



**Montgomery County Community College
Non-Credit Programs
Winter/Spring 2017**

Montgomery County
Community College

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TECHNOLOGY PROGRAMS

CISCO NETWORKING ACADEMY

Contact Anil Datta, Director of IT Programs, for more information on IT courses: 215-641-6489 or adata@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

VA Approved

This is the first course leading to the Cisco Certified Network Associate (CCNA) and introductory certifications. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IPv4 and IPv6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for computer networking and subsequent courses. By the end of the course, students will be able to build simple Local Area Networks, perform basic configurations for routers and switches, and implement IP addressing schemes.

Course Code: BIPCT 1037

\$849

9 Mondays & 9 Thursdays 1/23-4/6 6-10 PM
(No class 3/16, 3/20, 3/23, 3/27)

Section 01 at Blue Bell

10 Fridays & 8 Saturdays 5/5-7/14 F 6-10-S 9 AM-1 PM
(No class 5/26, 5/27, 7/1)

Section 01 at Blue Bell

CCNA 2: Routing and Switching Essentials

VA Approved

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

\$909 plus \$32 Lab Fee

10 Thursdays & 8 Mondays 4/27-6/29 (No class 5/29) 6-10 PM

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 adata@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.

MICROSOFT ADMINISTRATION

Microsoft Windows Server Administration and Support

This course provides the student with the knowledge and skills necessary to perform day-to-day administrative tasks in a single or multiple domain Microsoft Windows Server based network. Students will learn how to implement system security, create users, establish network printing, backup system data and manage system resources. This course will also include topics on installation, configuration and troubleshooting in a Microsoft Windows environment using the most current version of the Server and Client operating systems. Virtualization of Student Servers will be employed throughout this course.

PREREQUISITE(S): None CO-REQUISITE(S): CIS 155 - PC Applications on Networks, and CIS 170 - Networking Fundamentals (Cisco Semester 1), or equivalent experience

Course Code: BIPCT 2277

\$700

15 Fridays 1/20-5/5 (No class 3/17) 6-9:50 PM

Section 01 at Blue Bell

CYBER SECURITY

Network Security Fundamentals

This course will introduce students to the basic elements of establishing a secure network, including security objectives, security architecture, security models and security layers. Students will analyze what elements contribute to high quality risk management, network security policy, and security training. This course focuses on the five security keys: Confidentiality, Integrity, Availability, Accountability, and Auditability. Successful completion of this course prepares students to take appropriate industry certifications in the security field.

Course Code: BIPCT 2080

\$700

15 Tuesdays 1/24-5/9 (No class 3/14) 6-9:50 PM

Section 01 at Blue Bell

Introduction to Computer Forensics

This course will teach a student the knowledge and skills required to identify, track, and prevent cybercrimes. Students will also learn about the cyber security and investigation techniques, safeguarding of information and enhancing network and data security, while performing basic troubleshooting to identify and establish steps to prevent future attacks. The course will also cover the objectives of the EC-Council Computer Hacking Investigator (CHFI) certification examination.

Course Code: BIPCT 2083

\$700

15 Thursdays 1/19-5/4 (No class 3/16) 6-9:50 PM

Section 01 at Blue Bell

A+ CERTIFICATION

A+: PC Hardware & Software

VA Approved

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. 84 hours.

Course Code: BIPCT 2054			\$1,336 plus \$32 Lab Fee
12 Wednesdays & 12 Mondays	2/1-5/1 (No class 3/13, 3/15)	6-9:30 PM	Section 01 at Blue Bell
13 Wednesdays & 11 Mondays	5/3-7/31 (No class 5/29, 7/3)	6-9:30 PM	Section 01 at Blue Bell

VIRTUALIZATION/CLOUD COMPUTING

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			\$700
15 Thursdays	1/19-5/4 (No class 3/16.)	6-9:50 PM	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			\$700
16 Wednesdays	1/18-5/10 (No class 3/15)	6-9:50 PM	Section 01 at Blue Bell

PERSONAL COMPUTER SKILLS

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 in organizations of every size 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 3/20-3/27 6-9 PM 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 in diverse organizations of every size. Students will learn how to use Microsoft PowerPoint to create presentations using automated tools, modify slides, slide masters, and print and deliver presentations in organizations of every size.

