PROGRAMS WE OFFER

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Montgomery County Community College
Non-Credit Technology Programs
Fall 2015

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, 9/25 - 11/20
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
Fri: 6-10 p.m & Sat 9 a.m. - 1 p.m.
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
Monday & Thursday 8/31-11/23/2015 (No class 9/7)
6 p.m. -10 p.m.
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 (Continued)

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 $1,076 plus $32 Lab Fee
10 Tuesdays & 10 Wednesdays 9/15-11/18/2015 6 p.m.-10 p.m. Section 01 at Blue Bell

CITRIX IT 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.

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
12 Wednesdays & 12 Mondays 9/16/2015-12/9/2015 6 p.m.-9:30 p.m. Section 01 at Blue Bell
(No class 11/25)

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 10/12-11/4/2015 6 p.m.-10 p.m. 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.
Course Code: BIPCT 2080 $550 plus $22 Lab Fee
15 Mondays 9/14-12/21/2015 6 p.m.-9:30 p.m. Section 01 at Blue Bell

VIRTUALIZATION/CLOUD

Introduction to Data Storage
This course will teach a student the knowledge and skills required to configure basic storage networks to include archive, backup, and restoration technologies. Students will also learn about the fundamentals of business continuity, application workload, system integration, and storage/system administration, while performing basic troubleshooting on connectivity issues and referencing documentation. The course will also cover the objectives of the CompTIA Storage + certification examination.
Course Code: BIPCT 1156 $399 plus $32 Tech Fee
15 Saturdays 9/5-12/19/2015 (No class 11/28) 9:30 a.m.-1:20 p.m. Section 01 at Blue Bell

Introduction to Cloud Computing
This course introduces the evolution, architecture, structure, functions, components, and models of Cloud computing. Students will learn about computing principles and concepts involved and what it means from a business and technical perspective. The course will also cover the objectives of the CompTIA Cloud Essentials certification examination.
Course Code: BIPCT 1157 $399 plus $32 Tech Fee
15 Wednesdays 9/2-12/16/2015 (No class 11/25/2015) 6 p.m.-9:50 p.m. Section 01 at Blue Bell

VMware® vSphere™
This hands-on virtualization training course will explore the installation, configuration, and management of VMware vSphere; consisting of the VMware vSphere ESXi Server and the VMware vCenter Server. Completion of this course satisfies the prerequisite for taking the VMware Certified Professional examination.
Course Code: BIPCT 2078 $399 plus $32 Lab Fee
15 Tuesdays 9/8-12/15/2015 6 p.m.-9:50 p.m. Section 01 at Blue Bell

MICROSOFT ADMINISTRATION

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
Microsoft Windows Server Administration Fundamentals (Continued)
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 Saturdays 10/31-12/12/2015 (No class 11/28) 9 a.m.-4 p.m. Section 01 at Blue Bell

Microsoft Office Specialist I
(See page 6 for details)

Microsoft Office Specialist II
(See page 6 for details)

COMPUTERS

Computer and Windows Basics
Students will learn about the basic components of computers and Windows and how to evaluate hardware and software that meet their needs; and also learn basic operating commands to run programs and save your work. Topics covered will include: introduction to computers, identifying hardware components, exploring software, introduction to the Windows desktop, creating files and folders, managing files, working with files and disks, and creating shortcuts. The optional text, Introduction to Personal Computers, is found in the college bookstore.
Course Code: BIPCT 1001 $300 plus $17 Lab Fee
2 Tuesdays & 2 Thursdays 9/8-9/17/2015 6 p.m.-9 p.m. Section 01 at Blue Bell
Monday & Wednesday 11/16 & 11/18/2015 9 a.m.-4 p.m. Section 02 at Blue Bell

Word 2013: Introduction
In this course, students discover new features of Microsoft Word 2010 and master the fundamentals for creating great-looking documents. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.
Course Code: BIPCT 1005 $300 plus $17 Lab Fee
Tuesday & Wednesday 10/27 & 10/28/2015 9 a.m.-4 p.m. 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 10/12-10/20/2015 6 p.m.-9 p.m. Section 01 at Blue Bell
Monday & Tuesday 11/2 & 11/3/2015 9 a.m.-4 p.m. Section 02 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

Course Cost: $290 plus $17 Lab Fee
2 Mondays & 1 Tuesday   11/16-11/23/2015   6 p.m.-9 p.m.   Section 01 at Blue Bell
Tuesday & Thursday   12/8 & 12/10/2015   9 a.m.-1:30 p.m.   Section 02 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

Course Cost: $550 plus $32 Lab Fee
Tuesday, Wednesday, & Thursday   9/8-9/10/2015   9 a.m.-4 p.m.   Section 01 at Blue Bell
Monday thru Friday, & Monday   11/2-11/9/2015   6 p.m.-9 p.m.   Section 02 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

Course Cost: $550 plus $32 Lab Fee
Monday, Tuesday, & Wednesday   10/12-10/14/2015   9 a.m.-4 p.m.   Section 01 at Blue Bell
Monday thru Friday, & Monday   12/7-12/14/2015   6 p.m.-9 p.m.   Section 02 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.
Quickbooks 2014 (Continued)
Course Code: BIPCT 2069  $488 plus $17 Lab Fee
3 Tuesdays & 3 Thursdays  9/15-10/1/2015  6 p.m.-9 p.m.  Section 01 at Blue Bell
3 Tuesdays & 3 Thursdays  11/3-11/19/2015  6 p.m.-9 p.m.  Section 02 at Blue Bell

DIGITAL DESIGN

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  $315 plus $22 Lab Fee
2 Tuesdays & 2 Thursdays  9/22-10/1/2015  6 p.m.-9 p.m.  Section 01 at Blue Bell
Monday & Wednesday  12/14 & 12/16/2015  9 a.m.-4 p.m.  Section 02 at Blue Bell

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  $315 plus $22 Lab Fee
Wednesday & Thursday  9/30 & 10/1/2015  9 a.m.-4 p.m.  Section 01 at Blue Bell

Adobe Illustrator CS6
Learn about Adobe Illustrator and complement your Adobe Photoshop skills. Topics in this workforce development course include the illustrator environment, creating objects, working with paths and curves, fill and stroke attributes, utilizing and controlling layers, using and modifying type, and creating output. Other topics include gradients and blends, transforming, compound paths and shapes, raster images and filters, live effects and appearance, and masking.
Course Code: BIPCT 1057  $315 plus $22 Lab Fee
2 Tuesdays & 2 Thursdays  9/1-9/10/2015  6 p.m.-9 p.m.  Section 01 at Blue Bell

PROGRAMMING

Programming with JavaScript
In this class, students will learn how to create scripts using JavaScript. The class will start with an introduction to the JavaScript language. Students will then learn how to write Windows scripts using Windows Scripting Host, and will finish with using jQuery and AJAX to interface with a Web application.
Course Code: BIPCT 2060  $788 plus $32 Lab Fee
6 Saturdays  9/19-10/24/2015  9 a.m.-3 p.m.  Section 01 at Blue Bell
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 $595 plus $32 Lab Fee
4 Mondays & 4 Wednesdays 9/21-10/14/2015 6:30 p.m.-9:30 p.m. Section 01 at Blue Bell

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.
BIPCT 2015 $550 plus $32 Lab Fee
4 Tuesdays & 4 Thursdays 11/10-12/10/2015 6:30 p.m.-9:30 p.m. Section 01 at Blue Bell
(No class 11/24, 11/26)