

## Computer Literacy

### Basic Computer & Keyboarding **NEW!**

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. You will also learn touch-typing at your own pace. You will be able to practice and review your work, and your speed will improve as you type without having to look at the keyboard. **Textbook required. Available in college bookstore.**

1.8 CEU. Cost: \$229 (tuition: \$90; lab fees: \$109; book fee: \$30)

**XCA110-084523** Jan 11-Jan 20\*

3 sessions M,W 9:30am-4pm\*

\*Class will not meet Jan 18

\*1/2 hour for lunch

Lorraine Sexton, MCCC Instructor

**XCA110-084524** Jan 26-Feb 11

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

Joe Costello, MCCC Instructor

### Introduction to the Operating System (Windows & Vista)

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

**Prerequisite: Basic Computer & Keyboarding or equivalent experience**

You'll be introduced to the Windows XP and Vista operating systems, and practice with basic skills including mouse techniques (clicking and dragging), resizing windows, file storage and navigation, etc. You will navigate the desktop, use online help and shortcuts, customize Windows and Vista, and use Windows Explorer. **Textbook required. Available in college bookstore.**

1.2 CEU. Cost: \$200 (tuition and fees: \$73; lab fees \$127)

**XCA107-084525** Mar 1-Mar 3

2 sessions M,W 9:30am-4pm\*

\*1/2 hour for lunch

Lorraine Sexton, MCCC Instructor

## Social Networking for Beginners

### Truth Behind Social Networking

**What's Your Child REALLY Doing on MySpace, Facebook, etc.**

Maybe your child spends hours each day on social networking sites like MySpace, Facebook, etc. This course will give you, the inexperienced user, a background in social networking platforms along with discussing the advantages and dangers of each. Other platforms like YouTube, Twitter, and personal blogging will also be covered so that parents can finally feel comfortable while their children surf the web. 0.9 CEU. Cost: \$196 (tuition and fees: \$81; lab fees \$115)

**XCA104-084451** Apr 6-Apr 20

3 sessions Tu 6:30-9:30pm

Joseph Costello, MCCC Instructor

### Market Your Business on

### Social Networking Sites

**For beginning social networkers/small business owners looking for free exposure**

Do you have a hobby or small business that you would like to promote but don't have the money necessary for marketing? Many people are unaware of the many free social networking sites that are available on the web. This course will demonstrate how to utilize free sites (MySpace, Twitter, and Facebook) to help promote your business/interests without ever paying a penny. 0.3 CEU. Cost: \$66 (tuition and fees: \$27; lab fees \$39)

**XCA100-084452** Apr 27

1 session Tu 6:30-9:30pm

Joseph Costello, MCCC Instructor

## Online Career Training Programs

Some available courses of study are:

- AutoCAD 2009
- Search Engine Optimization
- Six Sigma Black Belt
- Six Sigma Green Belt
- CompTIA Network+/Server+ Certification Training
- CompTIA Security+ Certification Training
- .NET Training
- Lean Mastery

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems.

**To learn more, or to enroll, go to [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)**

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

## Microsoft Office™ 2007 Training

Menus are out – *the new ribbon is in!* Office 2007 has a new look-and-feel, provides an enhanced user experience, and is a considerable change from what you experienced with previous versions. If you have purchased a new computer loaded with Office 2007, or you want to be more competitive in today's job market, these courses will provide the knowledge to work with today's leading edge office software. Mercer County Community College offers daytime and evening courses with hands-on instruction for each of the most commonly used Office 2007 applications.

You will:

- Learn where to find commands in the new version and the exciting new functionalities.
- Learn the new user interface in Word, Excel, Access, and PowerPoint including the new ribbon which replaces the menus.
- Learn about the mini-toolbar, contextual tabs, galleries, quick access toolbar, the Office Button and customizations.

