Multimedia Web Designer

Certified Dreamweaver MX 2004 Developer; Certified Macromedia Flash MX Designer; Business Mgmt.

National Aboriginal IT Skills Development Program

Career opportunities continue to grow for Information Technology (IT) professionals with the skills to help organizations maintain and expand their corporate networks. TeKnoWave's Five Pillars of Career and Community Development programs are the first national Aboriginal community-based technology training program in Canada and are designed in collaboration with hiring organizations and Aboriginal community participation. Willis College, the TeKnoWave Inc. partner, will lead the coordination of this national training.

Related Jobs: Multimedia Specialist**,** Web Designer, Web Master, Entrepreneur

Successful TeKnoWave Graduates Receive

1. **Willis College IT Diploma -** measures graduates IT skills knowledge & job readiness
2. **University of Winnipeg Management Studies Certificate -** provides essential workplace, communications & business skills
3. **Over Twenty (20 +) Transferable University Degree Credits -** encourages graduates to embrace lifelong learning
4. **Industry Certification, such as Macromedia, Microsoft, Dreamweaver -** verifies that graduates have the knowledge required for jobs
5. **Community Internship Program's Practical Experience -** provides graduates a portfolio of IT applications and references

Program Includes the Following

- All Textbooks and Materials (We use Official Curriculum instead of "Approved" Courseware)
- Industry Certification Exam Vouchers
- Career Development Seminars
- Entrepreneurship Development Seminars
- Aboriginal Leadership & Cultural Seminars
- Ottawa Campus Provides: Personal Email Account, Free Web Space and Back-up File Storage
- Computer Labs Available
- Free Job Placement Services for all Graduates
- Graduation Gala Ticket
- Refresher Courses Upon Availability
- High Academic Standards

For more information, contact the campus of your choice

Ottawa Campus   **Ogwehoweh Campus**

Toll Free: 1- 877- 233-1128   Toll Free: 1-866-827-5912

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Multimedia Web Designer
One-Year Diploma Program

➤ **TeKnoWave Program Orientation** ♦ Overview of Program, Student Handbook, Policies ♦ Learning Styles, Strategies for Success in the Program	**1 Week**
➤ **NET101 Computer Fundamentals** ♦ Software Operating Systems and Applications ♦ Computer Files & Data Storage, Computer Architecture ♦ Introduction to Microsoft Windows 98, XP ♦ File System, Commands, Scripts	**1 Week**
➤ **Internet Fundamentals & HTML** ♦ WWW, FTP, Search Engines, Web Applications ♦ Browsers: Microsoft Internet Explorer, Netscape Navigator ♦ Email, Newsgroups, IRC, Channels, Plug-ins ♦ Infrastructure, Network, Domains, Internet Service Providers ♦ Protocols: TCP/IP, HTTP, HTTPS, FTP, SMTP, POP3, NNTP, Telnet ♦ Internet Servers, Firewalls, Proxies, Personal Web Server ♦ HTML Tags: Format, Tables, Hyperlinks, Graphics, Forms, Frames ♦ Dynamic HTML, Cascading Style Sheets	**4 Weeks** **i-Net+** **CompTIA** **Exam Preparation** **CIW Foundations** **Exam Preparation**
➤ **Web Page Design and Site Planning** ♦ Layout, Graphics, Colour Usage, Design Principles, Composition and Balance ♦ The Inclusion of Animation, Sound and Video in Web Sites ♦ Content Definition, Client Needs Assessment and Requirements, User Interface, Web Site Mapping ♦ Web Site Publication, Maintenance and Promotion ♦ Client-Side and Server-Side Programming	**3 Weeks**
➤ **Dreamweaver and Fireworks** ♦ Web Development using Macromedia Dreamweaver ♦ HTML Management, Site Management, Advanced HTML ♦ Macromedia Fireworks ♦ Macromedia design features, integrating Dreamweaver and Fireworks ♦ Fundamental graphics design for the web	**2 Weeks**
➤ **Image Preparation with Photoshop & ImageReady** ♦ How to use Adobe Photoshop, Menus, Tools ♦ Print Media, Photo Retouching, Creative Image Editing Techniques ♦ Image Scanning, Image Layers ♦ Web Graphic Formats, GIF, PNG, JPEG, Image Sizing Techniques ♦ Adobe ImageReady and Optimizing for Web Publishing	**3 Weeks**

➢ **Image Creation with Adobe Illustrator** ♦ How to use Adobe Illustrator, Menus, Tools ♦ Drawing Techniques, Special Effects, Vector Graphics ♦ Print Media, Pre-Press Techniques, Transparency, Layers ♦ Web Media, Exporting to Other Applications	**3 Weeks**
➢ **Dynamic Web Site Design** ♦ Integrating tools, graphics and Dreamweaver ♦ Advanced Fireworks and Dreamweaver: JavaScript, Forms ♦ Rollovers, effects, form user interaction, server concepts	**2 Weeks**
➢ **Workshop – Web Site Development** ♦ Develop a full web site with original images and design as a portfolio piece	**2 Weeks**
➢ **Multimedia Design** ♦ Authoring Tools and Metaphors ♦ Flowchart (Icon Based), Card Based, Timeline Based ♦ Storyboarding, Basic Instructional Design, User Interface Design ♦ Animated GIFs	**2 Weeks** Certified Dreamweaver MX 2004 Developer exam # 802
➢ **Digital Video** ♦ Video Capture, Video Formats, Digital Video Cameras ♦ Compression Techniques, Audio and Video Mixing, Adobe Premiere ♦ Video on the Web, Streaming Video	**2 Weeks**
➢ **Multimedia With Macromedia Flash** ♦ Interface and Authoring Metaphor, Media Management Techniques ♦ Timeline, Stage, Sound, Shape & Motion Tweening, User Input, ActionScript ♦ Event-Handling, Pre-Loader, Flash on the Web	**4 Weeks** Certified Macromedia Flash MX Designer exam # 501
➢ **Introduction to Macromedia Director** ♦ Interface and Authoring Metaphor, Casts, Stage and Score ♦ Combining Media, Shockwave Overview	**3 Weeks**
➢ **Workshop – Multimedia Development** ♦ Interactive multimedia CDROM – portfolio.	**3 Weeks**

