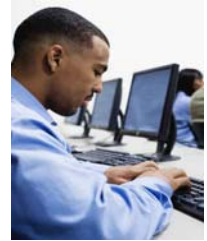


Computer Technology Institute

Microsoft Computer Applications Certificate If you are new to computers we suggest starting with the Computer Basics seminar to learn what computers are and what they can do. Then you will be ready to go on to our Word Processing and Spreadsheet courses. The skills you will learn are essential in obtaining a computer-related job. Students who demonstrate a proficiency in keyboarding can bypass "Keyboarding" by paying a \$35 exemption fee. Students who complete these courses will receive a certificate of completion from Adult and Continuing Education.



REQUIRED COURSES: 1. Computer Basics (Advanced) 2. Keyboarding 3. Microsoft Word (Beginning) 4. Microsoft Word (Advanced) 5. Microsoft Excel (Beginning) 6. Microsoft PowerPoint 7. Microsoft Access 8. Microsoft Outlook

Computer Basics **\$145** Microsoft Word (Beginning) **\$195** Power Point (Beginning) **\$195**

This course prepares you for future computer studies, including Word, Office and the Internet. This course is taught by experienced computer teachers and covers both the fundamentals of computers and an introduction to the Windows operating system.

CT-MC100A Wed., 6 – 9 p.m.
Feb. 10, 17, 24 and Mar. 3 (4 sessions)

CT-MC100B Sat., 10 a.m. – 4 p.m.
Mar. 20 and 27 (2 sessions)

Keyboarding **\$195**

Recommended prerequisite: Computer Basics. This important course prepares you for all other computer courses. Our goal is to have you typing over 25 wpm by the end of the course. **Textbook is required and is not included in course price.**

CT-MC11A Tues., 6 – 9 p.m.
Feb. 9 – Mar. 9 (5 sessions)

CT-MC11B Sat., 1:30 – 4:30 p.m.
Feb. 13 – Mar. 13 (5 sessions)

OPTIONAL SEMINAR

Microsoft Outlook **\$95**

Required: Computer Basics and proficiency in Windows. This seminar provides an overview to Outlook functions such as scheduling, tasks, making/responding to appointments, creating folders, and more.

CT-MC101 Fri., 6 – 9 p.m.
Mar. 5 (1 session)

Call to register and reserve your seat.

Required: Computer Basics and Keyboarding / (Beginning). Keyboarding may be taken at the same time. This course is designed to help you create letters and similar documents. You will learn to: enter and edit text; cut, copy, paste and move data; use basic writing tools. **Textbook is required and is not included in course price.**

CT-MC501A Tues., 6 – 9 p.m.
Mar. 16 – Apr. 13 (5 sessions)

CT-MC501B Sat., 9:30 a.m. – 12:30 p.m.
Mar. 20 – Jun. 19 (5 sessions)

Microsoft Word (Advanced) **\$195**

Required: Microsoft Word (Beginning). A continuation of Microsoft Word (Beginning); focus on form letters, tables, Mail Merge, and more. **Textbook required and is not included in course price.**

CT-MC511A Tues., 6 – 9 p.m.
Apr. 20 – May 18 (5 sessions)

CT-MC511B Sat., 9:30 a.m. – 12:30 p.m.
Mar. 20 – Jun. 19 (5 sessions)

Microsoft Excel (Beginning) **\$195**

Required: Computer Basics and Keyboarding / (Beginning). This is a spreadsheet program. Organize financial information for analysis and decision making.

CT-MC503A Tues., 6 – 9 p.m.
May 25 – Jun. 22 (5 sessions)

CT-MC503B Sat., 9:30 a.m. – 12:30 p.m.
Jul. 31 – Aug. 26 (5 sessions)

Required: Microsoft Word (Beginning) and proficiency in Windows. This popular graphics package will enhance your business proposals and professional presentations. Create overhead transparencies, 35mm slides and color or black and white prints. Show slides, movies or animation from your computer! **Textbook is required and is not included in course price.**

CT-MC504A Tues., 6 – 9 p.m.
Jun. 29 – Jul. 27 (5 sessions)

Microsoft Access **\$195**

Required: Computer Basics and proficiency in Windows. This course uses a visual approach to presenting and managing data. Learn how to create, design and implement a database system using a key database tool in the Microsoft Office Suite. Design reports, forms and screens. Advanced topics will be covered. **Textbook is required and is not included in course price.**

CT-MC502A Tues., 6 – 9 p.m.
Aug. 3 – 31 (5 sessions)

