

## TECHNOLOGY PROGRAMS

### FAST TRACK TO EMPLOYMENT

**Note: To better adapt to the industry and for more employment opportunities for our students, our course structures have been modified with no change in curriculum and content. For CCENT please see Network Technician; For CCNA please see Network Engineer; For CCNA Security please see Cyber Security Engineer; For Net + and A+ please see Computer Repair Technician, For Security+ please see Cyber Security Technician.**

#### Computer Repair Technician

This program will train students in PC hardware and peripherals, mobile device hardware, configuring operating systems, security, fundamentals of cloud computing and operational procedures. It will include the essential knowledge and skills needed to design, configure, manage and troubleshoot small wired and wireless networks. The program will also prepare students to take the A + and Network + certification exams.

Course Code: BIPCT 1160

\$1,800

15 Mondays & 13 Wednesdays 9/18/2017-1/22/2018 6 -10 PM Section 01 at Blue Bell  
(No class 10/2, 10/4, 11/8, 11/22, 12/25, 12/27, 1/1, 1/3, 1/15)

#### Microsoft Server Technician

This course will provide a 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.

Course Code: BIPCT 1161

\$950

10 Saturdays 10/7-12/16/2017 (No class 11/25) 8 AM-4:30 PM Section 01 at Blue Bell

#### Network Technician

This program opens doors to a career in networking and will teach students the skills required for entry-level network support positions, the starting point for many successful careers in networking. Participants will learn the skills and knowledge required to install, operate, and troubleshoot a small enterprise branch network, including basic network security. The program will also prepare students to take the Cisco Certified Entry Network Technician (CCENT) certification exam

Course Code: BIPCT 1162

\$1,500

13 Mondays & 13 Thursdays 10/9/2017-1/25/2018 6 -10 PM Section 01 at Blue Bell  
(No class 11/23, 12/25, 12/28, 1/1, 1/4, 1/15)

#### Cyber Security Technician

## Montgomery County Community College Workforce Development Programs Fall 2017

This program introduces students to entry level careers in cyber security. It will cover network security, compliance and operation security, threats and vulnerabilities as well as application, data and host security. Also included are access control, identity management, and cryptography. The program will also prepare students to take the Network + and Security + certification exams.

Course Code: BIPCT 1163 \$1,800  
 14 Mondays & 12 Wednesdays 11/13/2017-3/5/2018 6 -10 PM Section 01 at Blue Bell  
 (No class 11/22, 12/25, 12/27, 1/1, 1/3, 1/15, 1/17)

### Cyber Security Engineer

The program will teach a professional the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. Emphasis will be on core security technologies, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, cryptography and competency in the technologies used in security structures. The course will also prepare students to take the CCENT and the CCNA Security certification exams.

Course Code: BIPCT 2119 \$2,700  
 10/9/2017-4/18/2018 6 -10 PM Section 01 at Blue Bell  
 13 Mondays & 13 Thursdays - 10/9/2017 to 1/25/2018 **then** 10 Tuesdays & 10 Wednesdays 2/6 to 4/18/2018  
 (No class 11/23, 12/25, 12/28, 1/1, 1/4, 1/15, 3/13, 3/14)

### Network Engineer

This program will train a student to design, deploy, configure, troubleshoot and manage medium sized enterprise networks with stress on network fundamentals, LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, infrastructure security, and infrastructure management. The course will also prepare students to take the Cisco Certified Network Associate Routing & Switching (CCNA R&S) certification exam.

Course Code: BIPCT 2120 \$2,500  
 26 Mondays & 26 Thursdays 10/9/2017-5/14/2018 6 -10 PM Section 01 at Blue Bell  
 (No class 11/23, 12/25, 12/28, 1/1, 1/4, 1/15, 1/29, 2/1, 2/5, 3/12, 3/15)

## 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  
 2 Mondays, 2 Tuesdays, & 2 Wednesdays 10/9-10/18/2017 6-9 PM 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 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
3 Thursdays & 3 Tuesdays 11/2-11/21/2017 6-9 PM	Section 02 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 1012	\$300 plus \$17 Lab Fee
Monday, Tuesday, Wednesday, Thursday 10/2-10/5/2017 6-9 PM	Section 01 at Blue Bell
Monday & Tuesday 11/13 & 11/14/2017 9 AM-4 PM	Section 02 at Blue Bell

**Excel 2016 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 10/23-10/25/2017 6-9 PM	Section 02 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
Monday & Tuesday 12/11 & 12/12/2017 9 AM-4 PM	Section 01 at Blue Bell

**COMPUTERIZED ACCOUNTING**

**Quickbooks 2017**

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
Tuesday, Thursday, & Monday thru Thursday	10/3-10/12/2017 6-9 PM	Section 01 at Blue Bell
	(No class 10/4)	
2 Mondays, 2 Tuesdays, & 2 Wednesdays	12/4-12/13/2017 6-9 PM	Section 02 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		\$599 plus \$22 Lab Fee
3 Tuesdays & 3 Thursdays	9/12-9/28/2017 6-9 PM	Section 01 at Blue Bell
Monday thru Thursday and Monday & Tuesday	11/27-12/5/2017 6-9 PM	Section 02 at Blue Bell

### 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
Monday thru Thursday	10/16-10/19/2017 6-9 PM	Section 02 at Blue Bell
2 Wednesdays & 2 Thursdays	12/6-12/14/2017 6-9 PM	Section 03 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 Tuesdays & 2 Thursdays	9/19-9/28/2017 6-9 PM	Section 02 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.



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**Workforce Development Programs**  
**Fall 2017**

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Course Code: BIPCT 2060

5 Saturdays 10/7-11/4/2017 9 AM-4 PM

\$788 plus \$32 Lab Fee

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 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 9/11/2017-10/4/2017 6:30 -9:30 PM

Section 02 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 10/23/2017-11/15/2017 6:30 -9:30 PM

Section 01 at Blue Bell