

## NEW MEDIA TECHNOLOGY Certificate Program

The certificate program in New Media Technology provides students with a broad understanding of Internet-based technologies for the design, development, maintenance, and support of such digital media as hyperlinked texts, static and moving imagery, audio, video, and multiple interfaces of these media. For those seeking immediate employment in a burgeoning field or for professionals currently in the field who wish to enhance job skills, the certificate program offers training and education for students with varied interests, backgrounds, and preparation. Using an integrated, interdisciplinary approach, the program combines instruction in technology, art, and writing, providing valuable skills in communication, programming, database and e-commerce, artistic layout and design, and animation.

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-103	Writing for the New Media.....	3
<i>Sub-total</i>		<i>3</i>

### REQUIREMENTS FOR THE MAJOR

ET-504§	Operating Systems and System Deployment.....	2
ET-704	Network Fundamentals I .....	4
ET-710§	Web Technology I: Building and Maintaining Web Sites.....	4
ET-712	Web Client Programming: JavaScript .....	3
AR-121	Two Dimensional Design.....	3
AR-473	Electronic Imaging.....	2
<i>Sub-total</i>		<i>18</i>

### ELECTIVES

Select 9 credits from the following:

ET-481	Personal Computer Technology, Architecture, and Troubleshooting.....	2
ET-714	Web Technologies II: Building Database Driven Web Sites.....	4
ET-716	Java Programming Technology .....	4
ET-718	Database Technology .....	3
ET-720	Advanced Web and Multimedia Programming Applications .....	1
ME-200	Digital Audio for New Media.....	3
AR-642§	Web Animation .....	3
<i>Sub-total</i>		<i>9</i>

**Total Credits Required .....30**

## MICROSOFT OFFICE APPLICATIONS PROFICIENCY PREPARATION Certificate Program

The certificate program in Microsoft Office Applications Proficiency Preparation prepares students to skillfully use the leading office applications programs. Corporations are seeking proficient, productive employees for their offices; students in this program will learn to use Microsoft applications with competence and confidence, and they will be prepared to take the Microsoft Office User Specialist (MOUS) Certification tests, which are the first global standard for desktop productivity across Microsoft Office applications. **The Certification Program in Microsoft Office Applications Proficiency Preparation is a revision of the Certificate Program in Word Processing.**

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101 or 103	English Composition I or Writing for the New Media.....	3
<i>Sub-total</i>		<i>3</i>

### REQUIREMENTS FOR THE MAJOR

BU-500	Introduction to Microcomputer Applications.....	3
BU-850	Fundamentals of Microsoft Windows.....	1
BU-906	Advanced Microsoft Office.....	3
BU-907	Information Processing using Microsoft Word .....	3
BU-920	Graphic Presentations Development Using Microsoft PowerPoint .....	3
BU-804	Personal Information Management/Electronic Messaging Using Microsoft Outlook .....	3
BU-921	Advanced Project Development in Preparation for MOUS Certification .....	3
BU-909	Cooperative Education in Business.....	3

One course selected from the following (dependent on typing ability)†.....

BU-801	Typewriting/Keyboarding I	2
BU-802	Typewriting/Keyboarding II	2
BU-803	Advanced Typewriting/Keyboarding	2
<i>Sub-total</i>		<i>24</i>

### ELECTIVES

BU-	Advised Business Electives.....	3
<i>Sub-total</i>		<i>3</i>

**Total Credits Required..... 30**

† Students who have had previous training in typewriting/keyboarding may take BU-802 (Typewriting/Keyboarding II) and BU-803 (Advanced Typewriting / Keyboarding). Students should seek advisement from the Department of Business.

§ Sections of this course denoted as "WT" may be taken to partially satisfy the Writing Intensive Requirement.