COMING SOON

Microsoft Certified Application Specialist (MCAS)

In spring 2010 semester, ACE will offer preparation for the new version of the well known Microsoft Office Specialist exams. These courses will be provided for MS apps.: Word, Excel, PowerPoint, Access, Outlook. Upon completion of each course you will be directed to take the official MCAS exam for that course. Exam fees not be included in course prices. A pass on the official exam will qualify you as an MCAS in that area. **Call or email now to join our waiting list!**

TOTAL: (Microsoft Computer Applications) \$1,360: Total cost if paid all at once, including processing fee and certificate fee. Optional Microsoft Outlook Seminar is not included in total Certificate cost. Students who are proficient in "Keyboarding" and "Computer Basics" may be exempt from these courses and pay a lesser fee. Courses may be taken on an individual basis without applying to the Certificate Program.

Computer Technology Institute

Graphic Design Certificate

We offer a complete graphic design package to catapult you into a career in graphic design! Taught by a team of New Media professionals, all classes in this certificate are geared towards developing skills in design, composition, animation, video and sound as they apply to web and broadcast production. Students work in the state-of-the-art Medgar Evers College Metro Tech Computer Laboratory and the adjacent New Media Studio. The program is designed as an accelerated and integrated approach to rapidly develop a full spectrum of graphic design tools used by today's web developers, designers and interactive media producers. Students will be taught the application techniques of today's graphic design professionals and will be equipped to enter the digital workforce with the competence required to produce and compete in this dynamic industry. **CS4 software is used throughout the program.** All courses can be taken concurrently.

REQUIRED COURSES: 1. In-Design 2. Illustrator 3. Photoshop 4. Dreamweaver 5. Flash 6. Creating a Portfolio

In-Design

\$395

Students will learn the principles of document layout and design using In-Design. Execute assignments and projects, hands-on, to learn and master menu tools, document layout, measurement and color palettes. Master keyboard techniques and word processing capabilities to create, modify and import text and graphic images in a document. Develop the understanding of the principles of document layout and design using In-Design. Learn and master menu tool, style sheets, use of Bezier tools in picture and text boxes.

Projects include: designing to completion a full page four color ad; using the pen tool to draw a fish; designing a Menu; and creating a four page newsletter.

CT-MC043 Tues. and Thur., 6 – 9 p.m.
Feb. 16 – Mar. 11 (8 sessions)

Illustrator

\$350

Students will be taught the tools, extensive text handling capabilities and shortcuts to create graphics, special type and logos. Create multi-color gradients and geometric patterns, work with layers, and learn how to kern and use advanced paragraph formatting in this intensive hands-on project-oriented class.

Projects include: creating a vase using the Pathfinder commands; drawing a TV set and a planet with a ring around it; and tracing a face.

CT-MC800 Tues. and Thur., 6 – 9 p.m.
Mar. 16 – Apr. 8 (8 sessions)

Photoshop

\$350

Students will be introduced to the Photoshop

environment and how to navigate around tools, menus, palettes, views, etc. to provide hands-on experience with Photoshop's basic tools and their options. Students will learn how to open, create, save and backup files through demonstration, hands-on practice, lecture, practical assignments and critiques. **Projects include:** simple drawing using selections: a Hawaii poster; a floating ball over a pattern and a poster using a layered mask.

CT-MC042 Tues. and Thur., 6 – 9 p.m.
Apr. 13 – May 6 (8 sessions)

Dreamweaver

\$350

Dreamweaver (CS4) is a professional HTML editor for designing, coding and developing web pages and web applications. Working in a single environment, students will learn to quickly create, build and manage websites and Internet applications. Students will achieve complete control over code and design through the use of drag-and-drop visual tools and robust code editing features.

CT-MC 521 Tues. and Thur., 6 – 9 p.m.
May 11 – Jun. 3 (8 sessions)

Flash

\$350

Required: Mac or Windows experience. Macromedia Flash (CS4) is considered the standard for rich Internet multimedia authoring. Students create interactive, animated online presentations, incorporating powerful video, multimedia and application development features. Creation of dynamic user interfaced online advertising, e-learning, and enterprise applications.

CT-MC520 Tues. and Thur., 6 – 9 p.m.
Jun. 8 – Jul. 1 (8 sessions)

Creating a Portfolio

\$350

Required: In-Design, Illustrator, Dreamweaver and Photoshop. In this class, the students integrate all principles of design using In-Design, Photoshop and Illustrator to create a portfolio. The instructor will guide students with each of their projects to achieve the best design portfolio possible.