Course Code: BIPCT 2101 \$550 plus \$32 Lab Fee

Monday thru Friday & Monday 5/1-5/8 6-9 PM Section 01 at Blue Bell

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

Wednesday, Thursday, Friday, Monday, & Tuesday 2/15-2/21 6:30-9:30 PM Section 01 at Blue Bell

Excel 2014 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 1/23-1/31 6-9 PM Section 04 at Blue Bell

2 Mondays & 2 Tuesdays 4/3-4/11 6-9 PM Section 05 at Blue Bell

Excel 2014 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
Monday, Tuesday, & Wednesday	2/20-2/22 6-9 PM	Section 01 at Blue Bell
Tuesday, Wednesday, & Thursday	4/25-4/27 6-9 PM	Section 02 at Blue Bell

COMPUTERIZED ACCOUNTING

Quickbooks 2015

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
4 Thursdays & 2 Tuesdays	2/2-2/23 (No class 2/21) 6-9 PM	Section 01 at Blue Bell
3 Tuesdays & 3 Thursdays	5/2-5/18 6-9 PM	Section 01 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 Wednesdays & 2 Mondays	2/1-2/13 6-9 PM	Section 01 at Blue Bell
2 Mondays & 2 Wednesdays	3/20-3/29 6-9 PM	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
2 Wednesdays & 2 Thursdays	4/5-4/13 6:30-9:30 PM	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

Monday & Wednesday 3/6 & 3/8 9 AM-4 PM

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

5 Saturdays 4/15-5/13 9 AM-4 PM

Section 01 at Blue Bell

COMPUTER AIDED DRAFTING

AutoCAD® 2016 Level I

This course will introduce the elementary two-dimensional commands and concepts of AutoCAD 2016. 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 Tuesdays & 4 Thursdays 2/28-3/30 (No class 3/14, 3/16) 6-9 PM

Section 01 at Blue Bell

AutoCAD® 2016 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 5/1-5/24 6:30-9:30 PM

Section 01 at Blue Bell

PROFESSIONAL CAREER DEVELOPMENT

INDUSTRIAL TRAINING

Blue Print Reading

This introductory course is designed to provide instruction in the theory and skills necessary to read conventional drawings commonly used in the machining industry. Instruction will be centered around object visualization and feature definition/recognition. Basic through intermediate difficulty multiview third angle (with lesser emphasis on first angle) projection, to include orthographic, isometric, sectional and auxiliary view drawings will be addressed. Piece-part feature terminology, tolerances, limits, fits, conventional dimensioning practices, surface finish and inspection issues will be stressed. Sketching, precision layout tools, measurement tools, and techniques of usage will be covered and utilized to demonstrate comprehension in print/part interpretation.

Course Code: BICST 1068

\$832

15 Thursdays 1/19-5/4 (No class 3/16) 5:30-8:30 PM Section AW at The Schuylkill River Center

Occupational Math Skills

This course is designed to provide the student with relevant theory and skills in solving practical, industrially based mathematical problems. Topics of instruction will include, but will not be limited to, calculating arithmetic expressions involving whole numbers, fractions, decimals, ratio, proportion, and percentages. The appropriate use of English/metric conversions, exponents, square roots, basic graph interpretation, and basic algebraic expression (formulas) manipulation will be presented.

Course Code: BICST 1110

\$832

15 Thursdays 1/19-5/4 (No class 3/16) 5:30-8:30 PM Section AW at The Schuylkill River Center

MEDICAL / NURSING / DENTAL CAREER COURSES OF STUDY

All Nursing Refresher and Nursing Reactivation courses are approved by the Pennsylvania State Board of Nursing and fulfill the new CEU requirements.

NOTE: Students attending the clinical component of either course must submit required documents prior to registering and attending the course. These documents include but are not limited to: Physical Exam, ppd, vaccination record to include a flu vaccine, Urine Drug screen, PA criminal abuse and child abuse and FBI fingerprinting.

The Nursing Refresher Course may be taken as:

2- Component Course -Theory Laboratory

3- Component Course- Theory, Laboratory and Clinical

Nursing Refresher - 2 Components

This course is designed for nurses who hold an active PA registered nurse license who wish to refresh their nursing skills and knowledge, yet do not need clinical experience. There are two required program components: 60 hours theory and 40 hours laboratory.

Course Code: BICEC 2500

\$2,350 plus \$50 Lab Fee

Nursing Refresher - 2 Components (Continued)

Course Code: BICEC 2500

\$2,350 plus \$50 Lab Fee

10 Sundays and 10 Wednesdays 2/26-5/10

Section 01 at Blue Bell

Sundays 9AM-4PM and Wednesdays 6PM-10PM

Nursing Refresher - 3 Components

This course is designed for nurses who hold an active PA registered nurse license who wish to refresh their nursing skills, knowledge and gain clinical experience. There are three required program components: 60 hours theory, 40 hours laboratory, and 80 hours hands-on acute care med surg clinical experience with a clinical mentor.

