



COMPUTER TRAINING



COMPUTER TRAINING PROGRAM

Continuing Education bridges the digital divide by extending opportunities for training and lifelong learning to all members of the community.

Computer training in the School of Continuing Education is designed to teach computer skills to the adult learner. It is composed primarily of certificate programs and six-hour, one-subject classes. Certificate programs consist of multiple courses aimed at providing proficiency in the subject area. Single application classes provide intensive, corporate-style training aimed at introducing selected topics to participants.



To register, call: (201) 447-7488 • www.bergen.edu/continuinged

COMPUTER TRAINING

Prerequisites: To select the appropriate course, read the course descriptions and check the prerequisites, if any. If you already know the topics listed, go on to the next level course. To register, call: (201) 447-7488 • www.bergen.edu/continuinged COMPUTER TRAINING

OUR COMPUTER TRAINING LOCATIONS

- E-112** Bergen Community College, 400 Paramus Road, Paramus
Ender Hall Building, Park in Lot E or F.
- S-343** Bergen Community College, 400 Paramus Road, Paramus
Main Building, Park in Lot B.
- TEC-104 & 204** Bergen Community College, 400 Paramus Road, Paramus
Technology Education Center, Park in Lot B.
- CLC-235** Ciarco Learning Center, 355 Main Street, Hackensack, NJ
Enter parking lot from Passaic or Berry Street.

CERTIFICATES FOR COMPUTER TRAINING

A Certificate of Completion from the School of Continuing Education is given to each student who attends a minimum of 80 percent of the classes and successfully completes the assignments of any particular Certificate Program. Any course may be taken individually, if the prerequisite is met. Certificates are issued for computer courses entitled Certificate Program.

PROFESSIONAL DEVELOPMENT FOR TEACHERS

Bergen Community College's School of Continuing Education offers a variety of programs designed to foster the development of teachers, keeping them up-to-date with current curriculum standards as mandated by the New Jersey Department of Education. Teachers are free to select any computer courses that align with the NJ Core Curriculum Standards. When you attend a course, give the instructor your name and mailing address with your request for a letter.

CPE UNITS FOR ACCOUNTANTS

All of the technical computer training courses are approved for Continuing Professional Education (CPE) units and a Letter of Completion. When you register, indicate that you are an accountant and will need the CPE Letter. The ratio is one unit for every 50 minutes, not counting lunch and breaks. For a fraction of an hour, it is rounded down.

Bergen Community College's School of Continuing Education is registered with the Division of Consumer Affairs, NJ State Board of Accountancy, Sponsor #20CE00062600.

AIA/CES LEARNING UNITS FOR ARCHITECTS

Bergen Community College is registered as a premier provider with the American Institute of Architects, Continuing Education System (AIA/CES), Provider # F162. The AutoCAD courses meet the AIA/CES criteria for Quality Level II, one learning unit per hour of instruction.

AUTOCAD

CC 407 AutoCAD 2012 - Level I

12 hours, \$245

(12 AIA Learning Units)

001, Sat.; January 28, February 4, 11, 2012

(Make-up date 2/19)

Hours: 9:00 a.m.-1:15 p.m.

Location: TEC-104

001, M/T/W/Th.; July 9, 10, 11, 12, 2012

Hours: 6:30-9:30 p.m.

Location: TEC-104

Prepare two-dimensional drawing for architectural, mechanical, engineering and other design projects. Set up limits, scale, grids and snap. Practice methods of drawing lines, circles, arcs, and other geometry. Learn editing, layering, creating text and basic printing concepts. Includes free lab time, but no book.

Instructor: Vincent Benanti

To register, call: (201) 447-7488 • www.bergen.edu/continuinged

COMPUTER TRAINING

CC 422 AutoCAD 2012 - Level II

12 hours, \$245

(12 AIA Learning Units)

001, Sat.; February 25, March 3 & 10, 2012

(Make-up date 3/17)

Hours: 9:00 a.m.-1:15 p.m.

Location: TEC-104

001, M/T/W/Th.; July 16, 17, 18, 19, 2012

Hours: 6:30-9:30 p.m.

Location: TEC-104

Learn advanced editing, text and block. Drawing exercises follow each topic. The fee includes free lab time, but no book.

Prerequisite: AutoCAD Level I or equivalent experience.

Instructor: Vincent Benanti

Note: AutoCAD Architectural 2010 (CD 419) offered on page 99 in the Interior Design section of this catalog.

CC 599 3D AutoCAD 2013

12 hours, 4 sessions, \$245

(12 AIA Learning Units)

001, M/T/W/Th.; July 23, 24, 25, 26, 2012

Hours: 6:30-9:30 p.m.

Location: TEC-104

This course covers the basics of 3D modeling using solid modeling tools, UCS (User Coordinate System) control, display settings and rendering using AutoCAD. **Prerequisite:** AutoCAD 2011 - Level II, or equivalent user experience. This is not for beginner users.

Instructor: Matt King

CC558 Revit Architecture 2012 - Essentials

12 hours, \$325

(12 AIA Learning Units)

001, Sat.; April 14, 21, 28, 2012

Hours: 9 a.m.-1:15 p.m.

Location: TEC-104

Revit is a parametric 3D modeling program for designing buildings. This introductory course covers the essentials of Revit Architecture, from building design through construction documentation.

Students are introduced to the concepts of Building Information Modeling (BIM) and the tools for parametric design and documentation. Parametric refers to the way Revit objects are defined by parameters, such as dimensions. Any change you make automatically updates the model and all the views and drawing sheets that relate to it. The name Revit refers to this ease of revision.

Prerequisite: Working knowledge of Microsoft Windows. No previous CAD experience is necessary. However, Architectural Design, Drafting, or Engineering experience is highly recommended.

Instructor: Vincent Benanti

CC 600 SolidWorks 2011 - Level 1

18 hours, 6 sessions, \$385

001, Sat.; January 28-March 3, 2012

(Make-up date 3/10)

Hours: 1:30-4:30 p.m.

Location: TEC-104

Create photorealistic renderings of your industrial or product design ideas in 3D. Use SolidWorks to give your designs form, ensure their fit, and find out how they'll function. Beginners learn the following topics: Parametric solid modeling; Sketching mode: basic editing topics such as Mirrors, Trim, Arcs, Offsets, Slots, Fillets and Chamfers; Part mode: Extrusion, Cut Extrude, Revolves, Shells, Thin Features, Hole Wizard and Patterns; and Assemblies and Mates.

SolidWorks is a mechanical 3D modeling program not associated with the AIA, so no AIA credits are assigned.

Prerequisite: No previous CAD experience is necessary. However, mechanical design, drafting, or engineering experience is highly recommended.

Instructor: Vladimir Golub

CC 601 SolidWorks 2011 - Level 2

18 hours, 6 sessions, \$385

001, Sat.; March 17, 31, April 7, 14, 21, 28, 2012

(no class 3/24) (Make-up date 5/5)

Hours: 1:30-4:30 p.m.

Location: TEC-104

The following topics are included: Assembly Drawings, Drawings Views, Intermediate Parts, Sweeps, Lofts, Plane Creation, Feature Patterns and Sketch Text. Students learn rendering with Photoview 360. **Prerequisite:** SolidWorks Level 1 or similar experience.

Instructor: Vladimir Golub



COMPUTER TRAINING

CISCO CCNA CERTIFICATION PROGRAM

Bergen Community College is a certified Cisco Networking Training Academy. Students prepare to earn the Cisco Certified Network Associate (CCNA) Certification. Through the Cisco Networking Academy, students learn to design, build and maintain computer networks. Parts I through IV of the Academy Program, 280 hours of instruction, provide students with a basic foundation in networking. Training is sequential. Students must pass each module before moving to the next module. The course is taught using lecture, hands-on, and Internet-based content. **Prerequisite:** Some experience with computers, and familiarity with Windows operating system, the keyboard, the mouse and software programs.

