Computers-Office Systems

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 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: $1,050 (tuition $356, administrative fee $68, lab fees $626)

CCNA-01
NCNET-CS001-01     Feb 6-Mar 26*
7 sessions Sa 9am-4pm**
*Class will not meet Feb 27
**Includes 1 hour lunch
James Boyce

Mobile Apps Development

Intro to iPhone App Development

Learn to design and write simple iPhone apps. You will create and implement a straightforward calculator app on the Apple platform which can be taken home and expanded when the course is completed. Light homework required on a weekly basis. This is a hands-on development class entirely scheduled in the lab.

3.9 CEU. Cost: $684 (tuition $276, administrative fee $46, lab fees $362)

NCWEB-CS018-01     Feb 4 - May 5*
13 sessions Th 6:30-9:30pm
*Class will not meet Mar 24
Christine Hung, Instructor
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**

Jan 19-Jan 21

2 sessions

Tu, Th

9:30-4pm*

*1/2 hour for lunch

Steve Tirado, Instructor

**NCMOS-CS003-02**

Mar 1-Mar 22

4 sessions

Tu

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**

Jan 26-Jan 28

2 sessions

Tu, Th

9:30-4pm*

*1/2 hour for lunch

Steve Tirado, Instructor

**NCMOS-CS004-02**

Mar 29-Apr 19*

4 sessions

Tu

6:30-9:30pm

Mark Durma, Instructor

**MS Excel™ 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-CS016-01**

Apr 26-May 17

4 sessions

Tu

6:30-9:30pm

Mark Durma, Instructor

**MS Access™ 2010 I**

*Recommended: Basic computer knowledge*

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.

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS005-01**

Jan 12-Jan 14

2 sessions

Tu, Th

9:30am-4pm*

*1/2 hour for lunch

Steve Tirado, Instructor

**NCMOS-CS005-02**

Jan 21-Feb 11

4 sessions

Th

6:30-9:30pm

Pattie Zamore, Instructor

Google Online Training

**Google Analytics**

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world standard Google Analytics, a free online tool. Apr 4 - Apr 29 16 hours, 1.6 CEUs/ILUs. $195

**Google+**

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use Google+ to raise your online profile, and connect with current and potential new contacts. Apr 4 - Apr 29, 16 hours, 1.6 CEUs/ILUs. $195

**Instagram for Business**

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore Do’s and Don’ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An Android or iOS device is needed to take full advantage of the exercises in this class. Apr 4 - Apr 29, 16 hours, 1.6CEUs/ILUs. $195

For more information, go to www.mccc.edu/LERNclasses. To register, please email ComEd@mccc.edu
Register 10 days before the start of class to save the $15 late fee!

**Comprehensive QuickBooks™**

**Recommended: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills**

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, and setting up a company in QuickBooks™. Students should bring a flash drive to every class.

1.5 CEU or 15 CPE hours. Cost: $308 (tuition $121, administrative fee $26, lab fee $161)

**NCACC-CS003-01**  
Feb 15 - Feb 23  
5 sessions M,Tu,Th  6-9pm  
*Class meets Feb 15, 16, 18, 22, 23  
Michelle Solomon, 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 with time constraints. **Workbooks required. Available in college bookstore.**

1.2 CEU. Cost: $253 (tuition $97, administrative fee $22; lab fees $134)

**NCMOS-CS009-01**  
Feb 2-Feb 4  
2 sessions Tu,Th  9:30am-4pm*  
*1/2 hour for lunch  
Steve Tirado, Instructor

**NCMOS-CS009-02**  
Jan 11-Jan 25  
4 sessions M,W  6:30-9:30pm  
Pattie Zamore, Instructor  
* No class January 18

**Quickstart: Microsoft Office™ 2013 with Windows 8**

**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 with Windows 8 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 new features of Office 2013. **Materials provided by instructor.**

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS012-01**  
Jan 22 - Jan 29  
2 sessions F  9:30am-4:30pm*  
*1 hour for lunch  
John Gontowicz, Instructor