Course Code: BICEC 2501

\$2,850 plus \$50 Lab Fee

10 Sundays and 10 Wednesdays 2/26-5/10

Section 01 at Blue Bell

Sundays 9AM-4PM and Wednesdays 6PM-10PM

PLUS Clinical 10 Saturdays 3/4-5/6 7AM-3:30PM

Nursing Reactivation

This course is designed for nurses who no longer hold an active PA registered nurse license and wish to reactivate their RN license. There are three **required program components**: 60 hours theory, 40 hours laboratory, and 80 hours hands-on acute care med surg clinical experience with a clinical mentor. At program completion, the nurse must satisfactorily complete a standardized, comprehensive predictor exam to reactivate their nursing license**. (Please note to reactivate an RN license, attendance is mandatory)

Course Code: BICEC 2502

\$2,850 plus \$50 Lab Fee (**exam fee not included - current fees prevail)

10 Sundays and 10 Wednesdays 2/26-5/10

Section 01 at Blue Bell

Sundays 9AM-4PM and Wednesdays 6PM-10PM

PLUS Clinical 10 Saturdays 3/4-5/6 7AM-3:30PM

Local Anesthesia for Dental Hygienists

This mostly on line course is designed to prepare licensed dental hygienists to administer local anesthesia. On-line course content includes six modules on the mechanism of action, local anesthetic agents and vasoconstrictors, review of essential anatomy, armamentarium and local systemic effects and complications. In addition, participants will perform safe and effective local anesthesia administration techniques on student partners under the supervision of qualified faculty during six laboratory sessions. The 32 hour course meets the requirements of the PA State Board of Dentistry to apply for certification in the administration of local anesthesia in the practice of dental hygiene.

Course Code: BICEC 1615

\$1,050

Online – 3/10 thru 4/15/2017 (15 hours)

2 2-hour sessions with synchronized technology (4 hours) – 3/19 & 4/15/2017

Lab – 3 Fridays: 4/21 – 5:15-10:15 PM and 4/28 & 5/5 – 5:15-9:15 PM 13 Hours

Medical Billing Certificate Program

The Medical Billing Certificate Program will provide a foundation in reimbursement and coding which will enable students to enter the field of medical billing and healthcare finance administration at an entry level. This 150-hour program will provide training in the basic skills needed to utilize CPT4, HCPCS and ICD10 manuals. The following areas will be covered: introduction to Medical Terminology, CPT4 Coding guidelines, HCPCS guidelines, ICD10 (introduction

Medical Billing Certificate Program (Continued)

and guidelines). Individuals will learn how to find the service and codes using coding manuals. The course will also provide an understanding of medical provider claim submissions and students will learn basic claims processes for medical insurance and third party reimbursements. Training will entail examination preparation for Certified Billing and Coding Specialist (CBCS) thru the National Healthcareer Association (NHA). Microsoft training for Word and Excel is also included.

Course Code: BICEC 1148

\$495

14 Mondays, 13 Wednesdays, & 12 Saturdays 2/6-6/7 (No class 3/15, 3/18)

Section 01 at Blue Bell

Mon & Wed 6-9 PM and Sat 9 AM-2:30 PM

Pharmacy Technician Program

This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Course Contact Hours: 50 hrs.

Course Code: BICEC 1081

\$1,995 (Textbooks included)

Days, Dates, & Times to be announced

PROFESSIONAL DEVELOPMENT/OFFICE PROGRAMS

Payroll Technician

The Payroll Technician program provides the skills vital to accurately execute the payment of employee wages and benefits in an entry level position at a small or medium sized firm. Students learn the accounting practices needed to accurately compute and maintain records and reports related to the distribution of wages and employee benefits. Students will learn the latest regulations and reporting requirements related to payroll taxes, benefits, and compensation. The program prepares students to pass the national certification exam to obtain the American Payroll Association's Fundamental Payroll Certification which validates knowledge of payroll systems and builds credibility within the industry.

Course Code: BICEC 1804

\$495

16 Thursdays & 15 Tuesdays 1/19-5/11 (No class 3/14, 3/16) 1-5 PM

Section 01 at Blue Bell

Plus 4 Saturdays 1/21, 2/11, 3/11, & 4/8 9 AM-12 Noon

Office Assistant/Customer Service Specialist Certificate Program

Students will learn how to work as a professional team member managing office procedures such as planning meetings and records management. Students will learn the principles, practices, and tools needed to provide quality customer service. The 135-hour curriculum incorporates skills needed for the workplace such as goal setting, managing time, and problem solving. Customer service basics for a variety of industries will be covered. Sales skills will be included with an emphasis on effective communication and relationship selling. Business application software; Microsoft Word, Excel, PowerPoint and Access; will be reviewed.

Office Assistant/Customer Service Specialist Certificate Program (Continued)

The program provides hands-on training in Microsoft Word and how to utilize it in an office environment for functions such as mail merge, charts, and graphics.