### Microsoft Office™ 2007 Quickstart - Easy Microsoft Office 2007

*The course is suited for new Office 2007 users, as well as those upgrading from an earlier version.*

**Prerequisite skills: Basic familiarity with a computer mouse, keyboard, and the Windows XP operating system**

This 12-hour course is ideal for you if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2007 skills for everyday life and in the workplace. This fast-paced course is ideal if you have little office application experience and want to learn the basic Office 2007 features. Although introductory in nature, this course is comprehensive enough to get you started quickly using the basic, most important elementary features of Word, Excel, and PowerPoint to produce documents, spreadsheets, and interesting presentations. **Workbook required. Available in college bookstore.**

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

**XCA307-084528** **Mar 8-Mar 10**

2 sessions M,W 9:30am-4pm\*

\*1/2 hour for lunch

Barbara Daisak, MCCC Instructor

**XCA307-084529** **Jan 12-Jan 21**

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

Joseph Rosenthal, MCCC Instructor



### MS Word™ 2007 I

**Prerequisite: Introduction to the OS or equivalent knowledge**

This course concentrates on the 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: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA130-084530** **Jan 12-Jan 14**

2 sessions Tu,Th 9:30am-3pm\*

\*1/2 hour for lunch

Joseph Rosenthal, MCCC Instructor

**XCA130-084531** **Mar 1-Mar 10**

4 sessions M,W 6:30-9pm

Joe Costello, MCCC Instructor

### MS Word™ 2007 II

**Prerequisite: Introduction to the OS or equivalent knowledge; MS Word 2007 I**

This course builds on the skills and concepts taught in Word 2007 I. You will work with styles, sections, and columns. You will format tables, print labels and envelopes, and work with graphics. You will also use document templates, manage document revisions, and work with Web features. **Workbook required. Available in college bookstore.**

1.0 CEU. Cost: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA109-086505** **Jan 19-Jan 21**

2 sessions Tu,Th 9:30am-3pm\*

\*1/2 hour for lunch

Joseph Rosenthal, MCCC Instructor

**XCA109-086506** **Mar 15-Mar 24**

4 sessions M,W 6:30-9pm

Joe Costello, MCCC Instructor

## MS Excel™ 2007 I

**Prerequisite:** *Introduction to the OS or equivalent knowledge*

You will learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts.

**Workbook required. Available in college bookstore.**

1.0 CEU. Cost: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA132-084534** **Jan 26-Jan 28**

2 sessions Tu,Th 9:30am-3pm\*  
\*1/2 hour for lunch

*Joseph Rosenthal, MCCC Instructor*

**XCA132-084535** **Apr 5-Apr 14**

4 sessions M,W 6:30-9pm  
*John Gontowicz, MCCC Instructor*



## MS Excel™ 2007 II

**Prerequisite:** *Introduction to the OS or equivalent knowledge; MS Excel 2007 I*

This course builds on the skills and concepts taught in Excel 2007 I. You will learn how to use multiple worksheets and workbooks efficiently, and more advanced formatting options.

Learn how to work with lists and tables, apply advanced charting techniques, and worksheet auditing and protection. **Workbook required.**

**Available in college bookstore.**

1.0 CEU. Cost: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA160-084536** **Feb 2-Feb 4**

2 sessions Tu,Th 9:30am-3pm\*  
\*1/2 hour for lunch

*Joseph Rosenthal, MCCC Instructor*

**XCA160-084537** **Apr 19-Apr 28**

4 sessions M,W 6:30-9pm  
*John Gontowicz, MCCC Instructor*

## MS Access™ 2007 I

**Prerequisite:** *Introduction to the OS or equivalent knowledge*

Learn how to design and create databases with this latest version of Microsoft Office Access 2007, 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: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA133-084538** **Feb 9-Feb 11**

2 sessions Tu,Th 9:30am-3pm\*  
\*1/2 hour for lunch

*Steve Tirado, MCCC Instructor*

**XCA133-084539** **Apr 19-Apr 28**

4 sessions M,W 6:30-9pm  
*Barbara Daisak, MCCC Instructor*

## MS Access™ 2007 II

**Prerequisite:** *Introduction to the OS or equivalent knowledge; MS Access 2007 I*

Learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages.