The program consists of four modules. Each module runs for 70 hours. Total program cost is \$4,500 for Parts I, II, III and IV, including materials and tools.. Students may register and pay for one Part at a time.

Location: Ciarco Learning Center, 355 Main Street, Hackensack, at the corner of Passaic Street, in room 215. Our parking lot is behind our building.

Instructor: Michael Yob.

NA 430 CCNA Part 1

18 sessions, 70 hours, \$1,125

001, Mon./Wed.; February 6-April 4, 2012

(make-up date 4/9)

Hours: 6:00-10:00 p.m.

Covers decision-making and problem solving techniques in applying science, mathematics, communication and social studies concepts to solve networking problems.

NA 431 CCNA Part 2

18 sessions, 70 hours, \$1,125

001, Mon./Wed.; April 16-June 18, 2012

(no class 5/28)

Hours: 6:00-10:00 p.m.

Covers routing and routing protocols, TCP/IP, IP addressing, and WANS.

NA 432 CCNA Part 3

18 sessions, 70 hours, \$1,125

001, Mon./Wed.; July 9-September 10, 2012

(no class 9/3)

Hours: 6:00-10:00 p.m.

Introduces Threaded Case Study (TCS), LAN switching and design, IGRP, TCS.

NA 433 CCNA Part 4

18 sessions, 70 hours, \$1,125

001, Mon./Wed.; October 1-December 5, 2012

(no class 10/31, 11/21)

(make-up date 12/10)

Hours: 6:00-10:00 p.m.

Reviews WANs and WAN design, PPP-TCS, ISDN, frame relay and review for CCNA exam.

Certificate in Web Design

To earn the Web Design Certificate, you must satisfactorily complete the following courses:

CC 362	Creating Your Own Web Page	6 hours	\$155
CC 541	XHTML/CSS	21 hours	\$440
CC 451	Dreamweaver CS5.5	21 hours	\$440
CC 455	PhotoShop CS5.5 for the Web	21 hours	\$440
CC 441	Flash CS5.5	21 hours	\$440

Courses may be taken individually if the prerequisite is met. A Certificate of Completion is given upon successful completion of each 21 hour course. A separate Certificate is given when all 5 courses are successfully completed. **Location:** S-343 **Instructor:** Kahlil Haynes

CC 362 Creating Your Own Web Page

6 hours, \$155

001, Th.; January 26, 2012

Hours: 10:00 a.m.-5:00 p.m.

002, Sat.; January 28, 2012

Hours: 9:30 a.m.-4:30 p.m.

003, T/Th.; June 26 & 28, 2012

Hours: 6:00-9:00 p.m.

004, Th.; June 28, 2012

Hours: 10:00 a.m.-5:00 p.m.

Design and create your own simple Web page, with graphics and hypertext links, using two

methods: (1) Using simple Hypertext Markup Language (HTML) tags and (2) Using a WYSIWYG (what you see is what you get) editor. Learn what elements comprise an effective Web page, and how web page creators upload their web pages onto the World Wide Web.

Prerequisite: CC511 Intro to the PC & Windows, or equivalent experience.

For additional information, please contact Barbara Eisen at beisen@bergen.edu or (201) 447-7162.

To register, call: (201) 447-7488 • www.bergen.edu/continuing

COMPUTER TRAINING

CC 541 XHTML/CSS

21 hours, \$440 (includes book)

001, Sat.; February 4, 11, 18, 25, 2012

(Make-up date 3/3)

Hours: 9:30 a.m.-3:30 p.m.

001, M/T/W/Th.; July 9,10,11,12, 2012

Hours: 9:30 a.m.-3:30 p.m.

Students new to the Web use Extensible Hyper-text Markup Language (XHTML) and Cascading Style Sheets (CSS) to create Web page content. Learn the various XHTML tags and their uses as well as standard CSS syntax and its implementation. The course introduces concepts essential for creating standards-compliant Web pages including page layout, design techniques, multiple columns and liquid layouts. Work with image based content. **Prerequisite:** Intro to the PC & Windows and Creating Your Own Web Page or equivalent experience.

CC 451 Dreamweaver

21 hours, \$440 (includes book)

001, Sat.; March 10, 17, 31, April 7, 2012

(no class 3/24) (Make-up date 4/14)

Hours: 9:30 a.m.-3:30 p.m.

001, M/T/W/Th.; July 16, 17, 18, 19, 2012

Hours: 9:30 a.m.-3:30 p.m.

In this introductory course using Dreamweaver, learn to create, maintain and edit a multi-page Web site. Format XHTML; create hyperlinks; implement image maps, rollovers and navigation bars; work with tables and layers; format and implement Cascading Style Sheets (CSS); create forms, and implement JavaScript behaviors such as popup menus. **Prerequisite:** Intro to the PC & Windows and Creating Your Own Web Page or equivalent experience.

CC 455 PhotoShop for Web

21 hours, \$440 (includes book)

001, Tue./Th.; May 22, 24, 29, 31, June 5, 7, 12, 2012

Hours: 6:00-9:00 p.m.

001, M/T/W/Th.; July 23, 24, 25, 26, 2012

Hours: 9:30 a.m.-3:30 p.m.

Create interactive graphics for the Web using Adobe PhotoShop. Format, repair and enhance photographs for the Web. Learn to create: custom logos, effective banner advertisements, images for roll-over effects, and web page design templates using slicing. Design effective interface buttons and build special Web page effects.

Prerequisite: Intro to the PC & Windows.

CC 441 Flash

21 hours, \$440 (includes book)

001, Tue./Th.; January 24-February 14, 2012

(Make-up date 2/16)

Hours: 6:00-9:00 p.m.

002, Sat.; April 21, 28, May 5, 12, 2012

Hours: 10 a.m.-4 p.m.

001, M/T/W/Th.; July 30, 31 August 1, 2, 2012

Hours: 9:30 a.m.-3:30 p.m.

This introduction to Flash enables you to build multimedia and interactive animation content for the Web. Topics include: drawing tools, basic animation techniques, working with sound files, introduction to Action-Scripting, techniques for streaming and optimizing Flash content, and publishing Flash content. **Prerequisite:** Intro to the PC & Windows and Creating Your Own Web Page or equivalent experience.

Certificate in Interactive Graphic Design

Take work from concept to print using today's technology. This Graphic Design Certificate Program covers the essentials of the key applications needed to work in Graphic Design or Prepress Production. Each application has a unique function: InDesign for page layout, Photoshop for manipulation of images, and Illustrator for creating logos and illustrations. Whether you work for an agency or your own business, the technical skills need to be combined with the practical knowhow of the Real World of Graphic Design. Learn to output your work not only to print, but to the Web, to .pdf files, to the new .epub format for digital readers and screen based displays.

To receive the Interactive Graphic Design Certificate, the following four courses are required:

CC596	Photoshop CS5.5 for Print & Interactivity	18 hours	\$385
CC597	Illustrator C5.5 for Print & Interactivity	18 hours	\$385
CC598	InDesign C5.5 for Page Layout & Interactive Design	18 hours	\$385

Courses may be taken individually. A Certificate of Completion is given upon successful completion of each course. **Prerequisite:** Basic computer skills and knowledge of MS Windows or Mac OS9. Although PC's are used in the classroom, Adobe software is consistent cross-platform. If you use a Mac, you may attend these classes with no problem.