Course Code: BICEC 1806

\$495

22 Tuesdays & 23 Thursdays 1/24-7/6 (No class 3/14, 3/16, 7/4) 12 Noon-3 PM Section 01 at Blue Bell

REAL ESTATE

Real Estate Fundamentals

First of two courses that will acquaint you with the language, principles, and laws that govern the business of real estate; the underlying concepts of land, property and rights in realty, and how the conveyance of those rights is governed. Required by the Commonwealth of Pennsylvania before taking the exam for licensure as a real estate salesperson. Required text.*

Course Code: BICEC 1024

\$245

Online 1/18-3/1

Section 01E Fully Online

Real Estate Practice

This course will acquaint you with the basic techniques, procedures, regulations, and ethics involved in real estate transactions, along with the forms, documents, and mathematics involved. Required by the Commonwealth of Pennsylvania before taking the exam for licensure as a real estate salesperson. Prerequisite: Completion of Real Estate Fundamentals class. Required text.*

Course Code: BICEC 1025

\$245

Online 3/22-4/26

Section 01E Online

CULINARY ENTREPRENEURSHIP & PROFESSIONAL DEVELOPMENT

To be scheduled.

NOTARY PUBLIC

Notary Public Training and Renewal

For current Notaries applying for reappointment and prospective Notaries. Learn the powers, duties and obligations of a Notary; how to become a Notary in PA; how to identify clients, keep accurate records, and charge appropriate fees. Basic 3-hour training satisfies requirement for new applicants and for renewal.

Course Code: LLSI 0705			\$75
Tuesday	1/24	6-9 PM	Section 01 at Blue Bell
Tuesday	2/28	6-9 PM	Section 02 at Blue Bell
Thursday	3/30	6-9 PM	Section AW at Pottstown
Tuesday	4/25	6-9 PM	Section 03 at Blue Bell

Notary Signing Agent Training

Notary Signing Agents are currently commissioned Notaries Public with specialized training to assist in the closing of real estate transactions. Learn how the loan and escrow processes work, what lenders and borrowers expect from a signing agent, and step-by-step procedures for executing loan documents. Career and income-producing opportunities are growing for skilled Notary Signing Agents. Prerequisite: You must already be a Notary.

Course Code: LLSI 0722			\$159
Saturday	2/18	9 AM-1 PM	Section 01 at Blue Bell
Saturday	4/22	9 AM-1 PM	Section 02 at Blue Bell

SERVSAFE® TRAINING AND CERTIFICATION

The industry standard in food safety training and certification, ServSafe® Food Safety Manager Certification provides training and certification for food handlers as required by the State of Pennsylvania. Upon successful completion participants will receive their ServSafe Certification and a certificate of program completion awarded by the College. Montgomery County Community College is an approved course provider for Montgomery, Bucks, and Philadelphia counties, with successful completion valid towards application for certification in all three counties. Additionally, a reciprocity agreement between Montgomery and Chester counties allows successful participants to apply for certification in Chester County upon completion. **ServSafe classes for Winter/Spring 2016 semester are offered at The Culinary Arts Institute in Lansdale.**

Students enrolled in ServSafe Initial Certification Course Code # BICEC 1026 or ServSafe 8-Hour Course Code # BICEC 1041 are required to purchase their text book complete with exam sheet prior to attending class.

Current Editions:

ServSafe Manager with Scantron Sheet, Revised (6th Edition), ISBN: 9780133908374

ServSafe Initial Certification

ServSafe Initial Certification is a 16-hour program presented over two days of classroom instruction. Comprehensive and detailed instruction covers all material needed to pass the ServSafe examination and obtain certification.

Course Code: BICEC 1026 To be scheduled \$199

ServSafe 8-Hour

The ServSafe One Day course is a condensed version of the Initial Certification class. Students are expected to complete 8 hours of self-study in advance of 8 hours in the classroom. Students will take the same exam as the ServSafe Initial Certification class. Spanish classes are available.

Course Code: BICEC 1041 To be scheduled \$119

ServSafe Food Safety Examination Re-Test

ServSafe Food Safety Examination Re-Test program is for those who completed the online course and need to take a proctored exam, or those who need to retest for their ServSafe Certification. Examinations are available in English, Spanish, Chinese, Korean, French, Japanese and large print. Students must specify at least two weeks in advance if they require a language other than English.

Course Code: BICEC 1035 To be scheduled \$79

PUBLIC SAFETY PROGRAMS

Municipal Police Basic Training Curriculum (Act 120)

Acting under authority of the Municipal Police Officers' Education and Training Commission, Montgomery County Community College is authorized to conduct classes under PA Act 120 in Municipal Police Officer Training. The Academy offers both full-time (22 weeks) and part-time (44 weeks) classes. Financial aid is available as well as a deferred payment plan. Information concerning class dates can be obtained by calling 610-278-0659 or visiting our website at www.mc3.edu/workforceDevelopment/safety/mpa.

Paramedic

To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels. A comprehensive course of instruction as mandated by the Pennsylvania Department of Health that provides certification for the existing Emergency Medical Technician to be trained in advanced life support techniques and to be qualified as a state-sanctioned Paramedic. Information concerning class dates can be obtained by calling 610-278-0659 or visiting our website at www.mc3.edu/workforceDevelopment/safety/ems.aspx.

