

MATRIX: IT Professional

52 Weeks
1404 Hours



Discovering Computers

Concepts for a Digital World (90 Hours)

Brush up on the basics with this introductory module. Keep your skills sharp and maybe learn a new trick or two about using your computer to its fullest capacity. Start with an overview of hardware, software, and computer components. Then move on to more in-depth topics such as the Internet, computer security and ethics, communications and networks.

OR choose

Keys to Success

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

Windows

Learn the essentials of working with Windows. This module exposes students to real-world examples and procedures preparing them to be skilled operating system users upon completion. Customize desktops, install hardware and software, and perform advanced searches.

Microsoft Word

Microsoft Word is no longer simply word processing software. Beyond learning how to create professional documents such as letters, brochures, and newsletters, you will learn to create, format, and publish web pages using this powerful application. Discover how to link to other Office applications, as well as how to share documents via e-mail, in print, or through the web. Learn exciting new features such as Smart Tags and Send for Review.

Microsoft Excel

Create very simple to very advanced spreadsheets in Excel. Keep track of essential information such as inventory, finances, or even potential customers. Use formulas and functions to manipulate and analyze your data, and then add graphics and images to visualize and communicate it. See how you can work with multiple worksheets and workbooks. Excel is a powerful tool that can interact with other Office applications and can also be used to create web pages!

Microsoft Access

To be effective in the IT industry, you must be able to maintain your information in a database. With Access, you will learn from the beginning how to create a database and use it to its full potential. Create professional reports and multi-table forms, query your data using SQL, and design Macros, Pivot Tables, and Pivot Charts.

HTML

Students acquire the knowledge to design, create, modify and publish websites for professional and personal use using HTML (Hypertext Markup Language).

Microsoft PowerPoint

Sell yourself or your business with this presentation software. Create slides containing text, graphics, pictures, or even movies, and then play them in a slideshow! Add hyperlinks, charts, and graphs, and even action buttons to make it interactive to your audience. You can even turn your presentation into a webpage! Collaborate and work with others to create an impressive presentation!

JavaScript Complete Concepts and Techniques

Make web pages interactive and fun, with JavaScript. Create scrolling or pop-up messages, selection lists, and shopping cart applications.

Macromedia Flash

Adding exciting multimedia and functionality to web pages and other stand alone projects with animation, buttons, and sound. In the final assignment, students create their own unique movie.

Visual Basic

A popular object-oriented programming language. Create well-written, readable programs. Build and debug complete applications for everyday use.

Final Assignment

Bring it all together with this final comprehensive assignment that will integrate all the skills learned throughout the IT Program. Students create documents, spreadsheets, databases, integrated websites, and programs for a business of their own choosing.

A Good Knowledge Base

“ I found the Matrix IT Professional Program to be very good. The course material was up-to-date, covered the subjects completely, and gave me a good knowledge base to look at pursuing a career in the field. The equipment was first class and facilitated the learning of the course material. I really enjoyed working with the staff - both instructional and non-instructional. They were all extremely helpful and made my time there enjoyable and profitable. ”

Dominique Schwartz
HomeED Graduate, 2007
MATRIX: Multimedia and Animation