Location: S-343

Instructor: Kahlil Haynes

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COMPUTER TRAINING

CC 596 PhotoShop for Print for Print & Interactivity

18 hours, \$385 (includes book)

001, Tue./Th.; February 21, 23, 28, March 1, 6, 8, 2012
(Make-up date 3/13)

Hours: 6:00-9:00 p.m.

Learn to use this powerful image editing program to create and manipulate photography for print and screen. Topics include: understanding file dimensions, color space, and resolution, basic color correction and retouching, text tools, layers, selection tools, layer effects, masking and preparing files for both print and screen based display. The main difference between this 18 hour course and the 21 hour PhotoShop for Web course is that this one concentrates on photographs only. It does not cover common web graphics like buttons, user interface elements, backgrounds, and web layouts.

CC597 Illustrator for Print & Interactivity

18 hours, \$385 (includes book)

001, Tue./Th.; March 27, 29, April 3, 5, 10, 12, 2012
(Make-up date 4/17)

Hours: 6:00-9:00 p.m.

Learn to use this digital illustration program to create vector artwork for print, web and interactive projects. Topics include: using the basic

drawing tools, working with color, gradients and patterns, using brushes and swatches, creating informational graphics like charts and graphs, creating web layouts, how to save and export your artwork for print or web. Extend your skills beyond print output and learn to export your graphics for web sites, including full web layouts.

CC598 InDesign for Page Layout & Interactive Design

18 hours, \$385 (includes book)

001, Tue./Th.; April 24, 26, May 1, 3, 8, 10, 2012
(Make-up date 5/15)

Hours: 6:00-9:00 p.m.

Learn to use this industry standard page layout program to design and create documents for print and modern media output. Create documents using both created and imported text, imported graphics in various formats, professional layout techniques, robust type tools, colors and saved styles. Along with saving and exporting business cards, flyers and advertisements as print jobs, learn to save and export as interactive .pdf files with mouse actions and page flipping, or even a web page! Also learn to output your print designs in the new .epub format used by digital book readers like the Amazon Kindle.

✓NEW

Certificate in Advanced Flash CS5.5

To earn the Advanced Flash CS5.5 Certificate Program, you must satisfactorily complete the following 3 Advanced courses:

CC 586	Create a Website with Flash CS5.5- Advanced Flash Level 1	12 hours	\$275
CC 615	Build Desktop Applications with Flash CS5.5	12 hours	\$275
CC 616	Build iPhone & iPod Applications with Flash CS5.5	12 hours	\$275

Courses may be taken individually. A Certificate of Completion is given upon successful completion of each 12 hour course. A separate Certificate is given when all 3 courses are successfully completed.

Location: S-343

Instructor: Kahlil Haynes

CC 586 Create a Web Site with Flash CS5.5

12 hours; \$275 (includes book)

001, Tue./Th., January 31, February 2, 7, 2012
(Make-up date 2/9)

Hours: 1:30-5:30 p.m.

Start creating Flash sites quickly by learning the core Flash tools required for interactive sites and applications. Topics include: using the Flash authoring tool, creating and animating graphics, motion tweening, loading dynamic data, and

adding text, sound and video, plus coverage of other Flash features. This course is designed for the professional whose boss wants to jazz up their Web site, for the student or teacher needing to put together some Web animations for a class, and for anyone seeking to improve their skill level and portfolio.

Prerequisite: Working knowledge of desktop computer systems.

To register, call: (201) 447-7488 • www.bergen.edu/continuing

COMPUTER TRAINING

CC 615 Build Desktop Applications with Flash CS5.5

12 hours; \$275 (includes book)

001, Tue./Th., February 14, 16, 21, 2012

(Make-up date 2/23)

Hours: 1:30-5:30 p.m.

Use Adobe's AIR application platform and ActionScript 3, the powerful and flexible Flash programming language, to create fully functional robust desktop applications for both Windows and Apple computer systems. Along with an introduction to ActionScript 3, this course covers the following advanced application building topics: setting up a document to use ActionScript 3, discovering the Adobe AIR application programming interface, building user interfaces, loading external resources, responding to user input, storing data, connecting to the network and more. Techniques learned can also be used to build applications for the Blackberry Playbook tablet device.

Prerequisite: CC586 Advanced Flash - Level 1 or CC441 Flash.

CC 616 Build iPhone & iPod Applications with Flash CS5.5

12 hours, \$275 (includes book)

001, Tue./Th., February 28, March 1, 6, 2012

(Make-up date 3/8)

Hours: 1:30-5:30 p.m.

This course builds on the concepts and tools learned in level 2 by applying them to one of the most popular, fun, and complex mobile computing devices ever designed – Apple's iPhone. Using the powerful and flexible Flash programming language, ActionScript 3, and the new iPhone export features of this top-selling Web multimedia application, learn to create fully functional, monetizable apps for iPhone. Along with a deeper look at the ActionScript 3 programming language, this course covers the following advanced topics: setting up an app document using ActionScript 3, building basic logic using ActionScript 3, creating graphics for the iPhone high resolution screen and giving your app that distinctive Apple iPhone look and feel. Learn how to distribute your application on the Apple app store.

Prerequisite: Advanced Flash - Level 2.

✓NEW

Certificate in Advanced Dreamweaver

To earn the Advanced Dreamweaver CS5.5 Certificate Program, you must satisfactorily complete the following 4 courses:

CC 618	Webmaster	9 hours	\$195
CC 619	Advanced Dreamweaver: XHTML/CSS/jQuery	9 hours	\$195
CC 620	Dreamweaver and PHP: Server scripting	9 hours	\$195
CC 621	Dreamweaver and PHP: Databases	9 hours	\$195

This Certificate Program is important for web site developers, web site owners, or anyone who needs to manage one or more web properties. Entry level Dreamweaver users will learn the pieces they are missing.

Location: S-343

Instructor: Kahlil Haynes

Note: Bring a flash drive to save your work.

CC 618 Webmaster: Step by Step

9 hours; \$195 (includes book)

001, T/Th.; April 10, 12, 17, 2012

(Make-up date 4/19)

Hours: 2:00-5:00 p.m.

This first level course fills the knowledge gap between front end web document development and back end infrastructure, required to deliver web site content and functionality to end users. It includes the following topics: acquiring domain names; finding and setting up a hosting server; understanding server control panels; the

basics of mail server technology and setting up email accounts; and accessing databases through your hosting account. We discuss other server software available to your web site, including content management systems and productivity software.

Prerequisite: CC511 Intro to the PC & Windows, or equivalent experience.

To register, call: (201) 447-7488 • www.bergen.edu/continuing

COMPUTER TRAINING

CC 619 *Advanced Dreamweaver: XHTML/CSS/jQuery*

9 hours; \$190 (includes book)

001, T/Th.; April 24, 26, May 1, 2012

(Make-up date 5/3)

Hours: 2:00-5:00 p.m.

This second level course focuses on accessing and using programming language based technologies to build functional web structures and designs. After a discussion of the various flavors of HTML, students develop robust web site structures using both XHTML and HTML5, utilizing a technique known as progressive enhancement. Students use Dreamweaver to apply standard and advanced styling techniques, using both CSS 2.1 and new CSS 3 syntax. Finally we add modern Web 2.0 functionality, using JavaScript, implemented with the jQuery JavaScript library.

Prerequisite: CC451 Dreamweaver CS5, or equivalent experience.

CC 620 *Dreamweaver and PHP: Server Scripting for Modern Websites*

9 hours; \$190 (includes book)

001, T/Th.; May 3, 8 & 10, 2012

Hours: 2:00-5:00 p.m.

