

Information Technology



CCNA, CCNP

Computer Forensics

Computer Literacy

JAVA / J2EE Programmer / Developer Certificate

Microsoft Office 2003, Microsoft Office 2007,
Microsoft Project, Microsoft Quickbooks

Oracle OCA & OCP Certification Preparation

Technical Support Specialist A+

Web Design and Development

August - December 2008



THE CENTER

CONTINUING STUDIES

www.mccc.edu/ccs



Computer Literacy

Keyboarding

Learn to master the keys on any keyboard quickly and easily using the touch-typing method. Your fingers can work automatically and you can concentrate on the content. Students will work at their own pace with opportunity to practice and review.

1.8 CEU. Cost: \$219 (tuition: \$90; lab fees: \$109; book fee: \$20)

XCA103-076297 **Sept 9-Sept 25**

6 sessions Tu,Th 6:30-9:30pm

Jennifer Fleming

The Most Elementary Computer Course

For the uninformed or curious, this basic introduction helps those who have a fear of computers become comfortable with basic terminology and concepts. Students examine computer jargon, hardware, software, computer systems, and different kinds of computers and their uses. Limited hands-on experience. If time permits, a hands-on overview of the Internet will be included. Textbook required. Available in college bookstore.

1.0 CEU. Tuition and fees: \$217 (tuition: \$90; lab fees: \$127)

XCA127-076298 **Sept 19-Sept 26**

2 sessions F 9:30am-3:30pm

Introduction to Windows

(This course should be taken before taking any other computer courses that use Windows.)

Prerequisite: Keyboarding or equivalent experience

This course provides an introduction to and practice with basic Windows skills, including the mouse techniques of clicking and dragging, and resizing windows. Students navigate the desktop and access and use online help, work with shortcuts, customize Windows and use the Windows Explorer. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees \$127)

XCA107-076299 **Oct 3-Oct 10**

2 sessions F 9:30am-3:30pm

XCA107-076300 **Oct 6-Oct 20**

Microsoft Office™ 2007 New Features

This six-hour course will transition you from earlier versions of Microsoft Office™ to the new 2007 version.

You will learn:

- Interface (office button menu, ribbon, mini toolbar, quick access toolbar and status bar)
- File format (XML format and XML compatibility)
- New Word features (formatting, quick parts and building blocks, and shared documents)
- New Excel features (larger worksheet size, charts and reports, table options, pivot tables and Excel services)
- New PowerPoint features (dynamic SmartArt graphics, slide libraries, sharing presentations and custom layouts)
- New Access features (data features and reports)

0.6 CEU. Cost: \$130 (tuition: \$54; lab fees: \$76)

Textbook required. Available in college bookstore.

XCA305-076301 **Sept 26-Oct 3**

2 sessions F 1-4pm

XCA305-076302 **Oct 15-Oct 22**

2 sessions W 6:30-9:30pm

XCA305-076303 **Oct 27-Nov 3**

2 sessions M 6:30-9:30pm

XCA305-076304 **Nov 7-Nov 14**

2 sessions F 1-4pm

Kristen Callahan, MCCC Faculty



Word™ 2003

Introduction to Word™ 2003

Prerequisite: Intro to Windows or equivalent knowledge

This course introduces the concepts of word processing including creating, editing, storing, retrieving, and printing documents. Formatting, changing margins and tabs, using the proofing tools and enhancing text will be covered. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA109-076309 **Oct 14-Oct 21**

2 sessions Tu 9:30am-3:30pm

XCA109-076310 **Oct 16-Oct 30**

3 sessions Th 6:10-9:30pm

Intermediate Word™ 2003

Prerequisite: Introduction to Word

Students learn how to work with multiple documents, create headers and footers, produce form letters, and address labels. Additional topics include sorting information, creating columns of text, tables, using macros, and combining pictures with text. Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA157-076311 **Nov 12-Nov 19**

2 sessions W 9:30am-3pm

Advanced Word™ 2003

Prerequisite: Intermediate Word

Students learn advanced features, such as mail merge as a database, setting up form letters, creating data documents, creating forms, working with graphics, and custom formatting.

Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA158-074005 **Aug 1-Aug 8**

2 sessions F 9:30am-3pm

XCA158-076312 **Dec 5-Dec 12**

2 sessions F 9:30am-3pm

Introduction to Word™ 2007

Prerequisite: Intro to Windows or equivalent knowledge

This course concentrates on the new Word 2007 features that enable you to create professional-looking documents. Learn how to enter and edit text, and save and browse documents as well as how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA130-076305 **Oct 7-Oct 14**

2 sessions Tu 9:30am-3:30pm

Introduction to Excel™ 2007

Prerequisite: Introduction to Windows or equivalent knowledge

New Excel 2007 features enable you to organize and analyze business information. After an introduction to spreadsheet terminology and Excel's window components, you will learn how to use the Help system and navigate worksheets and workbooks. Enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, you will create and modify charts, and learn how to manage large workbooks. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA132-076306 **Oct 24-Oct 31**

2 sessions F 9:30am-3:30pm

Introduction to Access™ 2007

Prerequisite: Introduction to Windows or equivalent knowledge

You will learn about the new features in the latest version of Microsoft Office Access 2007. Learn how to design and create databases; and then create, populate and analyze the data. Work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA133-076307 **Nov 7-Nov 14**

2 sessions F 9:30am-3:30pm

Introduction to PowerPoint™ 2007

Prerequisite: Introduction to Windows or equivalent knowledge

This course concentrates on the new features that enable you to create dynamic and engaging presentations using PowerPoint 2007. You will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams and also edit and format slide content, and apply transition effects. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA134-076308 **Oct 28-Nov 4**

Web Design & Development

Web Design Concepts

Learn the fundamentals of web page design, including enhanced layouts and Cascading Style Sheets. Design user-friendly sites for a variety of businesses that are compliant to industry standards.

0.9 CEU. Tuition and fees: \$195 (tuition: \$81; lab fees: \$114)

XCS394-076448 **Sept 9-Sept 16**

3 sessions Tu,Th 6:30-9:30pm

Larry Petracaro, MCCC Instructor

Intro to HTML

Prerequisite: Ability to touch type and familiarity of Windows

Create web pages by writing HTML and more advanced XHTML code. Course will cover an overview of the World Wide Web, formatting, links, graphics, lists and tables and conceptual design. Textbook included.

1.2 CEU. Cost: \$287 (tuition: \$108; lab fees: \$153; book: \$17)

XCS300-076449 **Sept 23-Oct 2***

3 sessions Tu,Th 5:30-9:30pm

*Class will not meet Sept 30

XCS300-076416 **Sept 27-Oct 18***

4 sessions Sa 9:30am-12:30pm

*Meets in the Technology Lab, 2nd Floor, at The Princeton Public Library,

65 Witherspoon Street, Princeton, NJ 08542

Suzanna McGee, MCCC Instructor

Advanced HTML

Prerequisite: Intro to HTML

Learn to design with more advanced HTML concepts; CSS, image maps, online forms, adding sound and video, web authoring tools and the creation of active web pages.

Bring to class same book used in Intro class.

1.2 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCS310-076450 **Oct 7-Oct 16***

3 sessions Tu,Th 5:30-9:30pm

*Class will not meet Oct 9

Jeanne Hart-Convery, MCCC Instructor

Dreamweaver 8

Prerequisite: Basic HTML and Windows or experience with previous versions of Dreamweaver

Learn the latest Dreamweaver web authoring applications. Students will create a basic site from scratch. Textbook required. Available in college bookstore.

0.9 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCS354-076454 **Oct 20-Oct 27**

3 sessions M,W 6:30-9:30pm

Suzanna McGee, MCCC Instructor

Advanced Dreamweaver 8

Prerequisite: Intro to Dreamweaver

A continuing exploration of the Dreamweaver web authoring software. Students will learn additional functions to enhance productivity. Topics covered include: Cascading Style Sheets (CSS), online forms, JavaScript behaviors, libraries, layers, popup menus and flash elements. Emphasis on hands-on learning.

Bring to class same book used in Intro class.

0.9 CEU. Cost: \$195 (tuition: \$81; lab fees: \$114)

XCS398-076455 **Oct 29-Nov 5**

3 sessions M,W 6:30-9:30pm

Suzanna McGee, MCCC Instructor

Intro to Flash 8

Prerequisite: Familiarity with any Microsoft Office Product

Adobe (Macromedia) Flash is the leading tool for creating interactive multimedia for the web including drawing, tweening, animation and audio. Textbook required. Available in college bookstore.

