

# Graphic Web Designer

## Educational Objectives:

The GWD program is a four-part program.

**Part 1: 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.

### Part 2: 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.

**Part 3: Workplace Fundamentals:** Includes Professionalism in the office, Communication, Business Etiquette, Thinking Critically, Creative Problem Solving, Customer Service, and Time Management.

### Part 4: Executive Administrative Support

**Fundamentals:** Administrative Office Procedure training and Executive Administrative Support Fundamentals along with basic Human Resource Concepts.

## Potential Occupations:

The student will have acquired the skills necessary to obtain an entry-level position as:

- Executive Administrative Assistant
- Secretary – Office Support
- Marketing Assistant



## PROGRAM OUTLINE

| Course | Title   |
|--------|---|
| NH201  | Microsoft Office Intermediate                 |
| NH300  | Website and Social Media Fundamentals         |
| NH400  | Workplace Fundamentals                        |
| NH500  | Executive Administrative Support Fundamentals |

Total Hours: 372  
Tuition Only - \$4,995

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# Course Descriptions

| WINDOWS LEVEL 1   | MICROSOFT WORD LEVELS 1 AND 2  | MICROSOFT EXCEL LEVELS 1 AND 2   |
|---|--|--|
| <p>Managing files, folders, and libraries as well as customizing the Windows experience. New features of the Windows 10 operating system.</p>                                 | <p>Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects. Organizing with tables and charts, customizing with styles and themes, Quick Parts, and Mail Merge.</p> | <p>Performing calculations, formatting and printing, and managing workbooks. Working with functions and lists, analyzing data with charts, and using PivotTables and PivotCharts.</p>  |
| MICROSOFT POWERPOINT LEVEL 1  | MICROSOFT OUTLOOK LEVEL 1  | WEBSITE AND SOCIAL MEDIA FUNDAMENTALS  |
| <p>Developing a presentation, performing advanced text editing, adding graphical elements, and preparing to deliver a presentation.</p>                                       | <p>Formatting messages, working with attachments, customizing message options, organizing messages, managing contacts, working with the Calendar, tasks and notes.</p>                               | <p>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, Fundamentals of JavaScript, Java Part 1, Java Part 2, HTML5, CSS3 Fundamentals, Python Fundamentals, Python Tools, Modules, and JSON. Introduction to Social Media for Business, Social Media Strategist, and Social Media in the Workplace.</p> |
| EXECUTIVE ADMINISTRATIVE SUPPORT FUNDAMENTALS   | WORKPLACE FUNDAMENTALS   | ELECTIVES  |
| <p>Administrative Office Procedures, Administrative Support Fundamentals, Executive Assistant Fundamentals, Introduction to HR Concepts, and Effective HR Administration.</p> | <p>Professionalism in the office, Communication, Business Etiquette, Thinking Critically, Creative Problem-Solving, Customer Service, and Time Management.</p>                                       | <p>Microsoft Office Advanced Project Management<br/>Introduction to Accounting.</p>  |

Students who purchase a test prep package and complete the appropriate courses are eligible to take the exam for the corresponding certifications. Passing of certification exams is not guaranteed.



**Microsoft**  
Office Specialist