**Exploring the Power of Your iPhone and iPad**

Take full control of your Apple device! This course will cover the basics of Apple’s latest generation operating system on the iPad, iPhone and iPod touch. Learn the fundamentals of navigating your device using the home button, springboard, notification center, universal search and multitouch gestures (iPad only). Master the built-in applications including Safari, Mail, Messages, Photos, Camera, Calendar, FaceTime and more. We will completely demystify your mobile device! Walk in a beginner, walk out an expert. **Students are encouraged to bring iPad, iPhone, or iPod Touch with the most current operating system to follow along with hands-on demonstrations.**

0.6 CEU. Cost: $137 (tuition $112, administrative fee $25)

**NCOST-CS004-01**  
Feb 15 - Feb 22  
3 sessions M,W  6:30-8:30pm  
Jeff Hulit, Instructor
Certifications in Web Design and Development
Our web certificates feature the latest software - the Adobe Creative Suite 6 (CS6) 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 these tools to your toolkit, and explore endless possibilities for your cutting edge business solutions, and your personal creativity. Get started today!

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 pages 18-19 for course details)

Core Courses:
• Web Design Concepts
• Essentials of HTML
• Intro to Dreamweaver CS6
• Intro to Cascading Style Sheets (CSS)
• Advanced Cascading Style Sheets (CSS)
• Advanced Dreamweaver CS6
• Intro to Photoshop CS6

Electives:
• Foundations of Graphic Design
• JavaScript/DHTML
• PHP (with MySQL)
• Intermediate / Advanced Photoshop CS6
• Intro to Word Press

Graphic Designer Certificate
This series of courses 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 two electives to earn the Certificate in Graphic Design (see pages 18-19 for course details)

Core Courses:
• Foundations of Graphic Design
• Color Theory for Graphic Designers
• Intro to InDesign CS6
• Intro to Photoshop CS6
• Intro to Illustrator CS6

Electives:
• Intermediate/Advanced Photoshop CS6
• Advanced InDesign CS6
• Advanced Illustrator CS6

Web Developer/Programmer Certificate
The Center for Continuing Studies is no longer offering the Web Developer/Programmer Certificate. JavaScript/DHTML and PHP (with MySQL) will continue to be offered and may be taken individually or to satisfy required electives in the Web Designer Certificate. If you have an interest in studying Object-Oriented-Programming, C#, .NET, ASP, or MS SQL, please email ComEd@mccc.edu.

✓ Increase Skill.
✓ Increase Talent.
✓ Increase business.

To sponsor an employee for any one of our courses, see pages 62 and 63. 
QUESTIONS? Call 609.570.3311.
Web Design Concepts  
**Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type**  
An introduction to 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. Then use what you have learned 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  
3 sessions  
Th 6:30-9:30pm  
John Paone, Adobe Certified Associate  

Color Theory for Graphic Designers  
You will discover the way colors interact with each other and the implications of this interaction for designers and artists. Examine ideas of space and learn about spatial problems that color can solve. The course also covers color harmony, qualities, and combinations.  
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)  
NCGDS-CS002-01  
4 sessions  
Apr 4-Apr 25  
M 6:30-9:30pm  
Jessi Franko, Instructor  

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  
4 sessions  
Feb 22-Mar 7*  
M,W 6:30-9:30pm  
*Class will not meet Mar 2  
Rich Finelli, Instructor  

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 fee $161  
NCWEB-CS023-01  
4 sessions  
Mar 9-Mar 21  
M,W 6:30-9:30pm  
Rich Finelli, Instructor  

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. Covered will be 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  
6 sessions  
Mar 8-Apr 12  
Tu 6:30-9:30pm  
Jeff Hulit, Instructor  

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 $23, lab fees $161)  
NCGDS-CS001-01  
3 sessions  
Jan 14-Jan 28*  
Th 6:30-9:30pm  
John Paone, Adobe Certified Associate  

ELECTIVE!  