0.9 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCS358-076458 **Nov 24-Dec 8**

3 sessions M 6:30-9:30pm

Suzanna McGee, MCCC Instructor

Advanced Flash 8

Prerequisite: Any version of Flash experience

Flash is the leading development tool for creating interactive multimedia content for the Internet. This course will cover drawing, animations, motion tweening, editing various images, text, buttons, sound, video, publishing and exporting. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XIT113-076459 **Sept 8-Sept 17**

4 sessions M,W 6:30-9:30pm

Suzanna McGee, MCCC Instructor

JavaScript & DHTML

Prerequisite: Competency in HTML, must be able to program in at least one programming language

Learn the Basics of JavaScript and the creation of rollovers, pop-up windows and user validation forms. JavaScript with Cascading Style Sheets will create dynamic state-of-the-art web pages that work across multiple browsers. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCS395-074024 **Aug 9-Aug 16**

2 sessions Sa 9am-3:30pm

XCS395-076447 **Nov 10-Nov 19***

4 sessions M,W 6:30-9:30pm

Steve Painter, MCCC Instructor

Introduction to Photoshop

Prerequisite: Introduction to Windows; experience with word processing desirable

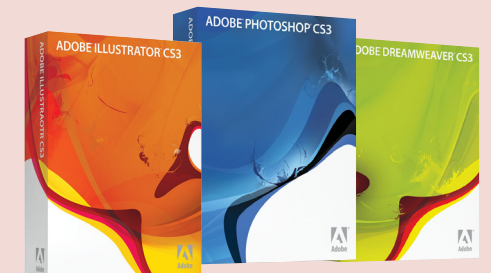
Introduces PC Windows users to the world's #1 image editing program. Topics include resolution and image size, palettes and file formats, color and tonal adjustments. Learn photo restoration and basic image editing techniques. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCA141-076457 **Nov 11-Nov 20**

4 sessions Tu,Th 6:30-9:30pm

Larry Petracaro, MCCC Instructor



Introduction to Adobe Illustrator

You don't have to be an illustrator to learn the industry standard vector graphics application for both print and web. Adobe Illustrator helps you create beautiful and scalable illustrations, logos, web layouts, and even simple page layouts. Illustrator also helps you create for use in your Macromedia Flash projects. This course will introduce you to Adobe Illustrator and provide a full overview of the program's capabilities and functionality. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$261 (tuition: \$108; lab fees: \$153)

XCA135-076460 Dec 2-Dec 11
4 sessions Tu,Th 6:30-9:30pm

Larry Petraccaro, MCCC Instructor

Server Side Programming with ASP

(Microsoft Active Server Pages)

Prerequisite: Competency in HTML, able to program in at least one language

This is an introduction to server side scripting using ASP with VBScript programming language. Create dynamic websites, using a structured approach. 1.2 CEU. Cost: \$326 (tuition: \$135; lab fees: \$191)

XCS400-076461 Dec 8-Jan 12*
4 sessions M 6:30-9:30pm

*Class will not meet Dec 22 & 29

Samip Parikh, MCCC Instructor

Intro to Google SketchUp

Prerequisite: Familiarity with any Microsoft Office Product

This course will show you how to use the program Google SketchUp to create computer-generated 3D models. You will be able to create models of homes, office buildings, interior of buildings, and exterior landscaping. SketchUp lets the 3D designer develop sophisticated models by just learning some simple user-friendly tools along with 100's of pre-made components to be included in your design that you can edit to personalize any 3D computer generated model. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$261.

XCS409-076462 Dec 16-Jan 8*
4 sessions T,Th 6:30-9:30pm

*Class will not meet Dec 23, 25, 30, Jan 1

Suzanna McGee, MCCC Instructor

Cascading Style Sheets (CSS)

Prerequisite: Intro and Advanced HTML

Learn to use style specifications in web design. Use Cascading Style Sheets to set fonts, colors, and page layout. Learn how to set styles for an entire site. Textbook required. Available in college bookstore.

