GREEN DOCUMENTS: DOCUMENTS FOR THE ENVIRONMENT, CERTIFICATE OF COMPLETION

Requirements

Green Documents: Documents for the Environment badge/certificate is designed for individuals who are looking for "green" alternatives to paper documents. Students will learn how to create new documents that can be digitally form filled, signed, secured, distributed and archived electronically. Includes instruction on how to prepare images for use in both digital, web and print based documents.

Code	Title	Units
GDPW NC051	Save a Tree, Go Paperless!	0
GDPW NC052	Preparing Digital Images	0

Learning Outcomes

1. Construct an interactive digital document to be used for electronic distribution.
2. Set appropriate security for interactive digital documents and to sign using digital signatures.
3. Examine, determine and manipulate digital images for the intended use
4. Save digital images that meet industry standards for intended use