The third level course introduces PHP, one of the most widely used and powerful web programming languages for creating dynamic responsive web sites. PHP is known as a Hypertext Pre-processor, which allows web developers to create client-side code, (HTML/CSS/JavaScript), on the fly in response to server-side business logic. After an introduction to the core programming concepts, students use PHP to add business logic to an existing web site. Topics include: PHP basics, writing PHP with Dreamweaver CS5, dynamic HTML, processing forms, sending email, setting and retrieving cookies and working with sessions.

Prerequisite: CC619 Advanced Dreamweaver, or equivalent experience.

CC 621 *Dreamweaver and PHP: Databases*

9 hours; \$190 (includes book)

001, T/Th.; May 22, 24, 29, 2012

Hours: 2:00-5:00 p.m.

The final course covers using a web database to store and retrieve data. After reviewing web data storage methods, students concentrate on the traditional web database scripting language, SQL, and learn basic syntax and language features. Then students examine the open source MySQL database. Integrating a data storage mechanism on top of the dynamic web structure builds on what was learned in the second and third level courses. Topics include: setting up and connecting to a database with PHP, Retrieving data from a database, Updating data in a database, Deleting data from a database, and PHP/database security issues.

Prerequisite: CC620 Dreamweaver and PHP: Server scripting.

Certificate in Javascript & JQuery

CC 589 *JavaScript and jQuery-Making Dynamic Web Pages*

12 hours; \$275 (includes book)

001, Tue./Th.; March 27, 29, April 3, 2012

(Make-up date 4/5)

Hours: 1:00-5:00 p.m.

002, Tue./Th.; June 14, 19, 21, 2012

Hours: 5:30-9:30 p.m.

jQuery is a fast, flexible JavaScript library that simplifies adding advanced JavaScript interaction to web pages. For both professional and casual web designers, who want to add the latest cool effects to their sites, jQuery is the tool of choice. Topics include: setting up jQuery for a web page, working with the HTML DOM (Document Object Model), understanding and responding to JavaScript events, and adding visual effects and animation. Prerequisite: a working knowledge of HTML. No previous JavaScript experience is required.

Location: S-343

Instructor: Kahlil Haynes

Certificate in Google Android Apps

Google Android is one of the major mobile platforms available today. Android powers millions of mobile and handheld devices, from cellular telephones to e-book readers. Develop applications that run on this platform, and make them available within the Android Marketplace. The Android SDK (Software Developer's Kit), Eclipse IDE (Integrated Development Environment), and JAVA tools necessary for development are all open-source and are completely free to download and use.

To register, call: (201) 447-7488 • www.bergen.edu/continuinged

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CC 621 Dreamweaver and PHP: Databases

9 hours

\$190

This Certificate Program is important for web site developers, web site owners, or anyone who needs to manage one or more web properties. Entry level Dreamweaver users will learn the pieces they are missing.

Location: S-343

Instructor: Alex Tushinsky

CC 590 Google Android Apps 1 Develop Applications for Mobile Devices

7 sessions; 21 hours; \$415

001, Mon./Wed.; March 26-April 16, 2012

(Make-up date 4/18)

Hours: 6:30-9:30 p.m.

This course includes the following topics:

- Set up your Android development environment on Windows, MAC, or Linux
- Create Android applications using Eclipse open-source Integrated Development Environment
- Design of Android graphical user interfaces, and best practices for maximum effectiveness
- Basics of programming, using JAVA and the Android SDK
- Publish your applications to the Android Marketplace make them available to millions of people world-wide.

Prerequisite: Experienced PC user. No previous programming background necessary. Bring a one gigabyte (or higher) thumb drive to class to save your class work.

CC 591 Google Android Apps 2

21 hours; \$415

001, Mon./Wed.; April 23-May 14, 2012

(Make-up date 5/21)

Hours: 6:30-9:30 p.m.

Building upon the material covered Level 1, this course focuses on more advanced topics of the Google Android platform, including:

- Database access
- Using the Internet as part of your application, including web services
- Using device hardware such as GPS or Camera
- Graphics and Audio

Prerequisites: Google Android 1. Bring a one gigabyte (or higher) thumb drive to class to save your class work.



Certificate in WordPress

CC617 WORDPRESS: Build a Website and a Blog

7 sessions; 21 hours; \$415

001, Mon./Wed.; June 4-25, 2012

Hours: 6:30-9:30 p.m.

Location: S-343

WordPress is a free, open source blog and content management platform powered by PHP and MySQL. This web software is used to create and manage great looking web sites or blogs for business or personal use. Established in 2003, WordPress currently has over 25 million active users. There are thousands of plug-ins and themes available to transform your site into almost anything you can imagine. Work hands-on with WordPress to create a complete website and learn to do the following:

- Setup and configure a WordPress web site
- Build a WordPress custom design (theme)
- Understand and utilize the content management features
- Use Widgets in your design
- Navigate the WordPress menu system
- Extend WordPress with Plug-ins that provide additional functionality such as e-Commerce
- Understand the blogging features, including tags and categories, and how that can benefit your website and/or business.

Prerequisite: No web design or development experience is necessary to participate in this class. Bring a USB thumb drive to class to store your work.

To register, call: (201) 447-7488 • www.bergen.edu/continuinged

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Certificate in MS Office + QuickBooks

This MS Office + QuickBooks Certificate Program is 219 hours of training and costs \$3,955. Learn the skills most asked for in the Want Ads for jobs in almost any field, not just an office.

Students who complete the program are competent in using Microsoft Windows, Word, Excel, PowerPoint, Access and QuickBooks. Resume preparation and using the Internet for job search is included. This program is designed for adults who have not been in the workplace recently or have never learned computer skills. Everyone in the class is in the same boat, preparing for a new or better job.

Location: Classes from 7/18/12 through 8/16/12 are held in Ciarco Learning Center, 355 Main Street, Hackensack, at the corner of Passaic Street, Room 235. Our parking lot is behind our building.

Instructor: Phyllis Pych

Location: QuickBooks classes are held in Ender Hall, room 112, on the Paramus Campus at 400 Paramus Road. Parking is in lot E or F. **Instructor:** Annette Rakowski

CC 392 Keyboarding Fundamentals

NOTE: This course may be taken by itself for those who need to learn Keyboarding. No Certificate is given for this course.

6 sessions, 18 hours, \$245

001, M/T/W/Th.; July 18, 19, 23, 24, 25, 26, 2012

Hours: 9:30 a.m.-12:30 p.m.

Develop proper keyboarding skills, improve accuracy, and speed, and learn basic mouse skills. The course includes instruction in creating a basic business letter and envelope in Word.

CC 411 MS in the Workplace, Part I

12 sessions, 60 hours, \$1,090 (includes books)

001, M/T/W/Th.; July 30 – August 16, 2012

Hours: 9:30 a.m.-3:00 p.m.

Learn the basics of the computer applications required for most jobs. This three-week course introduces the beginning student to the Personal Computer, the Windows operating system and the basics of Word, Excel and PowerPoint. Topics include: creating, editing, formatting, saving and printing documents, spreadsheets and presentations.

Prerequisite: Ability to type 20 words per minute accurately.

CC 412 MS in the Workplace, Part II

12 sessions, 60 hours, \$1,090 (includes books)

002, M/T/W/Th.; August 20-September 7, 2012 (no class 9/3. Class meets on Friday, 9/7/2012)

Hours: 9:30 a.m.-3:00 p.m.

This three-week course enables each student to develop marketable skills. It emphasizes the hands-on approach to intermediate Word and Excel topics and introduces Access (database), email, and the Web. Using Word, students create tables and columns, headers and footers, and do a basic mail merge. Using Excel database features, students make pivot tables; and they create an Access database including tables, forms, reports and queries.

Prerequisite: MS in the Workplace, Part I.

CC 413 MS in the Workplace, Part III

12 sessions, 60 hours, \$1,090

001, M/T/W/Th/F; September 10-28, 2012 (no class 9/17, 9/18, or 9/26)

Hours: 9:30 a.m.-3:00 p.m.