(<http://www.oreilly.com/catalog/9780596515058/index.html>)

0.6 CEU. Cost: \$174 (tuition: \$72; lab fees: \$102)

XCS401-076456 Nov 4-Nov 6
2 sessions Tu,Th 6:30-9:30pm

Steve Painter, MCCC Instructor

PC Repair Certificate Program

An Online Comprehensive Career Certificate Program

Job growth in PC repair reflects the increasing dependence of business and residential customers on computers and other sophisticated office machines. You'll learn to repair and add peripherals, troubleshoot, install, and maintain the system, remove and replace CPUs, motherboards, and memory. After earning your certificate, you will be ready to start your own repair business, work for an existing repair business, or gain employment in any business, government agency, or other organization that relies on computers. Tuition: \$738 (includes \$138 tuition & \$600 fees)

(225 contact hours of instruction)

- Enrollment is always open so you can start at any time
- Your textbooks, learning materials, and unlimited instructor support are included in your tuition
- Certificate of Completion awarded upon program completion
- 12 months to complete program

Web Designer Certificate

Through this series of courses you will learn the elements of web design and gain the skills necessary to create an effective website. This is a hands-on program that will provide lots of practical exercises and experience.

To earn the certificate, you must successfully complete all core courses and three electives.

Core Courses:

- Web Design Concepts
- Intro HTML
- Advanced HTML
- Dreamweaver
- Advanced Dreamweaver
- Photoshop

Electives:

- Flash
- Javascript
- Illustrator
- Intermediate Photoshop

Web Developer/ Programmer Certificate

Prerequisite: Knowledge of at least one programming language

This more technical program, led by expert instructors, will teach you to create effective, functional websites and work for a variety of professional organizations in a basic web design capacity.

To earn the certificate, you must successfully complete all core courses and one elective:

Core Courses:

- Applications Development
- Web Applications
- Web Design Concepts
- Intro HTML
- Advanced HTML
- Dreamweaver
- Cascading Style Sheets (CSS)
- Javascript & DHTML
- Server Side Programming with ASP
- Implementing SQL in ASP

Electives:

- Photoshop
- Intro to Flash 8
- Advanced Flash 8
- Action Script
- Advanced Dreamweaver

Microsoft Word XP Certification Preparation 2003

Microsoft Word is the most widely used word processing program in businesses today and employers are looking for people who have either a validated proficiency or expert level of certification in it. This course will provide you with the necessary tools needed to prepare for the Microsoft Office Specialist certification exam. Students will be using Microsoft-approved independent courseware that covers Introduction, Intermediate and Advanced required levels to pass the exam. Independent project work, and additional practice outside of class, is expected.

Learn to:

- Use formulas & functions to perform calculations
- Link and protect cells, worksheets and workbooks
- Represent data graphically using charts
- Record and run macros, edit macros using the Visual Basic Editor
- Import and export data from Excel
- Add validation criteria and use forms for data entry
- Create and analyze PivotTable and PivotChart
- Perform What-if analysis using: Goal Seek, Solver and Scenarios
- Share workbooks

2.7 CEU. Tuition and fees: \$595 (tuition and fees: \$279; lab fees: \$316) (fee includes books and exercise disk)

XCA312-076317 Sept 15-Oct 20*
9 sessions M,W 6:30-9:30pm

*Class will not meet Sept 29, Oct 8

Microsoft Word Expert / Microsoft Word Certified MASTER Instructor

MS Excel™

Introduction to Excel™ 2003

Prerequisite: Introduction to Windows or equivalent knowledge

This course introduces essential commands to create, modify, save, load and print worksheets. Topics include working with formulas and functions, with multiple worksheets and files and printing charts.

Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA159-076313 Sept 25-Oct 2
2 sessions Th 9:30am-3:30pm

XCA159-076314 Oct 21-Nov 4
3 sessions Tu 6:10-9:30pm

Intermediate Excel™ 2003

Prerequisite: Introduction to Excel

Students learn how to create macros, use ranges and functions, share worksheet data, format and enhance worksheets and charts, and use special print options. Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA160-076315 Nov 7-Nov 14
2 sessions F 9:30am-3pm

Advanced Excel™ 2003

Prerequisite: Intermediate Excel and six months of experience after Intermediate Excel

This course covers the various database capabilities of Excel. Included are designing and working with databases; performing customized sorts; using several common functions; applying filters; conditional formatting; creating and using pivot tables to analyze the data; using the various audit features; and working scenarios. Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA161-074011 Aug 5-Aug 12
2 sessions Tu 9:30am-3pm

XCA161-076316 Dec 5-Dec 12
2 sessions F 9:30am-3pm

MS PowerPoint™

Introduction to PowerPoint™ 2003

Prerequisite: Introduction to Windows or equivalent knowledge

Students will create graphs, work with text, drawings, clip art, and colors; use masters and templates; and use slide show transitions and special effects.