Emergency Medical Technician

A comprehensive course as mandated by the Pennsylvania Department of Health, and involves a core curriculum of minimum required information to prepare students to seek qualification as an Emergency Medical Technician. The curriculum is intended to prepare a medically competent EMT-Basic to operate in the field. Information concerning class dates can be obtained by calling 610-278-0659 or visiting our website at www.mc3.edu/workforceDevelopment/safety/ems.aspx.

ENRICHMENT PROGRAMS

ENGLISH AS A SECOND LANGUAGE (FOR ADULTS AND MATURE TEENS)

Contact our non-credit ESL Advisor/Coordinator, Marjorie Labe, for the required advising session to determine the class that's right for you: 215-619-7396, mlabe@mc3.edu, or Parkhouse Hall room 401, where the advising schedule is posted; no appointment is necessary. Ask for information on our customized private instruction services!

SATURDAY GENERAL ENGLISH CLASSES – BLUE BELL

General English - Beginner I

Get started learning to speak, read and write in English! Our non-credit ESL Beginner I and II classes will introduce beginners to English grammar, vocabulary and conversation. Participate in pair work, group work, and class activities in English to give you the confidence and ability to take part in community, school and work-related situations. Learn English effectively in small classes, in a relaxed and friendly classroom environment. Required textbook: Side by Side Book 1 (Units 1-9)*. 42 hours.

Course Code: LLSI 2569

\$280

12 Saturdays 1/28-4/22 (No class 3/18) 9 AM-12:30 PM

Section 01 at Blue Bell

General English - Beginner II

Don't stop now! You have learned the basics, now continue learning to speak, read and write in English! Beginner II will help students continue to improve all of their English language skills, including conversation, grammar and vocabulary. Learn English actively and effectively in a small class, in a stress-free, friendly classroom environment. Prerequisite: General English Beginner I or an interview with the ESL Advisor. Required textbook: Side by Side Book 1 (Units 10-17)*. 42 hours.

Course Code: LLSI 2570

\$280

12 Saturdays 1/28-4/22 (No class 3/18) 9 AM-12:30 PM

Section 01 at Blue Bell

General English - Pre-Intermediate I

Get ahead by improving your speaking, listening, grammar, vocabulary, reading, and writing skills. Join other active learners to participate in a variety of activities to increase your confidence and ability to communicate in English at work, school, and social events. Prerequisite: General English Beginner II or an interview with the ESL Advisor. Required textbook: Side by Side Book 2 (Units 1-7)*. 42 hours.

Course Code: LLSI 2571

\$280

12 Saturdays 1/28-4/22 (No class 3/18) 9 AM-12:30 PM

Section 01 at Blue Bell

General English - Pre-Intermediate II

Continue expanding your knowledge of grammar, your active vocabulary, and your conversational skills by taking Pre-Intermediate II. Read and write longer passages. This course is a real confidence-builder!

Prerequisite: General English Pre-Intermediate I or an interview with the ESL Advisor. Required textbook: Side by Side Book 2 (Units 8-13).* 42 hours.

Course Code: LLSI 2572 \$280

12 Saturdays 1/28-4/22 (No class 3/18) 9 AM-12:30 PM Section 01 at Blue Bell

The Complete Oral Communications Course: Fluency, Listening, & Accent Reduction (36 Hours)

This course is designed for intermediate and high-intermediate ESL students who wish to improve their overall oral communications skills. This active class includes activities such as discussions, role plays, and oral presentations to increase both the fluency and clarity of your speech, so you will be better understood by others.

In addition, a variety of natural listening exercises will help you to better understand spoken English in social, academic and business situations. The outcome: a more confident communicator in the English language!

Prerequisite: Completion of ESL GE Level 4 and higher, or an interview with the ESL Advisor. Required textbook will be announced at the first class.*

Course Code: LLSI 2561 \$265

12 Saturdays 1/28-4/22 (No class 3/18) 9:30 AM-12:30 PM Section 01 at Blue Bell

GENERAL ENGLISH COURSES – 80 HOURS

Practice and improve your speaking, listening, grammar, vocabulary, reading and writing; learn to communicate in English in a stress-free, friendly environment. Morning and evening classes include six levels for beginner, intermediate and advanced students, offered year-round. Tuition is \$495 for each level's full 80 hours of instruction; you may choose to enroll in the first 40 hours at \$275, and then enroll in the second 40 hours at \$275. Required textbook is announced at the first class. **To enroll, you must first have an interview with the ESL Advisor.**

English as a Second Language: Level I (Beginner)

Course Code: LLSI 2508 \$495

14 Mondays & 13 Wednesdays 1/23-4/26 (No class 3/15) 6:30-9:30 PM Section 01 at Blue Bell

14 Tuesdays & 13 Thursdays 1/24-4/27 (No class 3/16) 9:30 AM-12:30 PM Section 02 at Blue Bell

English as a Second Language: Level II (Advanced Beginner)