**Workbook required. Available in college bookstore.**

1.0 CEU. Cost: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA163-084543** **Feb 16-Feb 18**

2 sessions Tu,Th 9:30am-3pm\*  
\*1/2 hour for lunch

*Steve Tirado, MCCC Instructor*

**XCA163-084544** **May 3-May 12**

4 sessions M,W 6:30-9pm  
*Barbara Daisak, MCCC Instructor*

## Complete MS PowerPoint™ 2007

**Prerequisite:** *Introduction to the OS or equivalent knowledge*

This course concentrates on all the features that enable you to create dynamic and engaging presentations using PowerPoint 2007. You will create 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: \$188 (tuition and fees: \$61; lab fees: \$127)

**XCA134-084545** **Feb 23-Feb 25**

2 sessions Tu,Th 9:30am-3pm\*  
\*1/2 hour for lunch

*John Gontowicz, MCCC Instructor*

**XCA134-084546** **Apr 6-Apr 15**

4 sessions Tu,Th 6:30-9pm

*Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft PowerPoint Certified Master/Expert*

## Microsoft Word Certification Preparation 2007

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. This course will provide you with the required tools needed to prepare for the Microsoft Certified Application Specialist 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 reinforcement outside of class is expected.

Learn to:

- Navigate through the new Ribbon interface
- Work with headers and footers, endnotes, footnotes, columns, tables, envelopes and labels, document indexes, master and subdocuments
- Manage and work with document templates
- Use Excel data in Word tables and perform calculations
- Incorporate diagrams using SmartArt and create chart graphics
- Automate with macros
- Create, track and modify changes using workgroup collaboration
- Incorporate mail merge with Word, Excel, Access, or Outlook data sources

2.7 CEU. Tuition and fees: \$595 (tuition and fees: \$279; lab fees: \$316)

(Fee includes books and exercise disk) Students to pursue exam on own, if desired.

XCA312-084547

Jan 20-Feb 17

9 sessions

M,W

6:30-9:30pm

Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Word Certified Master/Expert

## Microsoft Excel Certification Preparation 2007

The majority of office environments use Microsoft Excel and hire individuals who have shown validated proficiency in it. This course is designed to provide the practical knowledge and skills to prepare for the MCAS certification in Excel. You 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 reinforcement outside of class, are expected for exam preparation.

Learn to:

- Navigate through the new ribbon interface
- 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 Application (VBA) Editor
- Import and export data from Excel
- Add validation criteria and use forms for data entry
- Create and analyze PivotTables and Pivot-Charts
- 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) Students to pursue exam on own, if desired.

XCA314-084548

Feb 9-Mar 9

9 sessions

Tu, Th

6:30-9:30pm

Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Excel Certified Master/Expert

## New Programs of Interest:

- **BPI Certification Building Analyst I**  
(See pg 11 for course description)
- **LEED® Associate Exam Prep**  
(See pg 11 for course description)
- **Green Jobs**  
(See pg 11 for course description)
- **Animal Cruelty Investigator**  
(See pg 16 for course description)
- **Clinical Research Coordinator/Clinical Research Associate**  
(See pg 37 for course description)
- **Basic Dental Office Skills**  
(See pg 39 for course description)
- **EKG Technician**  
(See pg 38 for course description)
- **Intravenous (IV) Therapy Program**  
(See pg 38 for course description)
- **Medical Billing and Coding National Certification Test Prep**  
(See pg 42 for course description)
- **Pharmacy Technician Certification Board Exam Preparation**  
(See pg 44 for course description)

## Microsoft™ Office 2007 Challenge Yourself with Real Life Projects

**Prerequisite:** Students should have completed the appropriate Office 2007 application or have a comparable working knowledge of the Office 2007 suite.

This is a series of challenging courses with an opportunity to complete realistic, engaging projects. These courses offer meaningful projects in each of the three main Office 2007 applications – Word, Excel, and PowerPoint – as well as projects for integrating these applications. You will learn to produce a variety of viable, real-life documents, such as resumés, business cards, budgets, presentations, and more through easy-to-follow steps, large screen shots, and images of completed projects. These courses are designed to improve and broaden your knowledge of Word, Excel, PowerPoint and their integration. Students will be given the opportunity to acquire hands-on experience using the designated software packages. **Workbook required. Available in college bookstore.**