Workbook required. Available in college bookstore. 1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA122-076418 Nov 6-Nov 20
3 sessions Th 6:10-9:30pm

Advanced PowerPoint™ 2003

Prerequisite: Introduction to PowerPoint™

Topics include customizing the Toolbar and ClipArt gallery, using the drawing toolbar and advanced charting tools, and enhancing objects in slides. Students will also learn to create and customize slide shows. Workbook included.

0.6 CEU. Cost: \$149 (tuition and fees: \$54; lab fees: \$76; book: \$19)

XCA123-076417 Nov 1-Nov 8*
2 sessions Sa 9:30am-12:30pm

XCA123-076419 Dec 3-Dec 10
2 sessions W 6:30-9:30pm

*Meets in the Technology Lab, 2nd Floor, at The Princeton Public Library, 65 Witherspoon Street, Princeton, NJ 08542

Kristen Callahan, MCCC Faculty

Quickbooks™

Comprehensive QuickBooks™

Prerequisite: Finance for Non-Financial Managers or basic understanding of accounting

1.5 CEU. Tuition and fees: \$295 (tuition and fees: \$142; lab fees: \$153)

XCA148-076424 Sept 29-Oct 6
2 sessions M 9am-5pm

XCA148-076290 Dec 1-Dec 15
5 sessions M,Th 6:30-9:30pm

Carla Fallone, MBA

MS Access™

Introduction to Access™ 2003

Prerequisite: Introduction to Windows or equivalent knowledge

Students will learn database concepts and terminology, design, create and modify tables, set up queries and use calculations in queries. Students will also use basic forms and reports, find data, and import data from external sources. Workbook required. Available in college bookstore.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA162-076320 Sept 8-Sept 22
3 sessions M 6:10-9:30pm

XCA162-076321 Oct 6-Oct 13
2 sessions M 9:30am-3:30pm

Introduction to Access™ 2003

at The Princeton Public Library

1.0 CEU. Cost: \$236 (tuition and fees: \$90; lab fees: \$127; book: \$19)

XCA162-076415 Oct 7-Nov 4*
5 sessions Tu 6-8pm

*Meets in the Technology Lab, 2nd Floor, at The Princeton Public Library,

65 Witherspoon Street, Princeton, NJ 08542

Kristen Callahan, MCCC Faculty

Intermediate Access™ 2003

Prerequisite: Introduction to Access

Students will learn how to create relational databases, work with related tables, use subforms, maintain data integrity, use advanced forms, report, and query features, use advanced queries and work with charts.

Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA163-076451 Nov 4-Nov 18
3 sessions Tu 6:30-9:30pm

XCA163-076452 Nov 6-Nov 13
2 sessions Th 9:30am-3pm

Advanced Access™ 2003

Prerequisite: Intermediate Access and six months of experience after Intermediate Access

Students will learn how to design Access applications; create controls, macros, dialog boxes, custom switchboards, and keyboard shortcut macros; and protect and replicate databases. Workbook required. Available in college bookstore.

0.9 CEU. Cost: \$195 (tuition and fees: \$81; lab fees: \$114)

XCA164-076453 Dec 9-Dec 16
2 sessions Tu 9:30am-3pm

MS Project™

Introduction to Microsoft Project

Prerequisite: Introduction to Windows or equivalent experience

Learn the steps involved in effective project planning aided by project management software. Plan a project, link tasks effectively and work within time constraints. You will also work with subtasks in an outline form; assign resources, resolve time and resource conflicts and sort project information.

1.0 CEU. Cost: \$217 (tuition and fees: \$90; lab fees: \$127)

XCA128-076703 Oct 23-Nov 13
4 sessions Th 6:30-9pm

James Moore, MCCC Instructor

SketchUp Your Design

Prerequisite: Familiarity with Microsoft Office

Learn to use the software SketchUp to create a computer-generated 3D model for residential, landscape and interior design. At the completion of the course, you will have a PowerPoint electronic portfolio to showcase your design, 3D modeling and technology skills to show your supervisor or future employer.