Course Code: LLSI 2509 \$495

13 Thursdays & 14 Tuesdays 1/26-5/2 (No class 3/16) 6:30-9:30 PM Section 01 at Blue Bell

14 Mondays & 13 Wednesdays 1/30-5/1 9:30 AM-12:30 PM Section 02 at Blue Bell

English as a Second Language: Level III (Pre-Intermediate)

Course Code: LLSI 2510			\$495
14 Tuesdays & 13 Thursdays	1/24-4/27 (No class 3/16)	9:30 AM-12:30 PM	Section 01 at Blue Bell
14 Mondays & 13 Wednesdays	1/30-5/3 (No class 3/15)	6:30-9:30 PM	Section 02 at Blue Bell

English as a Second Language: Level IV (Intermediate)

Course Code: LLSI 2511			\$495
14 Wednesdays & 13 Mondays	2/8-5/15 (No class 3/15)	9:30 AM-12:30 PM	Section 01 at Blue Bell
13 Thursdays & 14 Tuesdays	2/2-5/9 (No class 3/16)	6:30-9:30 PM	Section 02 at Blue Bell

English as a Second Language: Level V (Upper-Intermediate)

Course Code: LLSI 2515			\$495
13 Thursdays & 14 Tuesdays	2/2-5/9 (No class 3/16)	9:30 AM-12:30 PM	Section 01 at Blue Bell
13 Wednesdays & 14 Mondays	2/8-5/15 (No class 3/15)	6:30-9:30 PM	Section 02 at Blue Bell

English as a Second Language: Level VI (Advanced)

Course Code: LLSI 2563			\$495
14 Tuesdays & 13 Thursdays	2/7-5/11 (No class 3/16)	9:30 AM-12:30 PM	Section 01 at Blue Bell
13 Wednesdays & 14 Mondays	2/8-5/15 (No class 3/15)	6:30-9:30 PM	Section 02 at Blue Bell

TOEFL Test Preparation

This course is for students at an upper-intermediate to advanced English proficiency level, planning to attend a U.S. college, become U.S.-certified in a profession, or wishing to improve academic skills in English. All areas of the TOEFL are addressed: listening comprehension, reading comprehension, speaking and writing. Reviews test-taking strategies; prepares students for the computer-based "Test of English as a Foreign Language."
Prerequisite: An interview with the ESL Advisor. Required text is announced at the first class.* 72 hours.

Course Code: LLSI 2005			\$480
13 Mondays & 11 Wednesdays	1/23-4/17/2016 (No class 3/15)	6:30-9:30 PM	Section 01 at Blue Bell
13 Tuesdays & 11 Thursdays	2/7-5/18 (No class 3/16)	9:35 AM-12:35 PM	Section 02 at Blue Bell

Grammar Brush-Up: Focus on Writing and Speaking

Communicate in English more accurately with a wide range of grammatical structures. Analyze and review grammar rules. Actively participate, practice, and refine your use of grammar through a variety of writing and speaking activities. Monitor and correct your own language. Prerequisite: Completion of Intermediate level (Level 4) or higher, and an interview with the ESL Advisor. The required text is announced at the first class*.

Course Code: LLSI 2535			\$480
29 Mondays & Wednesdays	1/30-5/10 (No class 3/15)	6:30-9 PM	Section 01 at Blue Bell
29 Tuesdays & Thursdays	2/7-5/18 (No class 3/16)	9:30 AM-12 Noon	Section 02 at Blue Bell

The Complete Oral Communications Course: Fluency, Listening, & Accent Reduction (72 Hours)

This course is designed for upper-intermediate ESL students and higher who wish to improve their overall oral communications skills. This active class includes activities such as discussions, role plays, and oral presentations to increase both the fluency and clarity of your speech, so you will be better understood by others. In addition, a variety of natural listening exercises will help you to better understand spoken English in social, academic and business situations. The outcome: a more confident communicator in the English language!

Prerequisite: Completion of ESL GE Level 4 or higher and an interview with the ESL Advisor. Textbook: To be announced at the first class.*

Course Code: LLSI 2562 \$480

29 Tuesdays & Thursdays 1/24-5/4 (No Class 3/16) 6:30-9 PM Section 01 at Blue Bell

29 Mondays & Wednesdays 2/6-5/15 9:30 AM-12 Noon Section 02 at blue Bell

DRIVING SKILLS

Defensive Driving 4-Hour Course

Be a better driver! Get the know-how and techniques to avoid collisions and prevent vehicular accidents. Receive a National Safety Council certificate upon successful course completion; on-time arrival at class required to qualify. Tuition includes \$16 text/certificate fee.

Course Code: LLSI 6002 \$82

Saturday 1/28 9 AM-1 PM Section 01 at Blue Bell

Thursday 2/16 5-9 PM Section 02 at Blue Bell

Saturday 3/25 9 AM-1 PM Section 03 at Blue Bell

Thursday 4/20 5-9 PM Section 04 at Blue Bell

Defensive Driving 8-Hour Course

Bring your lunch.

