A+: PC Hardware & Software ............................................................... 4
Access Introduction ................................................................................. 6
Adobe InDesign CS6 ............................................................................... 7
Adobe Photoshop CS6 .......................................................................... 7
AutoCAD® 2014 Level I ........................................................................ 7
AutoCAD® 2014 Level II ....................................................................... 8
Business Computer Skills ...................................................................... 5
Citrix IT Academy .................................................................................. 3
CCNA 1: Introduction to Networks ......................................................... 2
CCNA 2: Routing and Switching Essentials ......................................... 2
CCNA 3/4: Scaling and Connecting Networks ....................................... 2
CCNA Security ..................................................................................... 2
CCNP ROUTE ......................................................................................... 3
Create Your Own Website from Start to Finish .................................... 7
Excel Introduction ................................................................................ 6
Excel Level II ....................................................................................... 6
Microsoft Certified Systems Administrator ......................................... 3
Microsoft Office Specialist I ............................................................... 5
Microsoft Office Specialist II ............................................................. 5
Microsoft Windows Server Administration Fundamentals ............... 3
Network+ ............................................................................................. 4
Quickbooks 2014 ................................................................................. 6
Security+ Certification

4
TECHNOLOGY PROGRAMS

CISCO NETWORKING ACADEMY

Contact Anil Datta, Director of IT Programs, for more information on IT courses: 215-641-6489 or adatta@mc3.edu. Students will be offered job search assistance through the Office of Career Services and will gain access to the College's job bank with updated job listings from employers.

CCNA 1: Introduction to Networks
This is the first course leading to the Cisco Certified Network Associate (CCNA) and introductory certifications. This course builds a solid foundation and focuses on networking protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, routers, Ethernet, Internet Protocol (IP) Ver 4 & 6 addressing, sub-netting, troubleshooting and network standards. (Books and materials included.)

Course Code: BIPCT 1037
9 Fridays & 9 Saturdays  8/28-10/24             Fri: 6-10 PM  Sat: 9AM-1 PM
Section 01 at Blue Bell

CCNA 2: Routing and Switching Essentials
This is the second course leading to the Cisco Certified Network Associate (CCNA). The course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF; configure and apply access control lists, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. On completion of this course, a student can take the CCENT certification exam.

Course Code: BIPCT 1038
10 Mondays & 8 Thursdays    6/1-8/10/2015 (No class 7/2)  6-10PM
Section 01 at Blue Bell

CCNA 3/4: Scaling and Connecting Networks
These are the third and fourth courses leading to the Cisco Certified Network Associate (CCNA) designation. The third course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality; and troubleshoot to resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. The fourth course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to implement IPSec and virtual private network (VPN) operations in a complex network.

Course Code: BIPCT 1039
16 Saturdays       6/20-10/17/2015 (No class 7/4, 9/5)  9AM-4PM
Section 01 at Blue Bell
CCNA Security
CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented solution that emphasizes practical experience. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. The following are covered: An in-depth, theoretical understanding of network security necessary to design and support secure networks; IOS Firewalls; Fundamentals of Cryptography; VPNs; Intrusion Protection Systems and LAN Security. The course prepares students for the 640-554 Implementing Cisco IOS Network Security (IINS) certification exam, which is a required exam for the CCSP certification. Prerequisites: Students should have knowledge of basic routing and switching. A deferred payment plan is available. (Books & materials included). 70 hours.

Course Code: BIPCT 1125
10 Tuesdays & 10 Wednesdays 5/5-7/15/2015 (No class 6/30, 7/1) 6-10PM Section 01 at Blue Bell

$1,076 plus $32 Lab Fee

CCNP ROUTE
CCNP ROUTE is one of the three courses leading to the globally recognized Cisco Certified Network Professional (CCNP) industry certification. The course will explain complex network requirements and design models for implementing advanced routing services in an enterprise network. It will include implementation of EIGRP and OSPF in an enterprise network, exchanging routing information between interior gateway protocols, implementation of various mechanisms for controlling routing updates and traffic, implementation of BGP to allow an enterprise network to connect to an ISP and implement IPv6 in an enterprise network. Will prepare a student for the 300-101 CCNP ROUTE certification. A deferred payment plan is available.

Course Code: BIPCT 2086
11 Tuesdays & 11 Wednesdays 7/28-10/7/2015 6-10PM Section 01 at Blue Bell

$1,299 plus $32 Lab Fee

MICROSOFT ADMINISTRATION

Microsoft Certified Systems Administrator
The Microsoft Certified Systems Administrator (MCSA) certification helps validate your ability to manage and troubleshoot network environments based on the Windows Server 2003 operating system. It reflects a unique set of skills required to succeed in a variety of job roles, such as systems administrator, network administrator, information systems administrator, network operations analyst, network technician, and technical support specialist. This workforce development program covers installing, configuring, and administering a Microsoft client, managing and maintaining a Microsoft Windows Server 2003 Environment, implementing, managing, and maintaining a Microsoft Windows Server 2003 Network Infrastructure and an optional elective course. Upon attaining the MCSA 2003 credentials, students can opt to upgrade to Microsoft Certified IT Professional (MCITP) by taking the Windows Server 2008 Active Directory and Windows Server - Network Infrastructure courses separately. A deferred payment plan is available.