1.2 CEU. Tuition and fees: \$245 (tuition: \$114; lab fees: \$131)

XCP301-076420 Oct 30-Nov 20
4 sessions Th 6:30-9:30pm

Suzanna McGee, MCCC Instructor

6 JAVA / J2EE Programmer / Developer Certificate

Java Level 1: Object Oriented Programming with Java Technology and SCJA Training

Prerequisite: Applications Development Web Applications

XCS326-076694 Sept 9-Sept 23

5 sessions Tu 6-9:30pm

Parag Doshi, Java-Approved Instructor

Java Level 2: Java Programming Language and SCJP and SCJD Training

Prerequisites: To succeed fully in this course, students should understand object-oriented principles and be able to create or compile simple programs in a language, such as C or C++, or any formal programming language

XCS327-076695 Sept 25-Oct 28*

8 sessions M,W 6:30-9:30pm

Parag Doshi, Java-Approved Instructor

* Class will not meet Sept 30 & Oct 9 Parag Doshi, Java-Approved Instructor

Advanced Java Programming Level 4: Java Enterprise Development – Servlets, JSP, JDBC, EJB and more. Sun Java Developers and Architect Programming Certification

Prerequisites: To succeed fully in this course, individuals should be familiar with object-oriented principles and the Java programming language. Also required is thorough knowledge of web-based client server applications and development architecture for dynamic web content

XCS328-076696 Nov 22-Jan 24*

7 sessions Sa 9am-4:30pm

Parag Doshi, Java-Approved Instructor

* Class will not meet Nov 29, Dec 27, Jan 17

Cisco Certified Network Associate (CCNA)

Prerequisite: Knowledge of Microsoft Windows 95, 98, NT or 2000; Networking experience or networking essentials exposure

The Cisco Certified Network Associate Program (CCNA) trains students on how to install, configure and maintain simple networks using Cisco devices. This program will also train students to install and configure Cisco switches and routers in multi-protocol internetworks using LAN and WAN interfaces. In addition, the program prepares students to take the CCNA Certification test. Obtaining Cisco certification validates an individual's achievement and increases the holder's professional credibility by demonstrating high standards of technical expertise. Textbook will be announced at first day of class.

4.2 CEU. Cost: \$995 (tuition: \$399; lab fees: \$596)

XCS320-076464 Sept 13-Oct 25

7 sessions Sa 9am-3:30pm

Ramesh N. Chilukuri, CISSP, CCSP, CCNA, RSA/CA,

TEJ/MICRO TECHNOLOGIES, INC.

Cisco Certified Network Professional (CCNP)

Prerequisite: CCNA Certification

The CCNP designation is one of the most prestigious of all Cisco certifications. CCNP certification validates your expertise in working with high-end Cisco equipment as well as competency in complex routing configurations. With a CCNP, a network professional can install, configure, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes.

Textbook will be announced at first day of class.

9.0 CEU. Cost: \$2,495 (tuition: \$998; lab fees: \$1497)

XCS321-076463 Nov 1-Feb 21*

15 sessions Sa 9am-3:30pm

*Class will not meet Nov 29, Dec 27 & Jan 17

Ramesh N. Chilukuri, CISSP, CCSP, CCNA, RSA/CA,

TEJ/MICRO TECHNOLOGIES, INC.

Microsoft Excel Certification Preparation 2003

The majority of office environments use Microsoft Excel and require individuals who have shown validated proficiency in it. This course is designed to provide the practical knowledge and skills to prepare for the MOS certification in Excel. Students will be using Microsoft-approved independent courseware that covers Introduction, Intermediate and Advanced required levels to pass the exam. Independent "real world" exercises, and additional practice outside of class, are expected for exam preparation.

Learn to:

- Use formulas & functions to perform calculations
- Link and protect cells, worksheets and workbooks
- Represent data graphically using charts
- Record and run macros, edit macros using the Visual Basic Editor
- Import and export data from Excel
- Add validation criteria and use forms for data entry
- Create and analyze PivotTable and PivotChart
- Perform What-if analysis using: Goal Seek, Solver and Scenarios
- Share workbooks

2.7 CEU. Tuition and fees: \$595 (tuition and fees: \$279; lab fees: \$316) (Fee includes books and exercise disk)

XCA314-076319

Nov 3-Dec 3*

9 sessions M,W 6:30-9:30pm

*Class will not meet Nov 26

Microsoft Excel Expert/Certified MASTER Instructor

Applications Development for the Web using JSP/Java, ASP/C#, .NET, CGI, PHP, XML Perl on Tomcat Apache Web Server

This unique course provides a great way for non-programmers to get exposure to various technology options available for applications development on the web. The course concentrates on N-TIER HTTP based client server architecture. Through a comprehensive study of programming on the Tomcat Apache web server, students are exposed to various server-side programming methodologies and techniques using languages including Java, ASP, CGI, Perl, PHP, XML, C#, and .NET. Students will be equipped to build a fully functional and integrated client server application with reusable enterprise components, server side technologies and databases.