Course Code: LLSI 6001 \$113

Saturday 1/7 8:30 AM-4:30 PM Section 01 at Blue Bell

Saturday 2/11 8:30 AM-4:30 PM Section 02 at Blue Bell

Saturday 3/4 8:30 AM-4:30 PM Section 03 at Blue Bell

Saturday 4/15 8:30 AM-4:30 PM Section 04 at Blue Bell

Alive at 25

Every year, drivers under the age of 25 are involved in more than five million collisions resulting in 11,000 fatalities. Traffic crashes are the leading cause of death for young drivers (National Safety Council, Injury Facts). Research studies show that when young drivers are involved in collisions, it is the result of one or a combination of the following factors: inexperience with the complexities of driving; lack of awareness of the consequences of risk-taking behavior; impaired driving; speeding; peers in the vehicle with the youthful driver; and/or driving as a social activity. The "Alive at 25" is a National Safety Council defensive driving course aimed at teaching young drivers to drive safely and responsibly.

Alive at 25 (continued)

The goal of the course is to prevent traffic collisions and violations and to reduce fatalities, injuries and costs to society. (from National Safety Council Alive at 25 3rd edition) Course Cost: \$82.

Course Code: LLSI 6003

\$82

Saturday	1/21	9 AM-1 PM	Section 01 at Blue Bell
Saturday	3/11	9 AM-1 PM	Section 02 at Blue Bell

ACADEMIC TEST PREPARATION

Information for ACT and SAT/PSAT Test Prep Courses

ACT COMPREHENSIVE PREPARATION: In this course, retired ACT tests are used to practice all four ACT subtests: math, reading, science, and history. The optional writing section is also covered if there are students in the class who are taking the writing. Re-occurring material is taught; pacing and strategy are practiced. The course is 21 hours and costs \$298.

SAT COMPREHENSIVE: This is a survey course which goes over all question types, offers many strategies, reviews topics frequently tested on the SAT, practices pacing, and teaches the SAT essay and SAT vocabulary. The course is 21 hours and costs \$298.

READING AND WRITING INTENSIVE: This course reviews the reading, vocabulary, vocabulary in context, writing, and grammar tested on the verbal \$248.

PSAT and SAT. Pacing and elimination of incorrect answers are practiced. The course is 20 hours and costs \$248.

MATH INTENSIVE: This course reviews the algebra, geometry, probability, and other random questions from the **PSAT/SAT's**. All levels and types of questions are practiced, as are strategies, elimination procedures and pacing. The course is 20 hours and costs \$248.

SAT/PSAT PREP: GO FOR PERFECT SCORE: This is a course only for students who have already achieved 180 on the PSAT or 1800 on the SAT; except for pacing, this course covers neither the material nor the strategies needed for Level One or early Level Two questions. The course emphasizes the skills and knowledge involved in bridging the difference between 600 and 800 (60 and 80 on the PSAT). There is a required book for this course: *Barron's Go for 2400* (4th edition). The course is 21 hours and costs \$298.

Difference between PSAT and SAT: Usually the PSAT is taken in October of the 10th grade and again in October of the 11th grade. The 11th grade PSAT is the qualifying test for National Merit. Compared to the SAT, the PSAT is shorter, has a slightly lower reading/vocabulary level, has slightly less Algebra II (very little anyway) and does not have an essay. We offer two PSAT courses in the fall only:

SAT Preparation - Comprehensive Course

This 21-hour course helps you prepare for all Sections of the exam: math, critical reading, grammar and writing.

Course Code: LLKC 2004

\$298

For the January 28, 2017 Exam

3 Tuesdays & 3 Wednesdays	1/3-1/19	5:30-9 PM	Section 01 at Blue Bell
3 Tuesdays & 3 Thursdays	1/3-1/19	5:30-9 PM	Section AW at Pottstown

For the March 11th Exam

4 Wednesdays & 3 Mondays	2/8-3/6 (No class 2/20)	5:30-8:30 PM	Section BW at Pottstown
3 Saturdays & 3 Sundays	2/11-3/5 (No class 2/18, 2/19)	9 AM-12:30 PM	Section 02 at Blue Bell
4 Tuesdays & 3 Thursdays	2/14-3/9 (No class 2/16)	5:30-8:30 PM	Section 03 at Blue Bell

For the May 6th Exam

7 Thursdays	3/23-5/4	5:30-8:30 PM	Section 04 at Blue Bell
4 Wednesdays & 3 Mondays	4/5-5/3 (No class 4/17, 4/19)	5:30-8:30 PM	Section CW at Pottstown
3 Saturdays & 3 Sundays	4/8-4/30 (No class 4/15, 4/16)	9 AM-12:30 PM	Section 05 at Blue Bell

