Microsoft Office™ 2010 Training

If you want to be more competitive in today's job market, these courses will provide the knowledge to work with today's office applications. Mercer County Community College offers daytime and evening courses with hands-on instruction for some of the most commonly used Office 2010 applications.

All Microsoft Office courses require some computer literacy and experience.

MS Excel™ 2010 I
**Recommended: Basic computer 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.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

NCMOS-CS003-01
Jun 13 - Jun 15
2 sessions  M, W 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor

NCMOS-CS003-02
Jul 19 - Jul 28
4 sessions Tu, Th 6:30-9:30pm
Mark Durma, Instructor

MS Excel™ 2010 II
**Prerequisite: MS Excel 2010 I**
**Recommended: Basic computer knowledge**
This course builds on the skills and concepts taught in Excel 2010 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.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

NCMOS-CS004-01
Jun 21 - Jun 23
2 sessions Tu, Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor

NCMOS-CS004-02
Aug 2 - Aug 11
4 sessions Tu, Th 6:30-9:30pm
Mark Durma, Instructor

Microsoft Office™ 2010 III
**Prerequisite: MS Excel 2010 I and MS Excel 2010 II**
Beyond the basics, this course focuses on advanced Excel features that will allow you to analyze your data more thoroughly. Topics such as pivot tables, macros and VLOOKUP are explained and demonstrated with examples, and then students are given the opportunity to apply these techniques to their own files. **Textbook required. Available in college bookstore. Students MUST have the textbook.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

NCMOS-CS006-01
Aug 16 - Aug 25
4 sessions Tu, Th 6:30-9:30pm
Mark Durma, Instructor

Complete Microsoft Project 2010
**Required: Experience with MS Operating System**
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 within time constraints. **Workbooks required. Available in college bookstore.**
1.2 CEU. Cost: $253 (tuition $97, administrative fee $22; lab fees $134)

NCMOS-CS009-01
Jul 11 - Aug 1
4 sessions  M  6:30-9:30pm
TBD

Quickstart: Microsoft Office™ 2013
**Required: Experience with MS Operating System**
This comprehensive course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2013 skills for everyday life or the workplace. Although introductory in nature, this course is 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. Topics include integration of the Office applications, learning shortcuts, and how to utilize the features of Office 2013. **Materials provided by instructor.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

NCMOS-CS012-01
Jun 3 - Jun 10
2 sessions  F  9:30am-4:30pm*
*1 hour for lunch
John Gontowicz, Instructor
COMPUTER TRAINING / INFORMATION TECHNOLOGY
The Center for Continuing Studies (CCS) at Mercer offers a broad range of instruction in: computer literacy, business and office computing, web and graphic design and development, and information technology. You've been demanding newer, faster systems, and we've been listening! Our computer labs have been upgraded to enhance your Information Technology training experience. You've come to the right place if you're looking to:
• Start a new career
• Re-enter the workforce
• Boost your résumé
• Increase your workplace productivity or that of your employees
• Enhance your personal computing skills
• Fulfill an entrepreneurial dream
• Earn your certificate
• Prepare for certification

CCNA (Cisco Certified Network Associate) Training
Required: Knowledge of the Microsoft Windows Operating System and prior network engineering experience or exposure.
Are you an IT professional looking to set yourself apart from the rest? If so, this CCNA Training class is for you. The CCNA certification signifies to employers and colleagues your high level of technical expertise. This class will teach you how to install, configure and maintain simple networks utilizing Cisco devices including the switches and routers important to multi-protocol LAN and WAN interfaces. Upon culmination, you will be prepared to take the CCNA certification test and receive the credential that places you in a group of solidly educated network engineers.

Textbook is recommended, not required. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)
4.2 CEU. Cost: $1,050 (tuition $356, administrative fee $68, lab fees $626)
NCNET-CS001-01 Jul 9 - Aug 20
7 sessions Sa 9am-4pm**
**Includes 1 hour lunch
James Boyce

Tuition-Free Training is Available Year-Round!
Why wait? Get your employees the skills they need to be successful NOW!