CT-MC044 Tues. and Thur., 6 – 9 p.m.
Jul. 6 – 29 (8 sessions)



TOTAL: (Graphic Design) \$2,145: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.

Computer Technology Institute

Web Design Certificate Upon completion of this program you will have developed your own website and have learned the skills necessary to launch into a career in web design! This certificate program consists of HTML, Illustrator, Photoshop, Dreamweaver and Flash. All courses can be taken concurrently. Students are also welcome to enroll for any individual course without applying to the Certificate Program. **CS4 software is used throughout for courses 2 through 5.**

REQUIRED COURSES: 1. HTML Coding 2. Illustrator 3. Photoshop 4. Dreamweaver 5. Flash

HTML Coding **\$395**

Students will explore and understand how to create and change web documents using hypertext markup language (html). Students will create their own web documents during the course.

CT-MC046 Tues. and Thur., 6 – 9 p.m.
Feb. 16 – Mar. 11 (8 sessions)

Illustrator **\$350**

Students will be taught the tools, extensive text handling capabilities and shortcuts to create graphics, special type and logos. Create multi-color gradients and geometric patterns, work with layers, and learn how to kern and use advanced paragraph formatting in this intensive hands-on project-oriented class. Projects include: creating a vase using the Pathfinder commands; drawing a TV set and a planet with a ring around it; and tracing a face.

CT-MC800 Tues. and Thur., 6 – 9 p.m.
Mar. 16 – Apr. 8 (8 sessions)

Photoshop **\$350**

Students will be introduced to the Photoshop environment and how to navigate around tools, menus, palettes, views, etc. to provide hands-on experience with Photoshop's basic tools and their options. Students will learn how to open, create, save and backup files through demonstration, hands-on practice, lecture, practical assignments and critiques. Projects include: simple drawing using selections; a Hawaii poster; a floating ball over a pattern and a poster using a layered mask.

CT-MC042B Tues. and Thur., 6 – 9 p.m.
Apr. 13 – May 6 (8 sessions)

Dreamweaver **\$350**

Dreamweaver (CS4) is a professional HTML editor for designing, coding and developing web pages and web applications. Working in a single environment, students will learn to quickly create, build and manage websites and Internet applications. Students will achieve complete control over code and design through the use of drag-and-drop visual tools and robust code editing features.

CT-MC521A Tues. and Thur., 6 – 9 p.m.
May 11 – Jun. 3 (8 sessions)

Flash **\$350**

Required: Mac or Windows experience. Macromedia Flash (CS4) is considered the standard for rich Internet multimedia authoring. Students create interactive, animated online presentations, incorporating powerful video, multimedia and application development features. Creation of dynamic user interfaced online advertising, e-learning, and enterprise applications.

CT-MC520 Tues. and Thur., 6 – 9 p.m.
Jun. 8 – Jul. 1 (8 sessions)

Get an edge over your competition through internet marketing training!

Web Marketing & Analytics

Learn how to drive more traffic to your site and how to convert visitors to customers. Designed for any entrepreneur with a website, this seminar will cover what you need to know about Web Marketing and how to get started or to increase your skills in using Analytics to predict and measure your efforts. Handouts of presentations will be included. **Taught by Yla Eason, Internet Marketing expert and recipient of many awards including the Business Enterprise...** (continued on page 4 of this catalog)

Request Graphic or Web Design Classes Onsite at Your Organization!

Contact: Jonathan Bissell,
ACE Director,
by tel. 718-804-8848 or
email: jbissell@mec.cuny.edu

Classes may be customized for your organization's needs.



OPEN HOUSE

**Jan. 20 & 21 (6-8 p.m.)
1150 Carroll St. Cafeteria**

**Register at an Open House
and receive 5% OFF your tuition
plus the chance to
win a free class!**

**Some certificate programs and
classes covered by Workforce One
Vouchers. Call for details.**

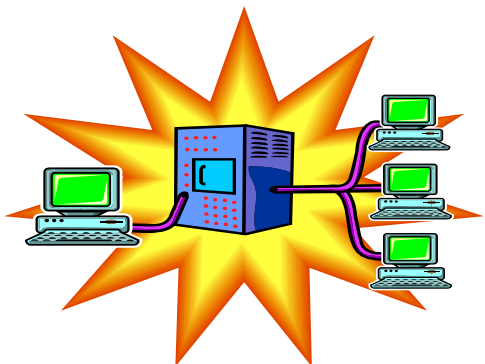
TOTAL: (Web Design) \$1,795: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.

