

WCC CONTINUING EDUCATION SERVICES (CES) COMPUTER CERTIFICATE PROGRAMS

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

PROGRAM DETAILS:

The Continuing Education Administrative Assistant Certificate Program will provide students with extensive training in a variety of basic computer/office skills. The training is provided in one course of approximately 80 hours in duration (may be broken into three-parts), and is designed to provide the student with the computer skills most in demand by today's employers. This course meets once or twice a week for three hours in each meeting and there is no Capstone course required.

You will learn the basics of computer maintenance (Firewalls, Spy ware, Ad ware, malicious code, MS Updates, hard drive clean-up & de-fragment, etc.), using email and attachments, word processing, spreadsheets, presentation programs, databases, (using programs such as **Microsoft Word, Power Point, Excel, Access**) and more. You will gain an understanding of how technology benefits any business operation, writing resumes, interviewing skills, and much more. Upon successful completion of the course, students will be awarded a Certificate of Completion. We now also offer optional WIN Training to prepare you for the widely recognized North Carolina Career Readiness Certificate. Together with your Administrative Assistant Certificate you will be highly marketable to prospective employers!

We offer two versions of the program: One continuous class or broken into three parts for payment convenience—you must complete all three parts in order to receive the certificate. The three-part course provides exactly the same certificate upon completion of the three sections as the one-part continuous course.



**Get your NC Career
Readiness
Certificate at the
same time!**

NOTE: It is highly recommended you complete an Introduction to Computers course prior to enrolling in this program. You will need to know many of the basic skills used on the computer.

The above certificate requirements are valid as of July 2011. WCC reserves the right to change requirements or upgrade versions of courses as it sees fit to meet local business expectations. For more information, go to the Cont Ed Computer Programs web page.

FOR CURRENT SCHEDULE OF CLASSES GO TO:

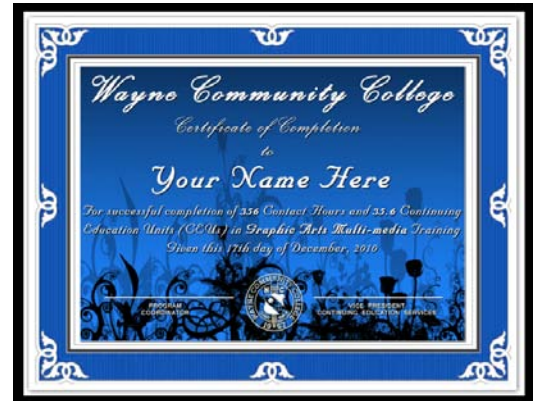
<http://www.waynecc.edu/continuing-ed/index.php/computer-courses/>

For more information, call 919-739-6933

GRAPHIC ARTS SPECIALIST CERTIFICATE PROGRAM

The Continuing Education Graphic Arts Certificate Programs provide students with extensive training in a variety of multi-media computer applications. These programs are designed to give students the skill sets needed to adequately perform in a number of graphics art related fields.

There are three program tracks available: **Graphic Arts Print Specialist**, **Graphic Arts Web Specialist**, and **Graphic Arts Multi-media Specialist**. Each track requires successful completion of a different group of Skill Sets and Courses, plus a Capstone course for each track. The Capstone course consists of several “real world” projects designed to measure the student’s ability to solve common workplace challenges and to provide verification that all necessary skills have been mastered. The creation of a Portfolio showcasing the student’s abilities will be created in the Capstone courses. All required courses for a track must be completed within 3 years of beginning course work. After successful completion of one program track, a student may enroll in a second or third track Capstone course, demonstrate the appropriate skills, and be awarded additional certificates. Online courses may be used for some of the requirements—call for details.



Each successful student will receive a Certificate of Completion signed by the Vice President of Continuing Education and a synopsis of the material covered in their program track. These courses are designed to provide prospective employers with the confidence that successful students will be ready to meet a Variety of tasks upon employment.

PROGRAM DETAILS (*Courses may be taken in any order except the Capstone—it is completed last*):

GRAPHIC ARTS SPECIALIST TRACK / COURSES NEEDED			
Required Courses	PRINT SPECIALIST TRACK	WEB SPECIALIST TRACK	MULTI-MEDIA TRACK
	Adobe Photoshop *Adobe Illustrator Acrobat Professional *Adobe InDesign	Adobe Photoshop *Adobe Illustrator Acrobat Professional Web Design	Adobe Photoshop *Adobe Illustrator Acrobat Professional Web Design *Adobe InDesign Digital Photography
	Print Specialist Capstone	Web Specialist Capstone	Multi-Media Capstone

*** NOTE: Both the Adobe Illustrator and InDesign requirements can now be completed by taking the Graphic Design Intro course.**

FOR CURRENT SCHEDULE OF CLASSES GO TO:

<http://www.waynecc.edu/continuing-ed/index.php/computer-courses/>

For more information, call 919-739-6933

NETWORKING SPECIALIST CERTIFICATE PROGRAM

The Continuing Education Networking Specialist Certificate Program will provide students with extensive training in a variety of computer networking subjects and skills. This program is designed to give students the skill sets needed to adequately perform in a number of IT and related fields.

This certificate requires the successful completion of a number of Skill Sets and Courses, plus a Capstone course. The Capstone course consists of several “real world” projects designed to measure the student’s ability to solve common workplace challenges and to provide verification that all necessary skills have been mastered. Students must complete at least two courses each year after beginning course work. Online courses may be used for some of the requirements—call for details.

Each successful student will receive a Certificate of Completion and a synopsis of the material covered in their program track. These courses are designed to provide prospective employers with the confidence that successful students have completed extensive hands-on experience and will be ready to meet a variety of networking tasks upon employment.



PROGRAM DETAILS *(Courses may be taken in any order except the Capstone—it is completed last):*

NETWORKING SPECIALIST CERTIFICATE	
Required Courses	Cisco Academy Semesters 1 through 4
	Computer Networking & Security <i>or</i> Basic Computer Repair
	A + Certification Preparation
	Net + Certification Preparation
	Networking Specialist Capstone



CAPSTONE COURSE DETAILS: The Capstone courses are designed to review, practice, and evaluate the material learned in your chosen Specialist Track. Each Specialist track has its own specific Capstone course—e.g.-Web Specialist Capstone, Networking Specialist Capstone, etc.

The material covered in a Capstone course varies depending upon the track, but for example, the Graphic Arts Multi-media Specialist course might test your ability to take digital pictures, adjust the pictures in PHOTOSHOP using multiple techniques, create a vector based company logo In Illustrator, drop these objects into InDesign and create text based ads for printed material, send various versions of the final products to simulated clients using Acrobat Professional, and finally, use all created objects in a functioning Web Site you design and develop.

For the Networking Specialist Certificate, the student might be asked to demonstrate basic computer troubleshooting techniques (typical hardware and software problems encountered) in a network environment. The student might be required to design and develop a working computer network system for a small to medium business with an emphasis on all required equipment, software, and security considerations necessary in today’s risky internet environment.

Finally, you would put together a professional portfolio of your work to showcase your talents to prospective employers.

FOR CURRENT SCHEDULE OF CLASSES GO TO:

<http://www.waynecc.edu/continuing-ed/index.php/computer-courses/>

For more information, call 919-739-6933