For the June 3rd Exam

3 Saturdays & 3 Sundays	5/6-5/21	9 AM-12:30 PM	Section 01 at Blue Bell
3 Mondays & 4 Wednesdays	5/8-5/31 (No class 5/29)	5:30-8:30 PM	Section AW at Pottstown
4 Thursdays & 3 Tuesdays	5/11-6/1	5:30-8:30 PM	Section 02 at Blue Bell

SAT/PSAT Prep: Go for Perfect Score

Practice hard SAT/PSAT questions, review esoteric problem types, memorize formulaic responses, seriously augment vocabulary, hone testing skills in Critical Reading, Math and Grammar/Writing. This course is for students with at least 180 Selection Index in PSAT or 1800 Cumulative Score in SAT. Contact mking@mc3.edu. Required textbook: Barron's 2400, 4th edition.*

Course Code: LLKC 2037

\$298 Required Text: Barron's Go For 1600, 2nd Edition

For the March 11th SAT

3 Saturdays & 3 Wednesdays	2/18-3/8	S 9 AM-1 PM & W 5:30-8:30 PM	Section 01 at Blue Bell
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For the May 6th Exam

3 Saturdays & 4 Wednesdays	4/8-5/3	S 9 AM to 12 Noon & W 5:30-8:30 PM (No class 4/15)	Section 02 at Blue Bell
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SAT Preparation - Reading & Writing Intensive

Targets all tested verbal areas: vocabulary, writing, critical reading, sentence completions and grammar. No text required. All materials will be provided.

Course Code: LLKC 2012 \$248

5 Sundays 1/29-3/5 (No class 2/19) 1-5 PM Section 01 at Blue Bell

SAT Preparation - Math Intensive

Targets all tested math concepts and problem types. Practice extensively on actual SAT problems; improve math strategies and math reasoning. No text required. All materials will be provided.

Course Code: LLKC 2013 \$248

5 Saturdays 1/28-3/4 (No class 2/18) 1-5 PM Section 01 at Blue Bell

ACT Preparation Program: ACT Prep Class

Learn to take the ACT test confidently and aggressively, using proven strategies and elimination techniques. Focus on all question types from published ACT exams and practice the actual skills required for the ACT. Practice pacing and test taking to produce your own "best score." Required Text: ACT, Inc. *The Real ACT*, 3rd edition.

Course Code: LLKC 2035 \$249

For the January 21, 2017 ACT Exam

3 Tuesdays & 3 Thursdays 1/3-1/19 5:30-8:30 PM Section 01 at Blue Bell

For the February 11th ACT Exam

6 Thursdays 1/5-2/9 5:30-8:30 PM Section 02 at Blue Bell

For the April 8th ACT Exam

6 Fridays 2/17-4/7 (No class 3/10, 3/17) 4:30-8:30 PM Section AW at Pottstown

6 Tuesdays 2/28-4/4 5:30-8:30 PM Section 03 at Blue Bell

For the June 10th ACT Exam

6 Tuesdays 5/2-6/6 5:30-8:30 PM Section 01 at Blue Bell

GRE Preparation

This course examines the three areas tested on the GRE: the verbal, the math and the two essays. Released, retired GRE material is used for the core curriculum and the Barron's book is used for practice material. The GRE is a computer test and released computer practice materials (*GRE.com) are used for familiarization with the GRE word processor and the calculator. Vocabulary is a crucial aspect of the GRE, so vocabulary is supported and emphasized in the course. Eighteen hours are spent studying material from GRE's and practicing on old GRE's; in this way confidence and stamina are gained; aggressive test taking habits are mastered. Required text: Barron's GRE, 21st Edition, June 1, 2015; by Sharon Weiner Green M.A. and Ira K. Wolf Ph.D.

Course Code: LLSI 2003 \$259

6 Wednesdays 1/25-3/1 5:30-8:30 PM Section 01 at Blue Bell

CERAMICS

Ceramics Studio Workshop

For potters with ceramics knowledge/experience who require no instruction, desire to work independently in an unstructured yet monitored environment. Professional artist/facilitator available for mentoring, superb facilities, studio assistance, lab fees, glazes, firing of up to 20 pieces.

Course Code: LLGI 2215

\$275 (Seniors 65+ \$137.50)

10 Mondays & 10 Wednesdays 1/23-4/5 (No class 3/13, 3/15) 1-4 PM

Section 01 at Blue Bell



CULINARY ENTHUSIAST

Hands-on Workshops

Levels:

Beginner – Limited experience in the kitchen; wants to learn about basic skills and techniques.

Intermediate – Comfortable cooking/baking and wants to expand on skills, techniques.

Advanced – Very experienced with cooking/baking; wants to learn new trends, advanced techniques and add to culinary repertoire.

To be scheduled



CAI JUNIOR CHEF PROGRAMS

To be scheduled