaver I**

**12 hours/1.2 CEUs/\$275**

Use this professional software to develop your website. Learn to insert images and hypertext links, create tables, frames and forms and cascading style sheets.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

### **ARTS 3705 Dream Weaver II**

**12 hours/1.2 CEUs/\$275**

Use this professional software to incorporate advanced features for your website. Learn to creating layers with dynamic HTML, work with behaviors, timelines and libraries, manage windows, palettes and inspectors, and use plug-ins on your web page.

Prerequisites: Successful completion of ARTS 3700.

### **ARTS 3600 Flash I**

**12 hours/1.2 CEUs/\$275**

Learn how to create basic Flash animations and movies using the timeline. Learn how to navigate the Flash interface, create new Flash files, set state properties, create and work with text, create and format drawing objects and add layers. Discover how the timeline in Flash can be used to create basic frame-by-frame animations and motion tweened animations.

Prerequisites: Successful completion of ARTS 3700.

Visit our website at <http://workforce.tncc.edu/continuingeducation/classregistration.php> or call (757) 825-2937 or 825-2935 for information on how to register

Course schedule is located on our website. Check current schedule of classes for exact course offerings and explanation of administrative policies, including refund policy.

\*College credit may be available for successful completion of these courses. See TNCC advanced standing guide for details.

**ARTS 3605 Flash II****12 hours/1.2 CEUs/\$275**

Learn the advance features of Adobe Flash. Import and modify graphics into Flash, create transitions, animate masks, create motion paths, use ActionScript, work with shape tweening, as well as control the acceleration and deceleration of animation properties. Learn how to add sound and video directly to the timeline and how to publish your Flash files.

Prerequisites: Successful completion of ARTS 3600.

**ITEC 4100 Web Page Design I****12 hours/1.2 CEUs/\$225**

Sample the latest software used in web design to develop a web page for your business or personal use. Learn to insert and format text, graphics and forms, add multimedia elements to include music, video clips and special effects, and publish to the server.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

**ITEC 4105 Web Page Design II****12 hours/1.2 CEUs/\$225**

Integrate advanced design elements into your web page. Learn to add JavaScripts, flash and Java applets, and promote your web page on various search engines.

Prerequisites: Successful completion of ITEC 4100.

## Optional Courses

Participants are assumed to have basic computer skills and keyboarding skills of at least 45 words per minute prior to entering many courses. Those who do not meet these requirements will need to complete prerequisites.

**ITEC 3110 Keyboarding I & II Combo****18 hours/1.8 CEUs/\$250**

Establish your keyboarding skill and strengthen your foundation through practice and hands on exercises. Emphasis is on good keyboarding technique, touch-typing, and building speed while increasing open text speed and improving accuracy. Course is designed for those with little or no keyboarding experience.

**ITEC 3120 Computers for Beginners****12 hours/1.2 CEUs/\$175**

Lose the fear of computers with plenty of hands-on practice at a slow pace. Learn basic computer terminology and functions, as well as how to save and open documents. Practice left mouse and keyboard functions. Practice editing features in a word-accessory program.

**ITEC 3300 Internet I & II Combo****9 hours/0.9 CEUs/\$150**

Combine functions of Internet Explorer and electronic mail programs to research, download and save information from the Internet, use search directories and engines, send and receive email and attachments, and manage mail folders and addresses.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.

**ITEC 4400 Basic & Advanced HTML****12 hours/1.2 CEUs/\$225**

Learn the essentials of HyperText Markup Language (HTML) for designing and reformatting web pages. Create your own home page by working with headings, images, graphics, lists, tables and forms.

Prerequisites: Successful completion of ITEC 3150 or challenge exam.



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