Computer Technology Institute

CCNA-Cisco Certified Network Associate: The Cisco Networking Academy Program

This curriculum presents a comprehensive overview of networking from fundamentals to advanced applications and services. It is based on the top-down approach to networking that is popular in many colleges and universities. The course emphasizes concepts and skills required to design networks, while providing opportunities for practical application and hands-on experience by teaching students how to install, operate, and maintain networks.

REQUIRED COURSES: 1. Network Fundamentals (CCNA 1) 2. Routing Protocols and Concepts (CCNA 2)
3. LAN Switching and Wireless (CCNA 3) 4. Accessing the WAN (CCNA 4)



Network Fundamentals CCNA I \$715

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

CT-MC516A Mon. and Wed., 6 – 10 p.m.
Feb. 8 – Mar. 31 (18 sessions)

Routing Protocols and Concepts CCNA 2 \$715

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Each chapter walks the student through a basic procedural lab, and then presents basic configuration, implementation, and troubleshooting labs. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand.

CT-MC517A Mon. and Wed., 6 – 10 p.m.
Apr. 5 – Jun. 2 (18 sessions)

LAN Switching and Wireless CCNA 3 \$715

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WWLAN in a small to medium network.

CT-MC518A Mon. and Wed., 6 – 10 p.m.
Jun. 7 – Aug. 4 (18 sessions)

Accessing the WAN CCNA 4 \$715

This course discusses the WAN technologies and network services required by converged applications in Enterprise Networks. The course uses the Cisco Enterprise Composite model (ECM) to introduce integrated network services and explains how to select the appropriate devices and technologies to meet ECM requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues.

CT-MC519A Mon. and Wed., 6 – 10 p.m.
Aug. 9 – Oct. 6 (18 sessions)

A+ CERTIFICATION

Our A+ Certification is offered online in partnership with **Gatlin Educational Services**.

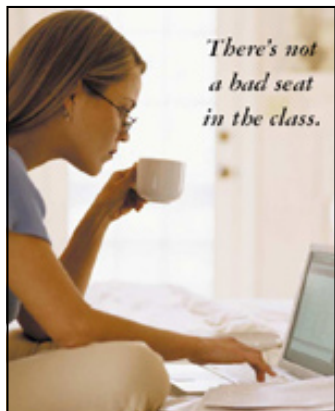
This nationally recognized CompTIA A+ certification online training course is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician.

CompTIA A+ certification training opens the door to an exciting career in computer technology. Students are required to have an extra computer running Windows 2000 or better to complete the course works. This online certificate program is offered in partnership with Medgar Evers College. Register online at:

www.gatlineducation.com/med/design.htm
Start your future today!

TOTAL: (CISCO) \$2,905: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.

Computer Technology Institute



Online Career Training Programs

Prepare for today's hottest careers from the comfort of your home or office!

Medgar Evers College, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from Adult and Continuing Education at Medgar Evers College.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Program Features:

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

To learn more, visit www.gatlineducation.com/mec or call (877) 221-5151.

OTHER COMPUTER COURSES

Computer Basics for Seniors \$150

This course is designed for the beginner. Learn the fundamentals of computers, the Windows operating system. Prepare for future studies, including Word, Office and the Internet. You will sit at your own individual computer station. **Senior discount is included in the price.**

CT-MC101 Wed., 1 – 4 p.m.
Mar. 3 – 17 (3 sessions)

More Computers for Seniors \$125

This course is designed for seniors who already know the basics. Students will be taught the basic keyboarding and word processing skills needed to write simple letters and emails. Learn to make your own greeting cards and easy flyers. The basics of the Internet will also be covered. **Senior discount is included in the price.**

CT-MC102 Wed., 1 – 4 p.m.
Mar. 24 – Apr. 7 (3 sessions)



OPEN HOUSE

Jan. 20 & 21 (6-8 p.m.)
1150 Carroll St. Cafeteria

Register at an Open House
and receive 5% OFF
your tuition plus the chance
to win a free class!



Are You a Student with a Disability?

Enrolled in a continuing education course or certificate program?
Looking for a job?

If you are a registered CUNY student with a disability, you may be eligible to receive tuition assistance, free textbooks, job placement assistance, career counseling and more!
For more information contact:

Abigail Nelson
CUNY LEADS Counselor for
Continuing Education
Phone: (212)652-2053
Fax: (646)344-7319
Email:
abigail.nelson@mail.cuny.edu