

Digital Design & Communications Academy

BUSINESS PATHWAY (182)

Course Type	Course Code	Course Title	Course Description	Post Secondary Connection
Introductory Course	IS707/708	Art of Entertainment	This course provides an introduction to the commercial application of design principles to communicate on a two-dimensional plane. Students will create, manipulate, and analyze artistic elements and media used to express feelings and communicate ideas. Students will study the historical and cultural development of two-dimensional arts and its impact as a communications tool. Students will become familiar with current practices and applications including computer design and career focused traditional arts disciplines	A-G Approved
Concentrator	IS608/609	Office Occupations 2	This course provides an in-depth, hands-on introduction to business technology used for business communication. Topics include the operating system and communication through digital documents, presentations, data computation and presentation, as well as how we represent ourselves through digital media to society. This course applies the principles of ethical and effective communication in the creation of business letters, memos, emails, as well as written and oral reports for a variety of business situations.	Articulation Agreement: SBVC
Capstone Course I	IS622/623	Microsoft Office Specialist	A Microsoft Office Specialist (MOS) is a professional who has completed a series of certification exams to demonstrate high proficiency in Microsoft Office software suite. Individuals who work in positions where Office programs are used frequently, such as administrative assisting or data entry, benefit from MOS certification. Certification examination is available for Word, Excel, and PowerPoint. No formal education is required; MOS certification is available at the specialist level.	A-G Approved