Adobe Photoshop Introduction—CISN 718
This course will teach the Adobe user how to utilize Photoshop's exciting color editing and production capabilities. Artists, designers, illustrators, and photographers will appreciate features that allow for onscreen painting, filtering, transformation, color separation, and more. Prerequisite: Working knowledge of Windows environment. Textbook required.
WE: Tues., Jan. 21 – Feb. 18  •  6:00pm – 9:00pm  •  5 Sessions
Tuition: $150.00  •  Fee: $20.00

Ebay Basics: The Art of Buying and Selling—BUSN 700
Do you have an attic or garage full of "stuff" that is too good to throw away? Would you like to turn your household treasures into cash without running a yard sale? Or are you looking to purchase goods affordably online? Well, welcome to the online world of Ebay where virtually anything can be bought or sold. Learn how to search for, purchase, and sell items on Ebay. Learn how Ebay auctions operate, and the do's and don'ts of bidding. Learn how to open and set up an Ebay account and post images of your treasures online, and much, much more! Gain the knowledge you need to experience the thrill of saving and/or earning money on Ebay! Prerequisite: Working knowledge of the Internet.
WE: Tues., Jan. 7 & 14  •  6:00pm – 9:00pm  •  2 Sessions
Tuition: $60.00  •  Fee: $11.00

Excel for Windows Introduction—CISN 707
This is a powerful and versatile spreadsheet program. This course will teach the student to combine numbers, text, graphs, and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros, and more. 1.5 CEUs
WI: Tues. & Thurs., Mar. 25 & Apr. 24  •  5:15pm – 6:35pm  •  10 Sessions
Tuition: $150.00  •  Fee: $15.00

NEW! Excel for Windows Intermediate—CISN 727
This course is designed for students who have an introductory level of understanding in Excel. The curriculum reviews basic spreadsheet and graphic application functions. Also, it covers replacing data, controlling recalculation, manipulating the screen display, protecting and sharing worksheet data, and using special formatting and printing options.
WI: Tues. & Thurs., May 6 – June 5  •  5:15pm - 6:45pm  •  10 Sessions
Tuition: $150.00  •  Fee: $15.00

First Step to Computers—CISN 704
For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence. 1.5 CEUs
WI: Tues. & Thurs., Jan. 14 – Feb. 13  •  5:15pm – 6:35pm  •  10 Sessions
Tuition: $150.00  •  Fee: $15.00

Online Cyber Security Training Courses
This leading online provider offers innovative training and learning solutions to meet the increasing, urgent, and changing field of information security. Learn from experienced educators using up-to-date and easy-to-navigate software in a state-of-the-art online lab environment. These courses provide a quality, hands-on, practical learning experience that can accelerate a career in Information Security.

For more information or to register, contact the Continuing Education Department at WEC: (973) 877-1945.

1. Computer Forensics Evidence Collection
3. Information Security and Risk Management Planning
4. Ethical Hacking Tools and Techniques Recovery
5. Business Continuity and Disaster Policy
7. Protecting Networks with Firewalls and VPNs
8. Protecting Windows Systems with Access Controls, Encryption, and Group Policy
9. Securing Web Applications
10. Network Security Essentials

New! Online Cyber Security Training Courses

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20 Online Cyber Security Training Courses
This leading online provider offers innovative training and learning solutions to meet the increasing, urgent, and changing field of information security. Learn from experienced educators using up-to-date and easy-to-navigate software in a state-of-the-art online lab environment. These courses provide a quality, hands-on, practical learning experience that can accelerate a career in Information Security.

For more information or to register, contact the Continuing Education Department at WEC: (973) 877-1945.
Four-In-One (Microsoft Office 2010)—CISN 700
Need assistance in understanding Office 2010 programs? Then this course is for you. Learn the Four-In-One Microsoft software programs which include Microsoft Word, Excel, PowerPoint, and Access. **Prerequisite:** Working knowledge of the Windows environment. **Textbook required.**

**OC:** Sat., Jan. 25 - Apr. 12  •  8:30am - 12:15pm (45 hrs)  •  12 Sessions  
  Tuition: $450.00  •  Fee: $45.00

**WE:** Wed., Jan. 22 - Apr. 9  •  6:00pm - 9:45pm (45 hrs)  •  12 Sessions  
  Tuition: $450.00  •  Fee: $45.00

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**Personal Computer Mini Series**

*Improve your computer literacy skills in the areas of spreadsheets, word processing, and presentations.*

- Intensive three-day classes - take one or all!
- Continuing Education Unit (CEU) bearing
- Affordable tuition: $60.00 plus fee: $11.00 = $71.00 (per course)

**Excel Introduction—CISN 711**

**WE:** Tues., Wed., & Thurs., Jan. 7 - Jan. 9  
  9:00am - 11:00am

**PowerPoint Introduction—CISN 717**

**WE:** Tues., Wed., & Thurs., Jan. 14 - Jan. 16  
  9:00am - 11:00am

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**Introduction to Computers—CISN 702**

This course is designed for those who have no knowledge of computers. It is a lab-based course that gives students a thorough introduction to computer basics, as well as keyboarding, Windows Basics, Microsoft Word and the Internet. **3.6 CEUs**

**WE:** Thurs. Jan. 23 – Apr. 11  •  6:00pm – 9:00pm  •  12 Sessions  
  Tuition: $360.00  •  Fee: $41.00

**QuickBooks—CISN 714**

Take control of your business and save time with this easy-to-use automated accounting system for small-business owners. In this facilitated learning environment, you will learn to create professional invoices and job estimates, track account receivables and payables, as well as manage your checking accounts, payroll, inventory, and purchase orders. **Prerequisite:** Working knowledge of the Windows environment. **2.0 CEUs. Textbook required.**

**WE:** Mon., Jan. 27 – Mar. 24  •  6:00pm – 8:30pm  •  8 Sessions  
  Tuition: $200.00  •  Fee: $25.00

**Web Page Design Using Adobe Dreamweaver—CISN 734**

Learn how to produce professional, interactive web pages with ease. This course will help you integrate your HTML (Hypertext Markup Language) or web page design knowledge with the functions and features available in Adobe Dreamweaver. In this course you will begin with the basics (formatting text, inserting graphics and creating lists, links, and tables). Then you will quickly learn how to apply the software's more advanced functions such as Flash text, Menu Bar, and Dreamweaver library for seamlessly sensational results. **Prerequisite:** Web Page Graphic Design Certificate program or working knowledge of HTML.

**WE:** Tues., Wed., & Thurs., Jan. 7 - Jan. 9  
  9:00am - 11:00am

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**Windows with Word—Intermediate—CISN 735**

This computer course is a hands-on next step to Windows and MS Word. It is designed for people who have completed an introductory course or who have a basic understanding of the computer. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word. **Prerequisite:** First Step to Computers or equivalent knowledge.

**WI:**  
  Tues. & Thurs., Feb. 18 – Mar. 20  •  5:15pm – 6:35pm  
  10 Sessions  •  Tuition: $150.00  •  Fee: $15