• MS Office-Word, Excel, & PowerPoint
• Business Writing
• Customer Service
• Time Management
• Conflict Resolution
• Supervisory Skills
• Problem Solving
• English as a Second Language

Training is funded through NJBIA and the NJ Department of Labor and Workforce Development

For more information or to schedule on-site classes contact:
Leah Pontani, Director
lpontani@mercerinstitute.com
609.570.3656
**Microsoft Excel Certification Preparation 2010**
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 course materials that cover 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, its Backstage view and the Watch Window
- Use formulas and functions to perform calculations including Lookups
- Link and protect cells, worksheets and workbooks
- Represent data graphically using Charts, Sparklines, the Table app, SmartArt and enhanced conditional formatting
- Record and run Macros, edit Macros using the Visual Basic Application (VBA) Editor
- Import and export data from Excel to other Office platform programs
- Add validation criteria and use forms for data entry
- Create and analyze PivotTables and PivotCharts with the Slicer technique
- Perform what-if analysis using: Goal Seek, Solver and Scenarios
- Share workbooks

2.7 CEU. Cost: $630 (tuition $249, administrative fee $49, lab fees $332)

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

**Oracle Certification Prep**
Prepare for certification as Oracle Certified Administrator (OCA) and complete both Oracle Database 11g Introduction to SQL and Administration to prepare to sit for Oracle Exam.

1. Oracle Database 11g: Introduction to SQL (Coming back in the fall)
2. Oracle Database 11g: Administration

**Who Should Attend**
- Business and Data Analyst/IS Management
- Network/Systems Engineers and Integrators
- Support and Implementation Specialist
- Consultants

**Oracle Database 11g: Administration**
The Oracle Database 11g: Administration I course explores the fundamentals of basic database administration. Students will understand how to:
- Install Oracle 11g software
- Create and manage users.
- Install and configure an Oracle database.
- Create and manage storage structures.
- Administer the Oracle database.
- Understand the Oracle database internal architecture
- Perform backup and recovery.

This is the second recommended course in preparation for the Oracle Certified Associate (OCA) certification. Students will also learn how to create an operational database and properly administer various database components. The internal database architecture is fully examined to provide insight on system component dependencies. This includes database security, user management and backup/recovery techniques.

**Prerequisite: Oracle Database 11g: Introduction to SQL**
Textbook will be distributed in class. (Note: Please bring a lunch - cafeteria closed.)

3.6 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)

**5 Ways To Register**
1) Online 2) Mail 3) Fax 4) Phone 5) In Person

---

Make a Choice: Find Your Path! www.mccc.edu/ccs
Information Technology

**PLC (Programmable Logic Controllers)**

**Course 1: Introduction to Automation/PLC (Programmable Logic Controllers)**

This training course introduces students with little or no background to programmable logic controllers (PLC). Basic knowledge of AC/DC circuits, digital electronics and industrial controls is required. Must be comfortable using a Microsoft Windows operating system. Course is designed for electricians, industrial maintenance mechanics/automation technicians and energy management system operators in training.

To be competitive in the global economy, manufacturing and service companies are examining ways to improve existing processes to become more efficient and reduce costs. PLC controlled equipment enables an organization to precisely fine-tune their operations by fully automating manufacturing processes that are currently performed manually. Automated “Lights Out” facilities require less lighting and heating to operate than do traditional human controlled equipment thereby reducing energy costs and material waste. PLC controllers are used in energy management and monitoring systems (SCADA) to reduce electrical consumption and to network stand-alone industrial controls. Students will be introduced to basic system concepts of operation, industry terminology, dominant manufacturer brands and general product practical applications and uses. Students in this innovative training program will have the opportunity to use PLC workstations that will simulate real world tasks. Includes book and materials. (Note: Please bring a lunch - cafeteria closed on Saturday.)