Introductions 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 (ie, 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  
Mar 31-Apr 21  
4 sessions  
Th 6-9pm  
John Paone, Adobe Certified Associate  

Jeff Hulit, Instructor  

Register 10 days before the start of class to save the $15 late fee!
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 to use this incredibly robust program. This course focuses on the tools 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 4 sessions M,W 6:30-9:30pm
Jessi Franko, Instructor

Intermediate/Advanced
Photoshop CS6
Prerequisite: Introduction to Photoshop
This course focuses on advanced techniques and application of the tools learned 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 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, distribution as Portable Document Format (PDF) files, or conversion 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 4 sessions W 6:30-9:30pm
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 4 sessions W 6:30-9:30pm
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
Prerequisite: Introduction to Illustrator
You don't need to be an illustrator to learn and use this industry standard vector graphics application. This course focuses on the tools 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 the college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS005-01 4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

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 4 sessions Th 6-9pm
Sammie Jo Garofalo, Instructor

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.
Cost: $758 (tuition $282, Administrative Fee $60, Lab Fees $416)
NCWEB-CS013-01 10 sessions Sa 9am-12:30pm
Robert Paige, Instructor
* No class March 26
Ready To Work New Jersey

Unemployed and Ready to Work?

- Unemployed for 6 or more months and ready to work?
- An unemployed military veteran for 6 or more months?
- Underemployed for 6 or more months?

If you answer “yes” to one or more of those questions, you may be eligible to participate in Ready to Work New Jersey! Program services are available at your local community college and may include:

- Free Training or Education
- Resume Writing, Interviewing, and Networking Techniques
- Individual Career Counseling
- Job Placement Assistance
- Supportive Services
-Salary reimbursements available to hiring employers

To register for this program please visit http://rtwnj.com

WHERE TALENT MEETS OPPORTUNITY

Act Now to Upgrade Your Employees’ Skills with FREE Training

Now is the time to strengthen your workforce with training in:

- MS Office-Word, Excel, PowerPoint
- Business Writing
- Customer Service
- Time Management
- Conflict Resolution
- Supervisory Skills
- English as a Second Language
- Spanish for Supervisors

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

For more information or to arrange for your private classes contact:
Leah Pontani, Director
lpontani@mercerinstitute.com
609.570.3280

Register 10 days before the start of class to save the $15 late fee!
Microsoft Word Certification Preparation 2010

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 is designed to provide the practical knowledge and skills to prepare for the Microsoft Certified Application Specialist (MCAS) proficient certification in Word. You will be using Microsoft Office Specialist-approved independent courseware which 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.

The text begins with an introduction to Microsoft Word 2010 and you will also learn to:

- Navigate through the new Ribbon interface and its Backstage view
- Work with Headers and Footers, Endnotes, Footnotes, Indexes
- Create Hyperlinks, Columns, Building Blocks, Frames, Watermarks and incorporate the new Table app
- Develop Styles, Forms, envelopes and labels, Master and Subdocuments
- Manage and work with Document Templates
- Use Excel data in Word Tables and perform calculations
- Incorporate diagrams using SmartArt, create Chart graphics, incorporate new Artistic Effects and picture corrections
- Automate Macros
- Import and export data from Word to other Office platform programs
- Create, track and modify changes using Workgroup collaboration
- Learn Extensible Markup Language (XML)
- Incorporate Mail Merge with Word, Excel, Access, or Outlook data sources

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.

NCMOS-CS010-01 Jan 11-Feb 10*
9 sessions M,W 6:15-9:15pm
Chris Eggert – Instructor
(*) No class January 18

Oracle Certification Prep

Prepare for certification as Oracle Certified Administrator (OCA). Courses Offered:

1. Oracle Database 11g: Introduction to SQL
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: Introduction to SQL - No prior knowledge of SQL or database is required.

Introduction to the Oracle 11g relational database and SQL programming language. This course provides beginners with essential SQL database querying and report building skills. Students will learn to install the Oracle software (client and server), learn basic entity relationship diagrams (ERD) and data modeling techniques. Students will create database objects such as views, tables and indexes. This course will also introduce standard database permissions and security practices. Course is designed for business analysts, information managers or anyone looking to become better acquainted with an industry standard relational database used in a variety of analytical applications. Successful completion of this course will allow the student to take the Oracle 11g SQL Fundamentals exam (1Z0-051) which is the first exam towards Oracle OCA certification. Textbook will be distributed in class. (Note: Please bring a lunch - cafeteria closed.)

3.3 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)
NCWEB-CS026-01 Mar 12–Apr 30*
6 Sessions Sa 9am-4pm**
* No class March 26, April 23
** 1 hr lunch from Mar 12 - Apr 16. Class meets from 9am - 12pm on April 30.