### MS Word™ 2007

0.9 CEU. Cost: \$182 (tuition and fees: \$55; lab fees: \$127)

**XCA121-086509** **Feb 12-Feb 26**  
3 sessions F 9:30am-12:30pm  
*Adriana Morriale, MCCC Instructor*

**XCA121-086510** **Apr 5-Apr 12**  
3 sessions M,W 6:30-9:30pm  
*Joseph Rosenthal, MCCC Instructor*

### MS Excel™ 2007

0.9 CEU. Cost: \$182 (tuition and fees: \$55; lab fees: \$127)

**XCA103-086439** **Jan 22-Feb 5**  
3 sessions F 9:30am-12:30pm  
*Adriana Morriale, MCCC Instructor*

**XCA103-086440** **May 6-May 13**  
3 sessions Tu,Th 6:30-9:30pm  
*Barbara Daisak, MCCC Instructor*

### MS PowerPoint™ 2007

0.9 CEU. Cost: \$182 (tuition and fees: \$55; lab fees: \$127)

**XCA101-086507** **Mar 5-Mar 19**  
3 sessions F 9:30am-12:30pm  
*Adriana Morriale, MCCC Instructor*

**XCA101-086508** **Apr 20-Apr 27**  
3 sessions Tu,Th 6:30-9:30pm  
*Barbara Daisak, MCCC Instructor*

## QuickBooks

### Comprehensive QuickBooks™

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

This course is a combination of Introduction and Intermediate QuickBooks featuring: entering and paying bills, using credit cards/ other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing. **Textbook is optional. Available in college bookstore.**

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

**XCA148-084484** **Jan 11-Feb 22\***  
5 sessions M 6:30-9:30pm  
*\*Class will not meet Jan 18, Feb 15*

**XCA148-084485** **Jan 28-Feb 4**  
3 sessions Tu,Th 9:30am-3pm  
*Carla Fallone, MBA*

## MS Project™

### Complete Microsoft Project 2007

**Prerequisite:** Introduction to the OS or equivalent experience

Using MS Project, you will learn to identify the steps involved in project planning, and how this industry-leading project management software can be helpful. Using textbook exercises combined with real-life examples, you will plan a project, link tasks effectively and work with time constraints. Other topics include working with subtasks in an outline form, assigning resources, resolving time and resource conflicts, and sorting project information. **Workbook required. Available in college bookstore.**

1.2 CEU. Cost: \$235 (tuition and fees: \$108; lab fees: \$127)

**XCA128-084562** **Jan 25-Feb 1**  
2 sessions M 9:30am-4pm\*  
*\*1/2 hour for lunch*  
*Steve Tirado, MCCC Instructor*

**XCA128-084563** **May 4-May 13**  
4 sessions Tu,Th 6:30-9:30pm  
*John Gontowicz, MCCC Instructor*

## 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 developer capacity.

To earn the certificate, you must successfully complete all core courses and one elective (see pgs 24-26 for course details):

### Core Courses:

- Applications Development
- Java/J2EE
- Server Side Programming with ASP
- Implementing SQL in ASP
- Web Design Concepts
- Intro HTML
- Advanced HTML
- Intro to Dreamweaver CS4

### Electives:

- Javascript & DHTML
- Intro to Flash CS4
- Advanced Flash CS4
- Cascading Style Sheets (CSS)
- Introduction to Photoshop CS4
- Intermediate / Advanced Photoshop CS4
- Advanced Dreamweaver CS4
- Launch Your Website

## 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. (see pgs 24-26 for course details):

### Core Courses:

- Web Design Concepts
- Intro HTML
- Advanced HTML
- Dreamweaver CS4
- Advanced Dreamweaver CS4
- Cascading Style Sheets (CSS)
- Intro to Flash CS4
- Intro to Photoshop CS4

### Electives:

- Foundations of Graphic Design
- Advanced Flash CS4
- Javascript & DHTML
- Introduction to Adobe Illustrator CS4
- Intermediate / Advanced Photoshop CS4
- Launch Your Website

## Graphic Design Certificate

This series of courses, featuring the latest Adobe CS4 software, is designed to provide you with the skills you need to become an effective and marketable designer, for both the web and print publications. You'll receive basic foundational training in the graphic arts in addition to practical experience with the state-of-the-art, premium Adobe creative suite.

Complete all the core courses and 2 electives to earn the Certificate in Graphic Design.