In this three-week course, students master more advanced procedures in Word, Excel, PowerPoint and Access. Integration and linking between the programs is emphasized as well as resume preparation and using the Internet for job search.

Prerequisite: MS in the Workplace, Part II.

CC 584 QuickBooks Pro 2011

6 sessions, 21 hours, \$440 (includes book)

001, M/T/W/Th.; October 1, 2, 3, 4, 8, 9, 2012 (Make-up date 10/10)

Hours: 1:00-4:30 p.m.

Take control and save time with an easy-to use accounting program. Create professional invoices, make deposits, write checks, receive payments, enter and pay bills, issue credit memos, reconcile accounts, generate important financial statements and reports. Set up your inventory, track and pay sales tax, and do payroll. Customize forms, letters and templates. **Prerequisite:** Basic mouse and keyboard skills and knowledge of Windows, or CC511 Introduction to PC & Windows. Some knowledge of book-keeping is helpful.

Location: E-112

Instructor: Annette Rakowski

COMPUTER TRAINING

Certificate in Microsoft in the Workplace

To earn this certificate and be job market ready, you need to complete Parts I, II and III. Each part is 60 hours of training time and is three weeks long. Part I is an Introductory Level course, Part II is Intermediate and Part III is Advanced.

Students who complete the course are competent in using Microsoft Windows, Word, Excel, PowerPoint and Access. Resume preparation and using the Internet for job search is included. The only prerequisite is the ability to type 20 words per minute accurately. The Keyboarding Fundamentals course, which is scheduled just before Microsoft in the Workplace, is useful to students at all skill levels to improve speed and accuracy.

Part of the success of this certificate program is that it was designed for adults who have not been in the workplace recently or have never learned computer skills. Everyone in the class is in the same boat, preparing for a new or better job.

Location: Ciarco Learning Center, 355 Main Street, Hackensack, at the corner of Passaic Street, Room 235. Our parking lot is behind our building.

Instructor: Phyllis Pych

CC 411 MS in the Workplace, Part I

12 sessions, 60 hours, \$1,090 (includes books)

001, M/T/W/Th.; July 30–August 16, 2012

Hours: 9:30 a.m.-3:00 p.m.

Learn the basics of the computer applications required for most jobs. This three-week course introduces the beginning student to the Personal Computer, the Windows operating system and the basics of Word, Excel and PowerPoint. Topics include: creating, editing, formatting, saving and printing documents, spreadsheets and presentations.

Prerequisite: Ability to type 20 words per minute accurately. If you cannot, take CC392 Keyboarding Fundamentals.

CC 412 MS in the Workplace, Part II

12 sessions, 60 hours, \$1,090 (includes books)

002, M/T/W/Th.; August 20–September 7, 2012
(no class 9/3. Class meets on Friday, 9/7/2012)

Hours: 9:30 a.m.-3:00 p.m.

This three-week course enables each student to develop marketable skills. It emphasizes the hands-on approach to intermediate Word and Excel topics and introduces Access (database), email, and the Web. Using Word, students create tables and columns, headers and footers, and do a basic mail merge. Using Excel database features, students make pivot tables; and they create an Access database including tables, forms, reports and queries.

Prerequisite: MS in the Workplace, Part I.

CC 413 MS in the Workplace, Part III

12 sessions, 60 hours, \$1,090

001, M/T/W/Th/F; September 10-28, 2012
(no class 9/17, 9/18, 9/26)

Hours: 9:30 a.m.-3:00 p.m.

In this three-week course, students master more advanced procedures in Word, Excel, PowerPoint and Access. Integration and linking between the programs is emphasized as well as resume preparation and using the Internet for job search.

Prerequisite: MS in the Workplace, Part II.

Certificate in QuickBooks

CC 584 QuickBooks Pro 2011

6 sessions, 21 hours, \$440 (includes book)

001, Mon./Wed.; February 20–March 7, 2012
(Make-up date 3/12)

Hours: 6:00–9:30 p.m.

002, Mon./Wed.; April 16–May 2, 2012
(Make-up date 5/7)

Hours: 6:00–9:30 p.m.

Take control and save time with an easy-to use accounting program. Create professional invoices, make deposits, write checks, receive payments, enter and pay bills, issue credit memos, reconcile accounts, generate important financial statements and reports. Set up your inventory, track and pay sales tax, and do payroll. Customize forms, letters and templates. **Prerequisite:** Basic mouse and keyboard skills and knowledge of Windows, or CC511 Introduction to PC & Windows. Some knowledge of book-keeping is helpful.

Location: E-112

Instructor: Annette Rakowski

COMPUTER TRAINING

PROGRAMS FOR BEGINNERS

CC 511 Intro to the PC & Windows

6 hours, \$155 (includes book)

001, Tue./Th.; February 7 & 9, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Gladys Ravettine

002, Mon./Tue.; April 23 & 24, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

This class is for new users of the personal computer and is the prerequisite for many Level I classes in this catalog. Learn about the parts of the computer, how a computer operates, and how to use the mouse and keyboard. Beginning Windows topics are covered: understanding and manipulating different types of screens, running programs, and beginning to understand files and folders.

CC 524 Working with Folders

5 hours; \$100 (includes book)

001, Wed.; March 28, 2012

Hours: 9:30 a.m.-3:30 p.m.

This class is designed for people who have been using a PC and are still confused about folders. Create and use folders in Windows, Word and Excel. Practice finding files, and moving and copying files between different folders. **Prerequisite:** Intro to the PC and Windows or equivalent PC experience.

Location: E-112

Instructor: Marion Keegan

CC 503 Internet for Beginners

3 hours; \$85 (includes book)

To be offered, Fall 2012

This introductory course acquaints the beginner with the World Wide Web. Learn how to find a particular Web site or search for specific information on the Internet. Other topics include printing Web pages, keeping track of favorite Web sites, and viewing a history of web sites observed on different days. **Prerequisite:** Proficiency with the mouse, and basic knowledge of the keyboard and Windows. Take Intro to the PC & Windows if you do not have the prerequisite experience.

CC 504 E-mail for Beginners

3 hours; \$85 (includes book)

To be offered, Fall 2012

This beginning e-mail course covers sending and receiving e-mail, using attachments, replying to and forwarding messages, and deleting email. Other topics include setting up filters and groups. A free Web-based e-mail system is used in class to teach e-mail concepts that carry over into most other e-mail systems. **Prerequisite:** (a) Basic mouse and keyboard skills or Intro to the PC & Windows (CC511), plus (b) basic Internet usage skills or Internet for Beginners (CC503).

CC 392 Keyboarding Fundamentals

6 sessions, 18 hours, \$245

001, M/T/W/Th.; July 18, 19, 23, 24, 25, 26, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: CLC-235

Instructor: Phyllis Pych

001, W/Th/F/M/Th/F.; September 19-28, 2012
(no class 9/25, 9/26)

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

Develop proper keyboarding skills, improve accuracy, and speed, and learn basic mouse skills. The course includes instruction in creating a basic business letter and envelope in Word.

MICROSOFT OFFICE 2010 COURSES

PLEASE NOTE:

MS Office 2010 is taught in all the following classes. If you are using an earlier version, instructions for using some earlier versions are included in the book you will receive in class.

CC 602 Word 2010 – Level 1

This class has been extended from 6 to 9 hours in response to students' request for more time.