Course Code: BIPCT 2270
14 Fridays 6/19-9/25/2015 (No class 7/3) 9AM-4PM Section 01 at Blue Bell

$4,226 plus $32 Lab Fee
Microsoft Windows Server Administration Fundamentals

The Microsoft Windows Server Administration course introduces the fundamentals of Microsoft Windows Server. A student will learn about Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance. On completion of the course, a student will be able to take the Microsoft Technology Associate Exam 98-365.

This course is recommended as the basic foundation course for Microsoft Windows Server and is ideal for anybody starting out with a career in Microsoft Server technologies.

Course Code: BIPCT 2277
$575 plus $22 Lab Fee
6 Fridays 6/19-7/31/2015 (No class 7/3) 9AM-4PM  
Section 01 at Blue Bell

A+, NETWORK+, SECURITY+ CERTIFICATIONS

A+: PC Hardware & Software

This course covers the fundamentals as well as advanced concepts of computer hardware and software. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. The course will prepare students for the CompTIA A+ certification exams. This course also aligns to the objectives in the first modules of the EUCIP IT Administrator Certification. A deferred payment plan is available. (Books and materials included.) 92 hours.

Course Code: BIPCT 2054
$1,336 plus $32 Lab Fee
9 Mondays, 10 Wednesdays, & 8 Thursdays 5/11-7/22/2015 6-9:30PM  
(No class 5/21, 5/25, 7/1, 7/2, 7/6)  
Section 01 at Blue Bell
12 Mondays & 12 Wednesdays 8/17-11/9/2015 (No class 9/7) 6-9:30PM  
Section 01 at Blue Bell

Network+

This CompTIA Network+ Training course teaches a student on how to install, configure and troubleshoot basic networking hardware, protocols and services. It covers network technologies, installation and configuration, media and topologies, management, and security, IP Addressing, Subnetting, OSI Model and TCP/IP Communication. It provides IT professionals foundational knowledge of many major networking technologies, systems, skills, and tools used in today’s modern networks. This course helps prepare students for the CompTIA Network+ certification exam.

Course Code: BIPCT 2112
$550 plus $22 Lab Fee
4 Mondays & 4 Wednesdays 7/7-7/30/2015 6-10PM  
Section 01 at Blue Bell

Security+ Certification

CompTIA Security+ course provides the skills necessary to apply and implement technical knowledge of security concepts in today’s security environment. Students will gain an in-depth knowledge of systems security, access control, network infrastructure, assessments and audits, cryptography and organizational
security across all vendor products. These skills have become increasingly important, as additional safeguards such as intrusion detection systems, physical access control and multi-factor authentication become standard methods of protection. This course helps prepare students for the CompTIA Security+ SY0-301 certification exam.

**Security+ Certification (continued)**

Course Code: BIPCT 2080

$550 plus $22 Lab Fee

4 Tuesdays & 4 Thursdays  5/19-6/11/2015  6-10PM  Section 01 at Blue Bell

**COMPUTERS**

**Business Computer Skills**

This hands-on business computer skills course is designed to allow individuals quickly develop the necessary computer skills vital for today’s business. Students will learn how to use Windows to manage their desktop and files. They will be introduced to Microsoft Word and Excel for creating professional business documents, spreadsheets for charts and reports, as well as PowerPoint for creating business presentations. Students will also learn how to use various Internet tools for research and how to apply proper business and professional etiquette in email communication. Students will be taught how to protect their computer during personal or business use.

Course Code: BIPCT 1137

$379 plus $17 Lab Fee

Monday thru Friday  7/13-7/17/2015  6-9PM  Section 01 at Blue Bell

**Microsoft Office Specialist I**

This comprehensive workforce development hands-on course provides an excellent way for trainees to prepare for careers that require expertise in Microsoft Office Word and Excel such as Executive and Legal Assistants, Medical and Administrative Office Assistants, Front Desk Assistants, Customer Service Representatives and many more. Microsoft Office Word and Excel is intended for students and information workers whose responsibilities will include the use of Microsoft Office Excel to create, modify, and manage common business workbooks and worksheets and the use of Microsoft Office Word to create, edit and format documents in organizations of every size.

Course Code: BIPCT 2100

$550 plus $32 Lab Fee

Monday thru Friday & Monday  5/11-5/18/2015  6-9PM  Section 01 at Blue Bell

**Microsoft Office Specialist II**

This comprehensive workforce development hands-on course provides an excellent way to prepare trainees for careers that require expertise in Microsoft Access and PowerPoint such as Executive and Legal Assistants, Medical and Administrative Office Assistants, Customer Service Representatives, Medical Front Desk Staff and many more. Students will learn how to use Microsoft Office Access to organize, structure, and manage data and Microsoft PowerPoint to create presentations using automated tools, modify slides, slide masters, and print and deliver presentations in diverse organizations of every size.

