

INFORMATION TECHNOLOGY INSTITUTE

Career-focused, hands-on IT courses taught by industry professionals.



Explore Your Possibilities!

Choose from

- Basic Computer Skills
- Microsoft Office and Business Applications
- Social Media Networking
- Web and Mobile Design and Development
- Programming / Software Development
- Cybersecurity
- Computer Networks
- Computer-Aided Design
- Databases and Data Analysis
- IT Certifications
- SharePoint Technology
- Cloud Computing

MC MONTGOMERY
COLLEGE

Workforce Development & Continuing Education

Fall 2017

Course Schedule

www.montgomerycollege.edu/iti

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Important Information

Textbooks: Textbooks required for a course are mandatory. Recommended textbooks are optional. Textbooks are available at the campus that the course will be held. Textbooks for Gaithersburg Business Training Center are at the Rockville Campus Bookstore and textbooks for classes held at Westfield South are at the Takoma Park/Silver Spring Campus Bookstore.

Other Materials: A USB Flash drive/memory stick, 512MB or larger is required for ITI classes unless otherwise specified. Please bring to first class.

Grading: Report cards are not issued for ITI courses. A Certificate of Completion will be issued to students who complete 80% of the course hours of instruction.

Software: Microsoft Office courses use Windows 10 platform and MS Office 2016 unless otherwise specified. QuickBooks software is version 2015.

Courses Prerequisites: Some courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class.

More Information: Please visit:
www.montgomerycollege.edu/iti/

Don't see the class you want? Not all of our ITI classes are offered every semester. Look for more offerings this fall!

Contact Information for Information Technology

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Recommended ITI Course Sequence

**Not sure where to start?
We have made it easy for you!
Start here!**

Whether you want to start a new career, expand your professional skill set, or learn a new computer skill, the Information Technology Institute has the course or courses for you. Choose from a wide range of career focused, hands-on courses taught by industry professionals.

— Computer Basics —

New to computers or need to refresh your skills? Start here! The skills taught in these courses are also a necessary foundation for more advanced courses.

- Introduction to Keyboarding
- Computer Basics
- File Management Skills or Working with Windows
- Networking Basics

— Administrative Office Support and Microsoft Applications —

Learn or expand the computer skills necessary to be successful in administrative office settings. These courses are recommended for administrative assistants, data entry personnel, sales and marketing, and customer service. Before taking any of these courses, students should take the File Management Skills course or possess the equivalent experience.

- Software Introductory Series

Or the following individual courses:

- MS Word—Introduction, Intermediate, and Advanced
- MS Excel—Levels I, II, & III
- MS Access—Levels I, II, & III
- PowerPoint—Introduction
- MS Outlook

— Business Applications —

Increase the efficiency of your day-to-day business operations by using technology applications that will make your job easier and business more profitable. These courses are designed for managers, project managers, accountants, bookkeepers, business owners, and other professionals.

- QuickBooks—Levels I, II, & III
- Microsoft Project Introduction & Intermediate
- SharePoint for Project Management and Office Administration
- Creating Your Personal or Small Business Web Site
- Photoshop I—Foundation Skills

— Social Media Networking —

This course sequence is designed for those seeking to become social media specialists, business owners who need to integrate social media into their marketing strategy, and professionals who need to leverage social media for career success.

- Social Media Marketing and Management
- Facebook and Twitter for Business Success
- Social Media for Business Success: Instagram, Pinterest, and YouTube
- LinkedIn® for Entrepreneurs and Small Business Leaders.
- Optimizing LinkedIn to Land Your Next Job

— Computer Aided Design —

Learn the most popular drafting and design software and take your drafting techniques to the next level. These courses are for drafters, interior designers, civil engineers, mechanics, electricians, or anyone who needs to use drafting and design software.

- Computer Aided Design (CAD) I
- Computer Aided Design (CAD) II: 3D Drawings
- Revit
- Rhino 3D Modeling

— Programming —

Programmers write, test, and maintain codes to create computer programs. Programmers are needed in almost all sectors of the economy; they often become system engineers and project managers. The following course sequences will help you start a career in this field.

Java Track

- Programming Fundamentals
- Java—Levels I, II, & III
- Java: Web Development Bootcamp

Software Testing Track

- Programming Fundamentals
- Python Programming—Levels I, II, & III
- Software Testing I, II, III

— Cybersecurity —

The following course sequence provides the foundation for a career in cybersecurity. These courses also provide the skills for entry level positions such as Help Desk Support Technician, Computer Support Specialist, and Network and Computer System Administrators.

Core Courses

- Security Fundamentals
- Cybersecurity—Web Security I and II
- Network+ Certification Training and Exam Prep
- Security+ Certification Training and Exam Prep

Electives

- Cisco CCNA Complete
- Cisco CCNA Complete Lab
- OR
- MCSA: Installing and Configuring Windows Server 2012 (70-410)
- Microsoft Certified Specialist in Windows 10

— Networking —

Core Courses

- Networking Fundamentals
- Network+ Certification Training and Exam Prep
- Security+ Certification Training and Exam Prep
- OR
- ITI Networking Academy

Electives

- Cisco CCNA Complete and CCNA Lab
- MCSA: Installing and Configuring Windows Server 2012 (70-410)
- Microsoft Certified Specialist in Windows 10

— Digital Graphics —

- Photoshop I—Foundation Skills
- Step by Step Guide to Self-Publish with Amazon

— Web and Mobile Design —

Front-End Web Development

Organization in all sectors of the economy need web designers to develop and maintain their websites. If your goal is to become a web designer consider taking the following course sequence.