9 hours, \$175 (includes book)

001, Tue./Wed./Th.; February 21, 22, 23, 2012

(Make-up date 2/24)

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Mon./Wed./Mon.; March 5, 7 & 12, 2012

(Make-up date 3/14)

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

003, Tue./Wed./Th.; May 1, 2 & 3, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

004, Th./Tue/Th.; June 7, 12 & 14, 2012

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Diane Kerner

To register, call: (201) 447-7488 • www.bergen.edu/continuinged

COMPUTER TRAINING

Learn to create, edit, spell check, save and print documents. Set margins, page breaks, page numbers and change from portrait to landscape. Change fonts, align paragraphs and customize the quick access toolbar for easy access to favorite commands.

Prerequisite: Intro to the PC & Windows or equivalent experience.

CC 604 Mail Merge 2010

3 hours, \$85 (includes book)

001, Th.; April 26, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Wed.; June 13, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

Create and import data from Word, Excel and Access for merging letters, mailing labels, envelopes, etc. Also, create various directories for attractive and useful printed reports of the data itself.

Prerequisite: Word 2007 Level I.

CC 603 Word 2010 – Level 2

This class has been extended from 6 to 9 hours in response to students' request for more time.

9 hours; \$175 (includes book)

001, Tue./Wed./Th.; March 13, 14 & 15, 2012

(Make-up date 3/16)

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Mon/Wed/Mon.; March 26, 28, April 2, 2012

(Make-up date 4/4)

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

003, Tue./Wed./Th.; June 5, 6 & 7, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

Learn to create tables, headers and footers, hanging indents, borders and shading. Use sort, find and replace, ClipArt, WordArt, SmartArt and drawing tools.

Prerequisite: Word I or equivalent experience.

CC 605 Excel 2010 – Level 1

This class has been extended from 6 to 9 hours in response to students' request for more time.

9 hours; \$175 (includes book)

001, Tue./Wed./Th.; February 14, 15 & 16, 2012

(Make-up date 2/17)

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue./Th./Tue.; March 6, 8 & 13, 2012

(Make-up date 3/15)

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Diane Kerner

003, Tue./Mon./Tue.; April 10, 16 & 17, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

004, Tue./Wed./Th.; May 22, 23 & 24, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

005, Mon./Tue./Mon.; June 11, 12 & 18, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

Learn to create, edit, save and print spreadsheets; use AutoSum and AutoFill. Develop formulas and simple functions to do calculations. Format text data, numbers, and dates. Set margins, create headers and footers, and learn printing techniques. Use the quick access toolbar for easy access to favorite commands.

Prerequisite: Intro to the PC & Windows or equivalent experience.

CC 606 Excel 2010 – Level 2

This class has been extended from 6 to 9 hours in response to students' request for more time.

9 hours; \$175 (includes book)

001, Tue./Wed./Th.; March 6, 7 & 8, 2012

(Make-up date 3/9)

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue./Th./Tue.; April 10, 12 & 17, 2012

(Make-up date 4/19)

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Diane Kerner

003, Mon/Tue/Mon.; May 14, 15 & 21, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

004, Tue./Wed./Th.; June 12, 13 & 14, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

Review Excel basics and expand your knowledge of formula writing and basic functions: sum, average, if, countif, sumif and more. Manage sheets and learn to create formulas across multiple sheets. Work efficiently by splitting and freezing windows; hiding columns; creating range names, comments, and passwords.

Prerequisite: Excel I plus experience working with Excel.

COMPUTER TRAINING

CC 607 Excel 2010 - Charting

3 hours; \$85 (includes book)

001, Th.; March 29, 2012

Hours: 9:30 a. m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue.; April 24, 2012

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Diane Kerner

Learn to create and edit pie and bar charts. Learn to format and move charts from sheet to sheet and to create your own custom templates. Create "quick" charts with one keystroke.

Prerequisite: Excel I or equivalent experience.

CC 608 Excel 2010 - Database

This class has been extended from 3 to 4 hours in response to students' request for more time.

4 hours; \$90 (includes book)

001, Tue./Wed.; April 3 & 4, 2012

Hours: 9:30 a.m.-11:45 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue./Th.; May 1 & 3, 2012

Hours: 6:30-8:45 p.m.

Location: E-112

Instructor: Diane Kerner

003, Wed./Th.; June 27 & 28, 2012

Hours: 9:30 a.m.-11:45 p.m.

Location: E-112

Instructor: Marion Keegan

Explore Excel's database capabilities: learn to sort and filter data; create automatic subtotals and learn the VLookup function plus other database functions including ways to clean up imported data.

Prerequisite: Excel I or equivalent experience.

CC 609 Excel 2010 - Pivot Tables

3 hours; \$85 (includes book)

001, Wed.; April 11, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue.; May 15, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

003, Tue.; June 5, 2012

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Diane Kerner

Use Pivot Tables to make large, complex sets of data more understandable and easier to comprehend at a glance. You can quickly change the layout to see limitless views of the data. You can count items, see sums, averages, quickly calculate percentages and more.

Prerequisite: Excel I or equivalent knowledge.

CC 610 Excel 2010 - Macros

3 hours; \$85 (includes book)

001, Wed.; April 18, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

Macros are recordings of keystrokes and mouse actions that can be used to automate repetitive tasks. Macros can be stored and played back at any time. Add buttons to a quick access toolbar for easy playback of general macros that can be used in any workbook. Create buttons within a sheet for playback of macros unique to that book.

Prerequisite: Excel I or equivalent experience.

CC 614 Excel 2010 - Level III

5 hours; \$100 (includes book)

001, Wed.; April 25, 2012

Hours: 9:30 a.m.-3:30 p.m.

Location: E-112

Instructor: Marion Keegan

Create more complex megaformulas and array formulas. Work with more advanced functions including index, rank, trend and frequency. Chart a frequency distribution.

CC 613 Access 2010

This class has been extended from 6 to 12 hours in response to students' request for more time.

4 sessions; 12 hours; \$210 (includes book)

001, Th./Fri.; April 12, 13, 19 & 20, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Susan Rasmussen

002, Tue./Th.; May 1-May 10, 2012

Hours: 6:30-9:30 p.m.

Location: CLC-235

Instructor: Susan Rasmussen

This step by step introduction to the MS Access database program takes you through the process of designing a database using tables, forms, queries and reports. Design a simple database with a single table for data storage. Modify the design and manage the data by using field properties. Make an instant form to enter data more efficiently or to display data more effectively. Create multi-table relational databases to use with more complex data and to minimize repetition in data entry. Manipulate information with easy-to-design queries to sort data and display specified data records. Use calculation queries to modify existing data in tables. Generate professional quality reports using Report Wizards.

Prerequisite: Intro to PC & Windows or equivalent experience.

COMPUTER TRAINING

CC 611 PowerPoint 2010 – Level 1

6 hours; \$155 (includes book)

001, Tue./Wed.; February 28 & 29, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Tue./Th.; May 22 & 24, 2012

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Gladys Ravettine

003, Mon./Tue.; June 25 & 26, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

Learn to create text slides, charts, and organizational charts for presentations. Enhance slides with ClipArt, WordArt and SmartArt. Learn to print slides and audience handouts. Set up a basic slide show with manual or automatic advance. **Prerequisite:** Intro to PC & Windows or equivalent experience.

CC 612 PowerPoint 2010 – Animation & Slide Show

3 hours; \$85 (includes book)

001, Tue.; April 10, 2012

Hours: 9:30 a.m.-12:30 p.m.

Location: E-112

Instructor: Marion Keegan

002, Wed.; June 6, 2012

Hours: 6:30-9:30 p.m.

Location: E-112

Instructor: Gladys Ravettine

Learn to set up slide shows, set timings and loop shows. Use transitions and custom animations. Add sound and learn to insert a CD track to accompany a show. **Prerequisite:** CC 539 PowerPoint 2007 – Level I or equivalent experience.