### Core Courses:

- Foundations of Graphic Design
- Intro to InDesign CS4
- Intro to HTML
- Intro to Dreamweaver CS4
- Intro to Photoshop CS4
- Intro to Illustrator CS4
- Intro to Flash CS4

### Electives:

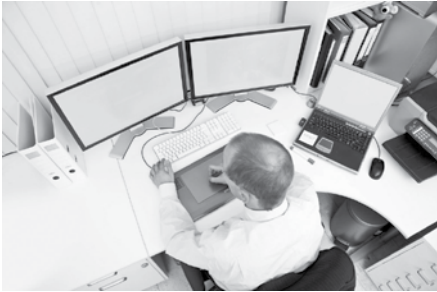
- Advanced HTML
- Advanced Dreamweaver CS4
- Advanced Photoshop CS4
- Advanced Flash CS4
- Advanced InDesign CS4
- Advanced Illustrator CS4
- Launch Your Website



# Web Design & Development

## Web Programs

Our Web Certificates now feature the Adobe Creative Suite 4 (CS4) Design Premium software. With this award-winning design and web application software, you'll be enhancing your productivity, and most importantly, your marketability in the ever-changing world of advanced web applications. Add the very latest tools to your toolkit, and explore endless possibilities for your cutting edge business solutions, and your personal creativity. **Get started today!**



## Foundations of Graphic Design

From typography to page layout to color theory, this course will help you, as novice designer or working pro, to better understand the qualities of creating professional graphic design. Topics include a history of graphic arts and introductory discussions of type, composition/layout, color theory, photographic and illustrated images as they directly impact today's graphic designer. **Textbook required. Available in college bookstore.**

0.6 CEU. Tuition and fees: \$179 (tuition: \$77; lab fees: \$102)

**XCS306-086090** Jan 23-Jan 30  
2 sessions Sa 9:30-12:30pm  
*John Paone, MCCC Instructor*

## Intro to HTML

**Prerequisite: Basic knowledge of Windows, familiarity with creating and saving files, ability to touch type**

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 required. Available in college bookstore.**

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCS300-086092** Jan 26-Feb 4  
4 sessions Tu,Th 6:30-9:30pm  
*Jeanne Hart-Convery, 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 an overview of active web pages. **Bring to class same book used in Intro class.**

1.2 CEU. Cost: \$266. (tuition: \$113; lab fees: \$153)

**XCS310-086093** Feb 9-Feb 18  
4 sessions Tu,Th 6:30-9:30pm  
*Jeanne Hart-Convery, MCCC Instructor*

## 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, compliant to industry standards. 0.9 CEU. Tuition and fees: \$199 (tuition: \$85; lab fees: \$114)

**XCS394-086089** Jan 11-Jan 20\*  
3 sessions M,W 6:30-9:30pm  
*\*Class will not meet Jan 18*  
*Larry Petracaro, MCCC Instructor*

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

**Prerequisite: None**

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. **Materials will be provided in class. (Note: Please bring a lunch — cafeteria closed.)**

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

**XCS313-086091** Feb 6-Mar 13  
6 sessions Sa 9am-3:30pm  
*Parag Doshi, Java Approved Instructor*

## Cascading Style Sheets (CSS)

**Prerequisite:** Intro and Advanced HTML

Learn to use Cascading Style Sheets to streamline your website design and maintenance through hands-on exercises that show you how to set fonts, colors, page layouts. **Textbook required.**

**Available in college bookstore.**

0.6 CEU. Cost: \$179 (tuition: \$77; lab fees: \$102)

**XCS401-086094** Mar 23-Mar 25

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

John Paone, MCCC Instructor

## Introduction to Adobe InDesign CS4

Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distribution as Portable Document Format (PDF) files, or conversion to Internet-ready XHTML pages. This course will introduce you to Adobe InDesign and provide a full overview of the program's capabilities and functionality. **Textbook required. Available in college bookstore.**

1.2 CEU. Tuition and fees: \$266 (tuition: \$113; lab fees: \$153)

**XCA102-086095** Feb 6-Feb 27

4 sessions Sa 9:30-12:30pm

John Paone, MCCC Instructor

## Introduction to Photoshop CS4

**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, and color and tonal adjustments. Learn photo restoration and basic image editing techniques.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCA141-086096** Mar 1-Mar 10

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

Don Hankinson, MCCC Instructor

## Intermediate/Advanced Photoshop CS4

**Prerequisite:** Introduction to Photoshop

Take the basics to the next level. Projects include laying out and preparing a web interface.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCA143-086150** Mar 15-Mar 24

