

# **Intrax Career Training**

## ***Management, Business, Commerce and Finance Training Plan***

**Focus: Advanced Web Design**

### **Program Goals**

The Intrax Career Training Program is designed to provide young professionals with practical training and experience in their chosen field of study while exposing them to American business practices and culture. Upon completion of the program, participants will be prepared to return to their home country and secure a rewarding position in their chosen career field.

### **Trainee Information**

**Last Name:**

**First Name:**

**Middle Name:**

**E-mail Address:**

**Phone Number:**

**Mailing Address:**

### **Host Company Information**

**Company Name:**

**Training Advisor's Name:**

**Title:**

**E-mail Address:**

**Website:**

**Phone Number:**

**Fax Number:**

**Mailing Address:**

### **Internship Information**

**Start Date:**

**End Date:**

**Internship is:**       Paid       Unpaid

**Stipend is:**

**Additional Compensation:**

**Hours of Training per Average Week:**

## **Training Objectives**

This program is designed to provide the Trainee with training and practical experience in advanced website design.

## **Training Prerequisites**

The trainee needs to have a four-year degree in design or a related field, or he or she needs to have at least two-years of experience in commercial web design.

## **Skills to be Imparted**

The trainee will learn to design corporate websites using Cold Fusion, Page Mill, Macromedia Flash, and Java Scripting.

## **On the Job Training**

The trainee will have the opportunity to gain practical experience in the use of various web design programs using techniques taught throughout the program. This practical experience is necessary to reinforce lessons and allow the trainees to experience the efficacy of the training.

## **Supervision and Evaluation**

The Program Advisor, \_\_\_\_\_ will supervise the Trainee's progress and assess his or her performance toward achieving a certificate of completion at the end of the program.

## **Training Schedule**

### ***Phase I - Orientation and Review of Website Design Theory***

#### **Weeks One through Two**

##### **Summary:**

The Trainee will receive an orientation to the program and to , including information on the local community and the current state of the web design industry in the United States. Then he or she will receive a review of website design theory according to the experts at .

##### **Details:**

Week One: Program Orientation and Introduction to

Week Two: Review of the State of the Industry and Web Design Theory

##### **Review:**

Upon the completion of Phase I, the Program Advisor will meet with the Trainee to review the information presented and ensure that he or she is prepared to begin Phase II.

### ***Phase II - Review of Web Design Basics***

#### **Weeks Three through Nine**

##### **Summary:**

The trainee will build upon the review of web design theory in Phase I to a review of the basics of web design.

##### **Details:**

Week Three: Defining the Purpose of the Site

Week Four: Determining the Look or Feel of the Site

Week Five: Deciding Upon Color Schemes and Other Design Elements

Week Six: Choosing a Navigation System

Week Seven: Diagraming the Site

Week Eight: Creating a Template

Week Nine: Selecting Content

**Review:**

Upon completion of Phase II, the Program Advisor will meet with the Trainee to ensure that he or she understands the basics of web design and to see if he or she is prepared to proceed to Phase III.

***Phase III - Using Cold Fusion for Web Design***

**Weeks Ten through Twenty**

**Summary:**

The Trainee will learn to use the Cold Fusion software program to design websites.

**Details:**

Week Ten: Introduction to Cold Fusion

Week Eleven: Learning to Use Tools and Program Navigation

Weeks Twelve through Fifteen: Learning to Create Basic Pages

Weeks Sixteen and Seventeen: Learning to Program Navigation, DHTML Elements, and Using Other Advanced Features

Weeks Eighteen through Twenty: Practical Training in Using Cold Fusion to Create Websites

**Review:**

Upon the completion of Phase III, the Program Advisor will meet with the Trainee to ensure that he or she understands how to use Cold Fusion Software and to decide if he or she is ready to progress to Phase IV.

***Phase IV - Using Page Mill for Web Design***

**Weeks Twenty-One through Thirty-One**

**Summary:**

The Trainee will learn to use the Page Mill software program to design websites.

**Details:**

Week Twenty-One: Introduction to Page Mill

Week Twenty-Two: Learning to Use Tools and Program Navigation

Weeks Twenty-Three through Twenty-Six: Learning to Create Basic Pages

Weeks Twenty-Seven and Twenty-Eight: Learning to Program Navigation, DHTML Elements, and Using Other Advanced Features

Weeks Twenty-Nine through Thirty-One: Practical Training in Using Page Mill to Create Websites

**Review:**

Upon the completion of Phase III, the Program Advisor will meet with the Trainee to ensure that he or she understands how to use Page Mill Software and to decide if he or she is ready to progress to Phase V.

***Phase V - Using Macromedia Flash for Motion Graphics***

**Weeks Thirty-Two through Forty**

**Summary:**

The Trainee will learn to use Macromedia Flash Software to create motion graphics for advanced web design. He or she will also be using Cold Fusion and Page Mill during this phase, building upon lessons learned in Phases III and IV.

**Details:**

Week Thirty-Two: Introduction to Macromedia Flash  
Week Thirty-Three: Learning to Use Tools and Program Navigation  
Weeks Thirty-Four through Thirty-Six: Learning to Create Animations  
Weeks Thirty-Seven through Forty: Learning to Create Interactive Animations and Utilize Streaming Audio and Video

**Review:**

Upon the completion of Phase V, the Program Advisor will meet with the Trainee to ensure that he or she understands how to use Macromedia Flash Software and to decide if he or she is ready to progress to Phase VI.

***Phase VI - Creating Java Script for Use in Websites***

**Weeks Forty-One through Forty-Nine**

**Summary:**

The Trainee will learn to create Java Scripts for advanced website design.

**Details:**

Week Forty-One: Learning to Use Basic Syntax  
Week Forty-Two: Learning to Create Basic Elements  
Weeks Forty-Three through Forty-Five: Learning to Create Advanced Elements

## ***Intrax Career Training - Training Plan***

Weeks Forty-Six through Forty-Nine: Practical Training in Using Java Scripting in Advanced Website Design

### **Review:**

Upon completion of Phase VI, the Program Advisor will review the work completed in the practical training portion of the phase to ensure that he or she has a thorough understanding of Java Scripting and is prepared to advance to the final phase of the program.

## ***Phase VII - Designing an Advanced Website***

### **Weeks Fifty through Fifty-Four**

#### **Summary:**

The trainee will use software and techniques learned throughout the program to create an advanced website for commercial use.

#### **Details:**

Week Fifty: Define the Purpose of the Website

Week Fifty-One: Deciding Upon Design Elements, Colors, Navigation, Etc.

Week Fifty-Two: Diagraming the Site and Creating a Template

Weeks Fifty-Three and Fifty-Four: Adding Content to Complete the Site

#### **Review:**

Upon completion of Phase VII, the Program Advisor will review the Trainee's website to ensure that it meets standards. Successfully passing this review will result in a certificate of completion.