ONLINE CERTIFICATE PROGRAMS

This new expanded section of online courses now includes **ONLINE CERTIFICATE PROGRAMS** as well as **ONLINE INDIVIDUAL COURSES**. These new Online Certificate Programs are available exclusively from the School of Continuing Education, Corporate & Public Sector Training at Bergen Community College.

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MAIL completed registration form with payment (no cash)

· All courses begin on 2/18/12 and end on 5/9/12.

· Each course costs \$355. Book is not included.

Instructor: James Sinclair, Ph.D., Online Education Specialist

COMPUTER TRAINING

Certificate in Advertising & Marketing Specialist

This training program is designed for students interested in becoming specialists in the areas of Advertising and Marketing. It requires no previous advertising/marketing experience and concentrates on preparing highly valuable experts, familiar with product or service presentation, consumer psychology, existing successful, as well as failing internet and “brick-and-mortar” marketing models. During the course of training, students are required to build a successful marketing model, as well as field test it in the real world advertising and marketing application, using real products and/or services.

OL 400 Successful Advertising & Consumer Psychology

This course covers main concepts in Online Advertising with respect to product representation, branding, coloring schemes, and website design, optimized for the maximum online exposure and integration. **Book:** *Online Consumer Psychology: Understanding and Influencing Consumer Behavior in the Virtual World (Advertising and Consumer Psychology): Psychology Press, 2005 ISBN-13: 978-0805851557.*

OL 401 Exploring Industrial & Business Campaigns

In this course students will be introduced to a variety of product and services campaigns in a variety of applications. Including specific examples where company’s’ direct products are used vs. VAR (Value Added Reseller) techniques. **Book:** *Modeling Online Auctions; Wiley; 1 edition (July 13, 2010) ISBN-13: 978-0470475652.*

OL 402 Analyzing Existing Marketing Models

In this section successful marketing models are explored; including Online auction campaigns as well as affiliate and direct mail integration techniques. **Book:** *Marketing in the Age of Google: Your Online Strategy IS Your Business Strategy Wiley; 2010: ISBN-13: 978-0470537190.*

OL 403 Domestic & Worldwide Marketing Solutions

This course explores domestic and worldwide online marketing techniques, including: local, statewide, regional, nationwide, foreign-regional, and global marketing integration / distribution. **Book:** *Digital Marketing: Global Strategies from the World’s Leading Experts Wiley; 2010: ISBN-13: 978-0471361220.*

OL 404 Online Advertising & Marketing Development

This course explains the more detailed procedures of the proper web-development optimized for the maximum site implementation and the SEO (Search Engine Optimization) approach. Students will develop the completely optimized mini-site, prepared for the Internet marketing, eventually substituting their own products or services. **Book:** *Advertising on the Internet, 2nd Edition: John Wiley & Sons, 2011: ISBN-13: 978-0471344049.*

Certificate in Computer Integrated Design Specialist

OL 405 2-Dimensional AutoCAD Drafting & Design

This course introduces a detailed approach to the 2-dimentional, computer integrated drafting and design techniques used in modern engineering and architecture. Students will be exposed to actual drawing details and assemblies. **Book:** *AutoCAD 2011 and AutoCAD LT 2011: No Experience Required; Sybex, 2010; ISBN-13: 978-0470602164.*

OL 406 3-Dimensional AutoCAD & Solids Modeling

Explored in this section, are more advanced techniques of Computer Aided Design – 3Dimensional Solids Modeling. Students will be exposed to the advanced procedures involved in complex solid design in a variety of mechanical and architectural/structural applications. **Book:** *3D Modeling in AutoCAD, Second Edition CMP publishers, 2010; ISBN-13: 978-1578200917.*

OL 407 Parametric Design & Modeling Using Autodesk “Inventor”

This comprehensive course introduces design techniques and detailed procedures using the Inventor software. Course covers Parametric modeling techniques used in modern business and industry. **Book:** *Autodesk Inventor 2012 Essentials Plus. Autodesk Press, 2011; ISBN-13: 978-1111646653.*

OL 408 Photo-realistic 3-D Rendering & Design

This section deals with a photo-realistic representation of 3-dimensional objects and characters. The end result of this representation is widely used in Advertising, product simulation, Architecture, and Animation / Broadcasting industries. **Book:** *Photo-realistic Rendering with Randomization; VDM Verlag Dr. Mueller e.K., 2008; ISBN-13: 978-3836479196.*

To register, call: (201) 447-7488 • www.bergen.edu/continuing

COMPUTER TRAINING

OL 409 Advanced Parametric Design & Stress Analysis, using Solidworks

This course covers all of the essentials of the design and modeling, using Solidworks program. Students will explore first, simple, and then advanced techniques and procedures used in some of the most advanced modern industries, such as aerospace, mechanical, electronics, and electrical engineering. **Book:** *Solidworks 2010 Bible*; Wyley & Sons, 2010 ISBN-13: 978-0470554814.

Certificate in Graphic Design, Arts & Communication Specialist

OL 410 Graphic Design in Modern Business & Industry

This section deals with basics of graphic design, pertaining mostly to online applications such as advertizing and marketing, however, the course covers a comprehensive approach the general graphic design principles, relevant to any-purpose and applications, such as presentation, published media, business promotion, as well as many other. **Book:** *Creative Workshop: 80 Challenges to Sharpen Your Design Skills*; How Publishers, 2010; ISBN-13: 978-1600617973.

OL 411 Multi-Media Integration

This course describes general applications and integration of multimedia in modern applications, including use of video in modern business and industry, computer animation, and dynamic online presentation development.

OL 412 Online Design Principles & Model Applications

This section involves a more detailed approach to the Internet-based presentation applications and dealing mostly with "movable" online presentation techniques applicable equally to business, as well as advanced educational technologies. **Book:** *The Real Business of Web Design*; Allworth Press, 2005; ISBN-13: 978-1581153163.

OL 413 Using Photoshop, Flash & Other Graphic Applications

This course introduces a variety of robust software products used in today's Internet applications such as Adobe's "Flash" and "Photoshop," Microsoft's "PowerPoint" and "Expression Web" applications.

OL 414 Advanced Graphic Design & 3-D Modeling

This section deals with a little more detailed section of graphic design and modeling, integrating techniques used in Commercials and movie industries, such as advanced scenery and back-drop design, Virtual Reality (VR) and Space Scenery, as well as a variety of other similar applications. **Book:** *Digital 3D Design: The Use of 3D Applications in Digital Graphic Design* Watson-Guptill; 2005 ISBN-13: 978-0823012961.

Certificate in Web Development & Online Business Specialist

OL 415 Introductions to Web Development & Integration

This course will introduce the students to the general practices and fundamental procedures used in modern Web design and development. The course will include the following topics: Using Microsoft "Expression WEB": fundamentals, Website Categories, types, and styles, and Using lay-out tables and cells in web pages. **Book:** *The Principles of Beautiful Web Design, 2nd Edition*; SitePoint, 2010; ISBN-13: 978-0980576894.

OL 416 Advertising & Web Marketing

This course explains the principles and modern practices of Online advertizing, as pertaining to successfully operating and promoting a profitable online business and includes the following topics: Basic online advertising principles, Using page text as an advertising medium, Page images as a promotion instrument, Web Advertising as an integral part Web Marketing, and Exploring local & state-wide advertising.

To register, call: (201) 447-7488

www.bergen.edu/continuinged

Book: *Web Marketing All-in-One Desk Reference; For Dummies Pub*, 2009; ISBN-13: 978-0470413982.