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

Larry Petracaro, MCCC Instructor

## Intro to Flash CS4

**Prerequisite:** HTML or Dreamweaver

Adobe Flash is the leading tool for creating interactive multimedia for the web. This course will explore Flash's drawing, tweening, and animation capabilities to build interactive content that will make your site come alive. **Textbook required. Available in college bookstore.**

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCS358-086097** Apr 5-Apr 14

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

John Paone, MCCC Instructor

## Dreamweaver CS4

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

This hands-on course introduces students to the basic features of the Dreamweaver web authoring software. Students will learn to navigate in the Dreamweaver workspace. Topics include: working with text and images, links, image maps, tables, page layout, and templates. **Textbook required. Available in college bookstore.**

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCS354-086098** Feb 23-Mar 4

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

John Paone, MCCC Instructor

## Advanced Dreamweaver CS4

**Prerequisite:** Intro to Dreamweaver

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

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCS398-086101** Mar 9-Mar 18

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

John Paone, MCCC Instructor

## JavaScript & DHTML (Dynamic HTML)

**Prerequisite:** Cascading Style Sheets (CSS); competency in HTML, ability 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. With JavaScript and Cascading Style Sheets (CSS), you will create dynamic state of the art web pages that work across multiple browsers. 0.9 CEU. Cost: \$201 (tuition: \$86; lab fees: \$115)

**XCS395-086151** Apr 6-Apr 13

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

John Paone, MCCC Instructor

## Introduction to

## Adobe Illustrator CS4

**Note:** Students must have access to Flash software outside the classroom.

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.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCA135-083594** Dec 7-Dec 16

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

Larry Petracaro, MCCC Instructor

**XCA135-086102** Apr 19-Apr 28

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

Don Hankinson, MCCC Instructor

## 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 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 is recommended, not required. Available in college bookstore.**

**(Note: Please bring a lunch — cafeteria closed.)**

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

**XCS320-086105**

**Jan 23-Mar 6**

7 sessions

Sa

9am-4pm

Ramesh N. Chilukuri, CISSP, CCSP, CCNA, RSA/CA, TEJMICRO 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 is recommended, not required. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)**

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

**XCS321-086106**

**Mar 13-June 26\***

14 sessions

Sa

9am-4pm

\*Class will not meet Apr 3, May 29

Ramesh N. Chilukuri, CISSP, CCSP, CCNA, RSA/CA, TEJMICRO TECHNOLOGIES, INC.

If you are interested in **Cisco Certified Voice Professional (CCVP)**, please e-mail Read Langan at [langanr@mccc.edu](mailto:langanr@mccc.edu).

## Launch Your Website

**Prerequisites: Intro to HTML, Advanced HTML, Dreamweaver, and Photoshop. This class is for you if you are in our certificate programs and have never launched a website.**

This class is designed for anyone seeking our web certificates. You will combine elements you've learned as part of the program to plan, organize, register, and launch your website to the world wide web.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCA106-086103**

**Apr 27-May 6**

4 sessions

Tu,Th

6:30-9:30pm

Jeanne Hart-Convery, MCCC Instructor

## Oracle OCA & OCP Certifications Prep

If you are interested in **Oracle Database 11g: Introduction to SQL or Administration I** programming language, please e-mail Read Langan at [langanr@mccc.edu](mailto:langanr@mccc.edu).

## JAVA/J2EE Programmer/Developer Certificate

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

This course covers the core concepts of object oriented programming. Learn the significance of object oriented programming, the keywords and constructs of the Java programming language, and the steps required to develop simple Java technology programs. Basic object modeling, analysis and applications design are covered in this class, and students will develop a solid foundation for subsequent levels of Java courses. Extensive hands-on exercises will provide students with practical experience in developing Java Programs, and enable them to prepare for the Sun Certified Java Associate (SCJA) Exam. **Materials will be provided in class.**

**(Note: Please bring a lunch — cafeteria closed.)**

1.8 CEU. Cost: \$549 (tuition: \$171; lab fee: \$378)

**XCS326-086107**

**Feb 6-Feb 20**

3 sessions

Sa

9am-3:30pm

Parag Doshi, Java-Approved Instructor

If you are interested in advanced courses in **Java Programming**, please e-mail Read Langan at [langanr@mccc.edu](mailto:langanr@mccc.edu).