University Level Business Management Studies

Employers in today's job market are looking for employees with w**orkplace skills** and **an understanding of today's business environment**. The following modules will allow students to:
♦ Improve English Communication skills
♦ Acquire essential workplace skills: team building, project mgmt & efficiency
♦ Learn how Canadian business operates
♦ Be better positioned in the job market

➢ **Management I: Canadian Business Fundamentals** ♦ The Canadian business environment, administrative/organizatio n theory ♦ Formal and Informal organizational structure ♦ Leadership and its role in an organization, organizational change	**1 Week**

➢ **Management II: Organizational Behaviour** ♦ Managers - roles, activities, agendas for action and thought processes ♦ Interpersonal factors, personality, workgroup factors ♦ Basic biases, perception, organizational behaviour modification	**1 Week**
➢ **Effective Oral Communication** ♦ Principles of effective Oral Communication, effective delivery ♦ Critical listening skills, video and media, group interaction	**2 Week**
➢ **Effective Written Communication** ♦ Effective writing techniques, English grammar & punctuation, editing ♦ Memorandums, letters, reports, news releases, and agendas	**1 Week**
➢ **Principles of Human Resource Management** ♦ HR role in business, challenges, legal issues ♦ Managing the structure and flow of work, compensation, benefits ♦ Employee performance appraisal, recruitment, employee relations	**1 Week**
➢ **Project Management** ♦ Project life cycle, Project managers role and responsibilities ♦ Management styles, team management, requirements definition ♦ Scheduling, budgeting, resources, risk analysis, quality control ♦ Project 2002 - Gantt charts, critical path, major project	**2 Weeks**
➢ **Executive Edge Seminars** ♦ Learning Techniques ♦ Managing Your Priorities ♦ Strategic Planning ♦ Team Building ♦ Leadership	**1 Week**

Community Internship Program (CIP)

As a mandatory four week unpaid component of the program of study, all TeKnoWave students are required to complete an IT or business application that provides practical benefit to a local community, or socially responsible agency while building students confidence and pride. Students work in supervised teams. This community internship ensures that students gain critical practical experience and provides benefits to the participating organization.

➢ **Multimedia Web Design Community Internship Project** Working in groups, students will do projects that contribute to the community. These projects will be monitored and supervised by the Project Coordinator who will ensure quality but also mentor the students. A mark will be given for this course. Working with real-world clients, the students will gain practical experience in implementing a software solution. Sample Projects: ♦ Web site design and construction for an organization ♦ Flash movie for a web site to explain a program or teach concepts ♦ Cultural/historical web site to display information in various media forms ♦ CD multimedia marketing kit for a community organization ♦ Graphics and web for a display or special event Projects may be submitted by the student or by an organization. TeKnoWave staff will approve which projects are accepted.	**4 Weeks**

Career Development Seminars

These seminars are designed to assist TeKnoWave students enter the job market.

There are two main themes: 1 - Finding a job and 2 - Workplace environment.

➢ **Self-Assessment and IT Job Market** ♦ How to determine most suitable type of job in Information Technology ♦ IT Job Categories and expectations ♦ Self-Assessment ➢ **Resume Writing and Electronic Cover Letters** ♦ Resume styles and letters – purpose to get an interview ♦ Fine-tuning resume for the job ➢ **Interviewing** ♦ Types of Interviews – Telephone, Group, Traditional, Situational, etc. ♦ How to answer tough questions ➢ **Interview Practical** ♦ Students participate in mock interviews ➢ **Job Hunting Techniques** ♦ How people are hired ♦ Networking, using contacts, postings, etc. ♦ The Internet, Job Banks ➢ **Job Realities** ♦ On the job responsibilities, relationship with supervisor ♦ Teamwork and working with others ♦ How to deal with problems, clients ➢ **Entrepreneurship** ♦ How to start a business, types of business, getting incorporated ♦ Business plan, marketing your business, being unique ♦ Finances: bookkeeping, budgeting, payroll.	**6 Seminars and Individual Counseling**

Aboriginal Heritage, Leadership and Entrepreneurship

The local community in which the TeKnoWave program is being delivered will determine session content. Elders and community leaders will be invited to share experience and offer advice. Local cultural awareness and support systems will be included. Seminars also will be conducted on how to start a business, types of business, getting incorporated, business plan and marketing your business.	**Seminars** Scheduled throughout program
## Classes: 8:30 am to 4:30 pm Monday to Friday	**Holidays:** ♦ 2 Weeks at Christmas ♦ 1 Week in March ♦ 1 Week in Summer ♦ Plus All Statutory

NOTE: *In order to continuously improve our programs, TeKnoWave Inc. reserves the right to modify programs at any time.*