OL 417 Advanced Website Development & Integration

This course delves into some more detailed topics of basic web programming fundamentals. It involves some simple and effective techniques required to produce and market typical websites, without extensive requirements of computer programming. The course involves the following topics: Introduction to basic HTML coding, and "Expression Web" environment concepts. **Book:** *Learning Web Design: A Beginner's Guide to HTML, StyleSheets, and Web Graphics*. O'Reilly Media, 2007; ISBN-13: 978-0596527525.

To register, call: (201) 447-7488 • www.bergen.edu/continuinged

COMPUTER TRAINING

OL 418 Product Identification & Online Marketing

This section explains the topics related to successful online marketing and distribution. This process is one of the major key components to any online-based business. The course includes the following topics: Introduction to online marketing, Basic marketing techniques; Product Popularity Research, and Link Popularity Analyses.

Book: *Digital Marketing: Global Strategies from the World's Leading Experts* Wiley; 2010; ISBN-13: 978-0471361220.

OL 419 Website Optimization & Successful Market Integration

This advanced level course introduces the participants to the topics of Search Engine Optimization – the process needed to enable a website to be visible in the top areas of the Internet search. This process is the essential key to successful online business. The course involves the following: Introduction to common search engines, Google Search Engine environment analysis, MSN & Yahoo Search Engine environments, Understanding SEO (Search Engine Optimization) Analytics, and Real-time Keyword-based Research variables.

Book: *The Art of SEO (Theory in Practice)*; O'Reilly Media, 2009; ISBN-13: 978-0596518868.

Certificate in Computer Programming

OL 420 Windows Programming: Visual BASIC (VB) Development

This course gives a very detailed introduction to Windows-based computer programming techniques and procedure. Even a complete programming novice will be able to create a “market-ready” Windows-based executable programs. Although there are many more advanced software development programs used in modern computer industries, VB gives a simple, but elegantly sophisticated approach for a new programmer into the Software Application development world.

Book: *Murach's Visual Basic 2010*; Mike Murach & Associates; 4th edition, 2010; ISBN-13: 978-1890774585.

OL 421 UNIX Communications Basics

This course deals with the basics of the UNIX operating system commands and structure. UNIX is still an ever popular WEB environment intended for modern developers, web hosting companies, and many business and industry developers and programmers. This course, however, does not require any previous UNIX or LINUX experience. This course is a must for all new developers as well as web hosting and Internet design professionals.

Book: *Unix in a Nutshell, Fourth Edition*; O'Reilly Media; 4 edition, 2008; ISBN-13: 978-0596100292.

OL 422 HTML Web Programming

This section will introduce the students to the Hypertext Markup Language, commonly used in modern Web design and development. Although many modern web designers are using GUI applications such as “FrontPage,” “Dreamweaver,” and other graphical programs for their page and site design, some basic knowledge of HTML coding is a must for any beginning or even seasoned web designer. This course will present the essentials needed for the “fine tuning” of any modern website.

Book: *HTML: A Beginner's Guide, Third Edition*; McGraw-Hill Osborne Media 2008; ISBN-13: 978-0072263787.

Certificate in Photoshop Professional

OL 423 Photoshop – Level I: Basic

In this section participants will be introduced to the general practices and operation of Photoshop program, including menu layouts, environment system. Students will work using actual Photoshop projects used by modern graphic artists and photography professionals. There's no previous knowledge of graphics design, art, or graphics communications is required for this course.

Book: *Adobe Photoshop CS5 Classroom in a Book*; Adobe Press, 2010; ISBN-13: 978-0321701763.

OL 424 Photoshop – Level II: Intermediate

This section explores some of the more advanced modules of the Photoshop program, and dealing primarily with more complex features of the program such as modifications of existing designs, “touch-ups,” lighting, and advanced coloring schemes. This course requires some preliminary, basic knowledge of the program.

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OL 425 Photoshop – Level III: Advanced Design

This section involves some of the advanced graphic design features that are commonly used in modern Web design and advanced marketing applications. Students will be completing several projects used in the real graphics applications. This section also requires some previous exposure to the Photoshop program, and will require a final project to be completed by the students.

Certificate in Computer Aided Technology

OL 426 CNC Manufacturing Programming: “FANUC”

This course thoroughly examines set-up, Fixture Offsets, programming techniques, including Absolute (G90), Incremental (G91), Linear and Circular interpolation cutting, as well as a variety of Drilling and Tapping cycles. You will find all of the essential material necessary to successfully create CNC milling programs applicable to any industry. Additionally, useful Feed and Speed formulas are also explained. **Book:** *CNC Programming Techniques: An Insider's Guide to Effective Methods and Applications*. Industrial Press, 2009; ISBN-13: 978-0831131852.

OL 427 “Mastercam X+” Design and Programming

Mastercam X+ course examines drawing, design, editing, viewing and machining in Mastercam. You will find all of the essential material necessary to successfully design and manufacture complex parts in a widest variety of engineering and technology applications. This program is among some of the most popular programs used in Advanced technologies and Engineering. **Book:** *Learning Mastercam Mill Step by Step*; Industrial Press, 2008; ISBN-13: 978-0831131777.

Certificate in Parametric CAD Modeling

OL 428 Modeling Applications using “Pro-Engineer”

This course explores drawing, design, parametric editing, viewing and plotting in Pro Engineer. The course will enable students to successfully create any 2- Dimensional (2D) as well as 3-Dimensional solid models applicable to any industry, service, architecture, and a vast variety of other applications. **Book:** *Pro/ENGINEER Wildfire 5.0 Tutorial and MultiMedia CD*; Schroff Development Corporation, 2009; ISBN-13: 978-1585035359.

OL 429 Advanced Parametrics with Autodesk “Inventor”

Autodesk Inventor course examines drawing, design, editing, assembly, and rendering in Autodesk Inventor. Participants will be introduced to all of the required techniques necessary to successfully create any 3-Dimensional solid models and Assemblies, as well as 2-Dimensional (2D) drawings applicable to any industry, service, architecture, and a vast variety of other applications. **Book:** *Autodesk Inventor 2012 Essentials Plus*. Autodesk Press, 2011; ISBN-13: 978-1111646653.

OL 430 Advanced Parametric Design using “Solidworks”

Solidworks section of the program explores drawing, design, editing, viewing and plotting in Solidworks. Participants will be exposed to the techniques enabling them to create any 2-Dimensional (2D) as well as 3-Dimensional solid models. Solidworks is among the most commonly used modern design software in Engineering, Aerospace, and other technologies and industries, worldwide. **Book:** *Solidworks 2010 Bible*; Wyley & Sons, 2010 ISBN-13: 978-0470554814.



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Give your family and friends an inspirational autobiography.
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Transform your tired, boring resume into a powerful tool.
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Improve your company's image.
- OL 218 Creativity Training for Writers**.....\$120
Tricks for the published writer's toolbox.
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Learn how to write and sell travel articles and books.
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Learn fundamentals of top-notch editing for both fiction and non-fiction.
- OL 229 Write Like a Pro**\$120
Hollywood author teaches you how to use story outlines to structure any type of story.
- OL 230 Effective Business Writing**\$120
Develop powerful written documents.
- OL 245 Fundamentals of Technical Writing**.....\$120
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Learn methods to conduct research for writing projects.
- OL 263 Beginner's Guide to Getting Published**.....\$120
Give yourself the credibility you need to get your works published.
- OL 301 Beginning Writer's Workshop**.....\$120
Improve your writing skills in this introduction to writing creatively.

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- OL 303 *Mystery Writing***\$120
This course will teach you the techniques to become a successful author.
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- OL 131 *LSAT Preparation – Part 2***\$120
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Powerful test-taking techniques for improving your score.
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Prepare for the GED test on language arts and writing.
- OL 281 *Prepare for the GED Math Test***\$120
Master the skills to pass Test 5 in the GED test series.