Course Code: BIPCT 2101

$550 plus $32 Lab Fee

2 Mondays & 1 Tuesday  6/8-6/15/2015  9AM-4PM  Section 01 at Blue Bell
Excel Introduction
This course will train a student in the fundamentals of selecting, moving, copying and sorting data, formulas and functions, manipulate the appearance of a spreadsheet by using the many formatting options, create a customized toolbar, and prepare a spreadsheet for printing. Also covered in this workforce development course are creating pie, line, column, and bar charts and using forms for adding, editing, and deleting data.

Course Code: BIPCT 1011
$300 plus $17 Lab Fee
2 Mondays & 2 Tuesdays 5/4-5/12/2015 6-9PM
Section 02 at Blue Bell
2 Mondays & 2 Tuesdays 7/20-7/28/2015 6-9PM
Section 01 at Blue Bell

Excel 2010 Level II
Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

Course Code: BIPCT 2012
$290 plus $17 Lab Fee
Tuesday, Wednesday, & Thursday 6/2-6/4/2015 6-9PM
Section 01 at Blue Bell
Tuesday, Wednesday, & Thursday 8/18-8/20/2015 6-9PM
Section 01 at Blue Bell

Access Introduction
In addition to the fundamental features of Microsoft Access, students learn to change large amounts of data, automate common tasks with macros and learn to export and import data from Microsoft Excel to Access.

Course Code: BIPCT 1014
$300 plus $17 Lab Fee
Tuesday & Thursday 8/25-8/27/2015 9AM-4PM
Section 01 at Blue Bell

COMPUTERIZED ACCOUNTING

Quickbooks 2014
Students will set up a company file, alter preferences, set up QuickBooks lists, write checks, pay bills, create invoices and receive payments, and review the reports available in QuickBooks. Students will focus on Accounts Payable and Accounts Receivable, and learn to track information that is vital to running a business. Learn to customize your documents and your workspace, learn security for multiple users, and how to prepare for the next year.

Course Code: BIPCT 2069
$488 plus $17 Lab Fee
2 Mondays, 2 Tuesdays, & 2 Wednesdays 6/1-6/10/2015 6-9PM
Section 01 at Blue Bell
DIGITAL DESIGN

Create Your Own Website from Start to Finish
Learn how to create your own website from start to finish using Dreamweaver. Go home with the finished product! You will use the powerful Dreamweaver Web design software to go beyond basic HTML coding and create dynamic Web pages with interactive elements in this hands-on course.

Course Code: BIPCT 1123
Monday thru Friday & Monday  5/4-5/11/2015  6-9PM
2 Tuesdays, 2 Wednesdays, & 2 Thursdays  6/16-6/25/2015  6-9PM

Adobe Photoshop CS6
This digital imaging course will cover selection techniques, layers and alpha channels, scanning, image manipulation, large high-resolution files, file compression, and preparing images for print and electronic media. This workforce development course is hands-on.

Course Code: BIPCT 1030
2 Tuesdays  & 2 Thursdays  5/19-6/2/2015  6-9PM
2 Mondays & 2 Wednesdays  8/3-8/12/2015  6-9PM

Adobe InDesign CS6
This hands-on workforce development course will train students in using this easy-to-use page layout program, which is growing in popularity among corporate and publishing industry users. Designed for both Windows and MAC, this course will cover the basics of using the InDesign software to create publications like newsletters, ads and flyers. Desktop publishing topics include basic design, graphics use and basic typography.

Course Code: BIPCT 1068
Monday & Wednesday  7/6-7/8/2015  9AM-4PM

COMPUTER AIDED DRAFTING

AutoCAD® 2014 Level I
This course will introduce the elementary two-dimensional commands and concepts of AutoCAD 2014. No textbook is required for this class. Upon completion, students will gain familiarity and comfort with AutoCAD dialogue boxes, ribbons, icons, menus, and command entries. They will be able to create and edit drawings and will have a solid understanding of the draw, modify, and annotate commands. Common layer commands and basic printing will be introduced in this class. At the end of the course, students will be able to create, edit, view, and plot complete AutoCAD drawings.

Course Code: BIPCT 1041
5 Mondays & 4 Wednesdays  6/8-7/6/2015 (No class 7/1)  6:30-9:30PM
AutoCAD® 2014 Level II

Building upon the material learned in AutoCAD Level 1, this course will strengthen the skills gained in the introductory class. Advanced topics include layer control, printing, creating and editing viewports, drawing references, and navigating the AutoCAD tool palettes. A final project will be assigned at the end of this course that will incorporate all materials learned in class and will be an example of drawings encountered in the industry.

Course Code: BIPCT 2015
$550 plus $32 Lab Fee

4 Mondays & 4 Wednesdays  8/10-9/2/2015  6:30-9:30PM  Section 01 at Blue Bell