5.2 CEU. Cost: $1,500 (tuition $622, administrative fee $136, lab fees $517, book and materials fees $225)

**NCEET-CS004-01**  
Jul 9 - Aug 27  
8 sessions  
Sa 8:30am-4pm**  
**1 hour for lunch  
Richard Vanderbilt, Instructor

Please note: The following courses are under consideration if there is sufficient interest. These classes will prepare students to get the Rockwell Certification. This is a class completion course.

**Course 2: ControlLogix Fundamentals**

*Prerequisite: Intro to Automation (PLC) or permission of instructor*

Gain a solid understanding of ControlLogix programmable logic controllers. Topics range from understanding control systems to troubleshooting a ControlLogix PLC.

**Course 3: ControlLogix Programming**

*Prerequisite: ControlLogix Fundamentals*

After completing this course, you will know how to program ControlLogix PLC’s. Topics range from creating a Logix Designer Project to passing a message between two ControlLogix PLC.

**Course 4: Micro850**

Develop a thorough knowledge of Micro850 PLC’s. Topics range from installing Micro850 system components to troubleshooting a Micro850 PLC.
IT Risk Management / Cyber Security Certificate

Today’s cyber criminals and hackers are sophisticated, and can compromise your business’s most sensitive information, and that of your clients. Responsible organizations are making IT Risk Management and Cyber Security top priority, because of the risk to the bottom line and to client trust that comes with even one intrusion event.

The Certificate in IT Risk Management/Cyber Security has been developed for the working IT professional who is charged with, or who manages those charged with, the protection of your business from hacking, viruses, worms, and other threats to your computing platforms. At the completion, you will understand issues of assessment and mitigation of security risks in the networking, TCP/IP, cloud, wireless, and server environments.

All four courses must be taken to earn the certificate. Textbook is required and covers all 4 courses; available in college bookstore.

Course 1: Foundations of IT Security-Networking, Technologies and Risks
Learn the basics you need to thoroughly understand the modern business computing environment. To protect it, you need to fully understand it. Explore the issues related to networking such as protocols and packet formats, TCP/IP, wireless services, cloud services and server technologies along with their inherent security risks.

Course 2: Fundamentals of Cybersecurity Risk Management and Mitigation Methods-CompTIA Security+ Track
Course 2 may be taken without taking Course 1 first if you have some networking experience. Otherwise, it is recommended that you begin with Course 1. Prepare yourself to take the CompTIA Security+ certification exam. Through textbook work and class discussion, students will develop a complete understanding of fundamental security issues, standards, frameworks, processes, policies and risk management and mitigation procedures.

Course 3: Network/Protocol Stack Cybersecurity-CISSP (Certified Information Systems Security Professional) Track, Part 1
Do you want to earn the certificate that will add thousands of dollars to your annual salary? Before you register for the CISSP certification exam, take the time to be prepared. Parts 1 and 2 of this course will have you ready to take the CISSP exam confidently; earning what is considered to be the most desirable certification in the Cybersecurity field. Understand the following topics: Access Control; Access Control Attacks and Monitoring; Security Engineering; Communications and Network Security and Security Assessment and Testing.

In preparing to receive a CISSP certificate, the following information should be taken into account:

You must possess at least five years of full-time security work experience in two or more of the International Information Systems Security Certification Consortium's information security areas. If you do not have five years of experience, you may earn the Associate designation by passing the required CISSP examination which is valid for a maximum of six years. During that time; however, you will need to obtain the required experience and submit an endorsement form for certification as a CISSP. Upon completion of the professional experience requirements, the certification will be converted to CISSP status.

One year of experience may be waived if you have earned a four-year college degree, or a Master’s degree in Information Security.

Required Information Session will be held Monday June 6, 2016, promptly at 5:30pm, at The Conference Center.
Computers Design

Graphic Designer Certificate
Become an effective and marketable designer for both the web and print publications. You'll receive basic fundamental training in the graphic arts while gaining to practical experience in the current premium Adobe creative suite. Individual track courses focus on industry-specific applications.