Textbooks will be announced on the first day of class.

3.6 CEU. Cost: \$756 (tuition: \$360; lab fee: \$396)

XCS313-076421

Sept 13-Oct 18

6 sessions Sa 9am-3:30pm

Parag Doshi, Java-Approved Instructor

Web Apps Development with Server Side Programming with JSP-Java, ASP, XML / CGI and Java on Tomcat APACHE Web Server

This unique course provides a great way for non-programmers to get exposure to various technology options available for applications development on the web. The course concentrates on N-TIER HTTP based client server architecture. Individuals are exposed to various server-side programming methodologies and techniques using languages like Java, ASP, CGI, and XML. This course allows developers to leverage their server-side programming expertise to build web-based applications. Students will be fully equipped to build an integrated client server application spanning across various technologies and databases.

Textbooks will be announced on the first day of class.

2.4 CEU. Cost: \$495 (tuition: \$240; lab fee: \$255)

XCS314-076422

Oct 25-Nov 15

4 sessions Sa 9am-3:30pm

Parag Doshi, Java-Approved Instructor

Computer Forensics

Prerequisite: Familiarity with computer and the Internet

This course is an introduction to the science of computer forensics. Topics include how data is stored, where it is located and how to recover data using commercial and open source software utilities to conduct computer investigations. Students will gain hands-on experience in the laboratory. Class will take a field trip to the NJ Regional Computer Forensics Laboratory in Hamilton, NJ.

3.9 CEU. Tuition and fees: \$890 (tuition: \$351; fees: \$539)

XCS408-076446

Oct 7-Nov 18

13 sessions Tu, Th 6:30-9:30pm

Denman Powers

Oracle OCA & OCP Certification Preparation

Oracle Database 11g: Introduction to SQL

This course introduces Oracle Database 11g technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones.

Textbook will be announced at first day of class.

3.9 CEU. Cost: \$959 (tuition: \$380; lab fee: \$579)

XCS351-076466

Sept 20-Oct 25

6 sessions Sa 9am-4pm

TEJ/MICRO TECHNOLOGIES, INC.

Oracle Certified Professionals

Oracle Database 11g: Administration I

Oracle DBAs manage the industry's most advanced information systems and command some of the highest salaries. This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database.

Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam.

Textbook will be announced at first day of class.

3.9 CEU. Cost: \$959 (tuition: \$380; lab fee: \$579)

XCS352-076467

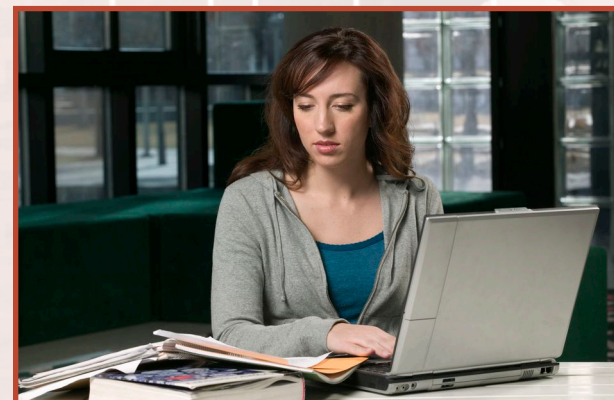
Nov 1-Dec 13*

6 sessions Sa 9am-4pm

*Class will not meet Nov 29

TEJ/MICRO TECHNOLOGIES, INC.

Oracle Certified Professionals



Technical Support Specialist A+

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. CompTIA A+ confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism.

Textbook will be announced at first day of class.

3.2 CEU. Cost: \$719 (tuition: \$285; lab fee: \$434)

XCS304-076465

Sept 20-Nov 8

8 sessions Sa 9am-1pm

Graphic Design Career Certificate Program

Get the training and develop the portfolio you'll need to obtain entry-level work in graphic design. Learn the basics of design theory, and become proficient with industry-standard software.