Complete all the core courses and all the courses in the desired track to earn the Certificate in Graphic Design

Core Courses for Graphic Design Certificate
Foundations of Graphic Design
Color Theory for Graphic Designers
Intro to Photoshop
Intro to Illustrator
Advanced Photoshop
Advanced Illustrator

Print/Publishing Track
Intro to InDesign
Advanced InDesign

WEB TRACK:
Essentials of HTML
Cascading Style Sheets
Intro to Dreamweaver
Advanced Dreamweaver

Web Design Concepts
Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
Learn the basic programming languages and tools you need to design and develop web content. Learn what you need to know BEFORE you begin building a website and then use that knowledge to build a basic web-based framework. This class prepares you for the next level of courses you will want to take on your path to becoming a web designer or developer.
0.9 CEU. Cost: $205 (tuition $67, administrative fee $18, lab fees $120)
NCWEB-CS001-01 Jun 20 - Jul 11
3 sessions M 6-9pm
No class July 4
John Paone, Adobe Certified Associate

Color Theory for Graphic Designers
Discover the way colors interact with each other and the implications this interaction has for designers and artists. Examine ideas of space and learn about spatial problems that color can solve and understand color harmony, qualities, and combinations.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS002-01 Aug 22 - Aug 31
4 sessions M, W 6:30-9:30pm
John Paone, Adobe Certified Associate

Intro to Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML
This hands-on course provides you with the fundamentals of using Cascading Style Sheets (CSS) to control the presentation and layout of web sites. The emphasis is on using web-standards to build site layouts with CSS, not tables. Fundamental concepts like the box model and block vs. inline elements will be discussed thoroughly. Also, an introduction to new properties in CSS3 like rounded corners, text shadow, and transitions will be covered.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Jul 6 - Jul 20
4 sessions M, W 6:30-9:30pm
No class July 11
John Paone, Adobe Certified Associate

Advanced Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML, Intro to Cascading Style Sheets (CSS)
This hands-on course delves into advanced CSS techniques used to build web-standard sites. The main focus is on Responsive Web Design. You will work on a project that includes creating a realistic website from a Photoshop mockup. You will create the HTML and CSS from scratch as well as adapt a multi-column layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using Responsive Web Design techniques.
Textbook, available in college bookstore, is recommended; not required.
1.2 CEU Cost: $285, Tuition 101, Admin Fee $23, Lab Fees $161)
NCWEB-CS023-01 Jul 25 - Aug 3
4 sessions M, W 6:30-9:30pm
John Paone, Adobe Certified Associate

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.
0.9 CEU. Cost: $205 (tuition $67, administrative fee $18, lab fees $120)
NCGDS-CS001-01 May 26 - Jun 9
3 sessions Th 6-9:30pm
John Paone, Adobe Certified Associate
Computers-Design

Essentials of HTML
Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
In this class you will learn to read and write proper HTML 4 code to create accessible web pages. Understand conceptual design, text formatting, creating links, tables and lists, and inserting graphics and images. Cascading Style Sheets and creating forms will also be introduced. Materials will be provided by the instructor.
1.8 CEU. Cost: $404 (tuition $131, administrative fee $31, lab fees $242)
NCWEB-CS022-01 Jul 19 – Aug 30
6 sessions Tu 6:30-9:30pm
No class Aug 2
Jeff Hulit, Instructor

Intro to Photoshop CS6
Required: Introduction to Windows, experience with word processing desirable
You will receive an introduction to the premier image editing application by Adobe with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course. Textbook, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS005-01 May 16 - Jun 1
6 sessions M, W 6:30-9:30pm
Jessi Franko, Instructor