You'll come away qualified to work with advertising agencies, design studios, publishing houses, and corporate communications departments.

Tuition: \$3,498 (includes \$2,778 tuition & \$720 fees) (405 contact hours of instruction)

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- Certificate of Completion awarded upon program completion
- 15 months to complete program

Registration Form - Fall 2008



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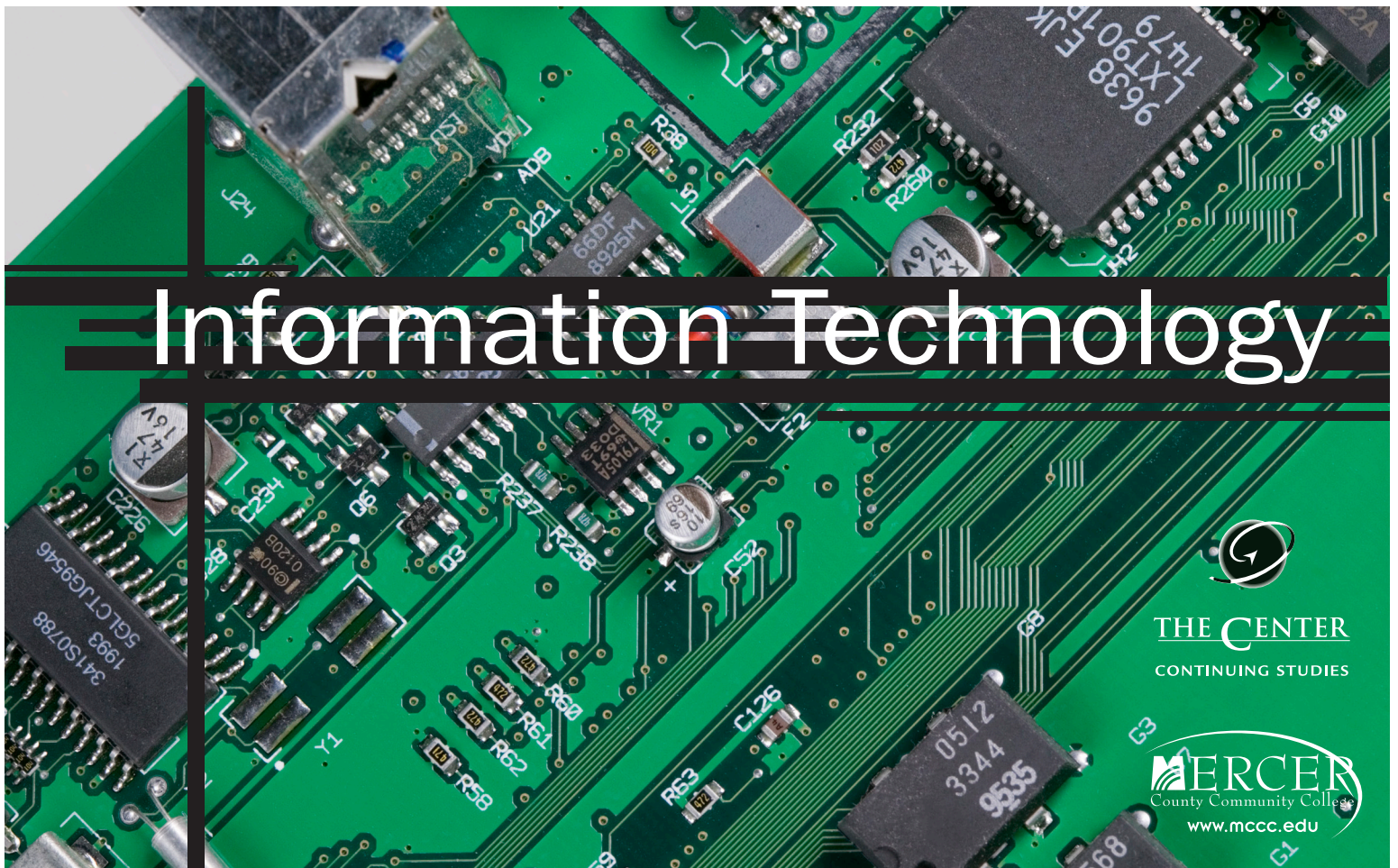
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