Advanced Photoshop CS6
Prerequisite: Introduction to Photoshop
Learn the advanced techniques and application of the tools presented in the Introduction course. Photo-retouching, color correction, advanced layers, masking, channels, and an in-depth look at palettes are just some of the topics covered in this course. Learn to fix photos in post-production. Learn to maximize efficiency and output. Learn how to get the most out of this incredibly powerful application! Textbook, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS006-01 Jun 6 - Jun 15
4 sessions M, W 6:30-9:30pm
Jessi Franko, Instructor

Intro to InDesign CS6
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distributing as Portable Document Format (PDF) files, or to Internet-ready XHTML pages. This course will provide a full overview of the program's capabilities and functionality. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS003-01 Jul 14 - Jul 26
4 sessions T, Th 6-9pm
John Paone, Adobe Certified Associate

Advanced InDesign CS6
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CS6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to show the software's complete range of capabilities. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $285 (tuition $101, administrative fee $23, lab fees $161)
NCGDS-CS004-01 Aug 8 - Aug 17
4 sessions M, W 6-9pm
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
You don't need to be an illustrator to learn and use this industry standard vector graphics application. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around the program. Shapes, paths, layers, stacks, swatches, object based creation, document setup, the pen tool, and palettes are just some of what will be covered in this course. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS005-01 May 17 - Jun 7
4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

Advanced Illustrator CS6
Prerequisite: Introduction to Illustrator
Take what you have learned in the Introduction class to the next level. This course takes an in-depth look at palettes, effects, new dimensional tool sets, page layout options, and integration with other applications. Advanced Illustrator takes the tools and turns them into techniques. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS006-01 Jun 21 - Jul 12
4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor
Introduction to WordPress
This entry-level course will introduce the novice to WordPress, the popular website blogging and content management system. Emphasis will be placed on hands-on exercises that build pages, add plug-ins, use templates, and edit themes, allowing students to create their own basic WordPress website. An understanding of website architecture, hosting, and programming languages (i.e., HTML, PHP, MySQL) is very helpful, but not necessary. **Textbook required. Available in college bookstore.**

1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)

NCWEB-CS025-01  Jun 16 - Jul 7
4 sessions  Th  6-9pm
John Paone, Adobe Certified Associate

Advanced Dreamweaver CS6
Prerequisite: Intro to Dreamweaver
Continuing to the Dreamweaver web authoring software by learning additional functions to enhance productivity. Topics include: Cascading Style Sheets (CSS), online forms, JavaScript behaviors, libraries, layers, popup menus and designing for portable devices (i.e., smart phones and iPads). Emphasis will be on hands-on learning. **Textbook required. Available in college bookstore.**

1.2 CEU Cost: $271 (tuition 87, Administrative fee 23, Lab fees 161)
NCWEB-CS011-01  Aug 11 – Aug 23
4 sessions  T, Th  6-9pm
John Paone, Adobe Certified Associate

Intro to Dreamweaver CS6
Prerequisite: Essentials of HTML, and knowledge of Windows.
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, not required. Available in college bookstore.**

1.2 CEU. Cost: $271.00 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS010-01  Jul 28 - Aug 9
4 sessions  T, Th  6-9pm
John Paone, Adobe Certified Associate

JavaScript/DHTML
Prerequisite: Essentials of HTML
Required: Basic understanding of Windows and MS Office
Learn important techniques that will enable you to design web pages with the user in mind. This hands-on course provides an intensive introduction to the features provided by JavaScript and Dynamic HTML. **Textbook is recommended, not required. Available in college bookstore.**

3.5 CEU. Cost: $758 (tuition $282, Administrative Fee $60, Lab Fees $416)
NCWEB-CS013-01  Jun 18 - Aug 27
10 sessions  Sa  9am-12:30pm
No Class Jul 2
Robert Fausey

Unemployed and Ready to Work?
If you have been unemployed or underemployed for at least 6 months you may be eligible to participate in Ready to Work New Jersey!

 Programs and services include:
• Job Placement and Career Counseling
• Free Training and Education Programs
• Resume Writing, Interviewing, and Networking Techniques

Register at RTWNJ.com
(609) 393-9000
rtw@njworkforce.org