- Programming Fundamentals
- HTML5—Levels I & II
- HTML5—Level III: Responsive Web Design (RWD) and Front-End Frameworks
- JavaScript Programming
- JQuery with JavaScript
- PHP/MySQL CMS and Web Management

Back-End Web Development

A back-end web developer is responsible for making sure a web site functions properly behind the scenes. In today's world, this person must also focus on web security. The course sequence below will help you gain hands-on experience with the languages and frameworks that are most commonly used for web development.

- Programming Fundamentals
- Python Programming
- PHP /MYSQL CMS and Web Management
- Cybersecurity-Web Security—I & II

Web Development with the MEAN Stack

Learn this unique and innovative approach to web development. If you already have some web development experience and are looking to streamline your existing web app development workflow, the following courses are for you.

- Programming Fundamentals
- Python, PHP/MySQL CMS and Web Management
- Node.js, MongoDB, AngularJS, and Express: Web Application Development with the MEAN Stack.

— Data Analysis —

- Data Analysis Fundamentals
- Data Analysis II: Data Analysis with Python
- Introduction to R for Data Analysis
- Data Visualization
- Advanced Data Analysis Topics with Excel, Python, and R

— Database Administration—

Database administrators (DBAs) use specialized software to store and organize data, and make it available for users. According to the U.S. Bureau of Labor and Statistics, employment of database administrators is projected to grow 15 percent from 2012 to 2022. The courses below prepare you to become a certified Oracle Database Administrator:

- Oracle 12c: Intro to SQL or Oracle 12c: Intro to SQL Bootcamp
- Oracle 12c: Database Administrator Certified Associate
- Oracle 12c: Database Administrator Certified Professional
- MS SQL Server Administration I and II

— SharePoint—

- Enterprise SharePoint Bootcamp
- Microsoft SharePoint Technologies I, II, & III

Administrative Office Support

MS Access—Level I

Learn basic features of Access 2016. Learn database concepts, the environment, and help systems; design and create databases. Work with tables, fields, and records; sort and filter data; set field properties and data entry rules. Learn basic queries, forms, and reports. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>. *Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1153 **12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25517 2 Sessions T,R
10/24-10/26 9 a.m.-3:30 p.m.

MS Access—Level II

Learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms. Create advanced form types; print reports and labels. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx> *Prerequisites: MS Access—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1154 **12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25518 2 Sessions T,R
10/31-11/2 9 a.m.-3:30 p.m.

MS Access—Level III

Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. *Prerequisites: MS Access—Levels I and II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP963 **10 Hours**

\$75 + \$135 fee = \$210; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25420 2 Sessions T,R
11/7-11/9 9 a.m.-2:30 p.m.

MS Excel—Level I

Excel 2016 Level I provides the basic concepts and skills to start being productive with Microsoft Excel 2016. The course covers Excel program fundamentals; how to create and workbook using formulas and functions; entering, copying and moving data in a worksheet; how to format and manipulate Excel data. The course also covers how to create charts, output data, share, and print worksheets; how to use and setup workbook and worksheet options and properties. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx> *Prerequisites: Computer Basics and Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1080 **12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25510 2 Sessions T,R
9/12-9/14 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25508 4 Sessions M,W
9/11-9/20 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25509 4 Sessions T,R
10/10-10/19 6:30-9:30 p.m.

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences.

Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

MS Excel—Level II

Excel 2016 Level II builds on the basic concepts and skills of our Level I course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Key capabilities and functions covered in this course include name ranges, table structured-references, PivotTables and Pivot Charts. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>. *Prerequisites: MS Excel-Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091 12 Hours

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25513 2 Sessions T,R
9/19-9/21 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25511 4 Sessions M,W
9/25-10/4 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25512 4 Sessions T,R
10/24-11/2 6:30-9:30 p.m.

MS Excel—Level III

Excel 2016 Level III builds on the concepts and skills of our Level I and Level II courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, and introduction to Microsoft Power Business Intelligence (Power BI) using Power Pivot and the Power Pivot Data Model, what-if-analysis, and macros. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>. *Prerequisites: MS Excel-Level II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI305 12 Hours

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25551 2 Sessions T,R
9/26-9/28 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25549 4 Sessions M,W
10/9-10/18 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25550 4 Sessions T,R
11/7-11/16 6:30-9:30 p.m.

MS Outlook

Learn to create e-mail accounts, manage e-mail messages, and track contacts and distribution lists in MS Outlook 2016. Learn how to create appointments and events, keep yourself organized, and how to personalize your inbox in Outlook 2016. *Prerequisites: Computer Basics and Introduction to Keyboarding or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP227 8 Hours

\$69 + \$117 fee = \$186; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25408 2 Sessions W,F
9/27-9/29 9:30 a.m.-1:30 p.m.

MS PowerPoint—Introduction

Learn PowerPoint 2016 interface, opening and saving a presentation, working with slides, formatting text and text boxes, using templates and themes variations. Learn to insert images, clip art, shapes, and to format images. Learn SmartArt and WordArt features. Learn incorporating and formatting tabular data, animation tools. *Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP954 10 Hours

\$75 + \$145 fee = \$220; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25419 2 Sessions W,F
10/4-10/6 9 a.m.-2:30 p.m.

MS Word—Intermediate

Learn to apply and modify styles and themes. Learn to insert and modify fields, SmartArt, WordArt, shapes, and watermarks. Create advanced documents with sections and mail merges, use advanced features for revisions and comments, how to manage and finalize documents, and preview as a web page. Students pursuing the Microsoft Office Specialist Certification must take MS Word Introduction, Intermediate and Advanced. For more information about MOS please visit this link- <https://www.microsoft.com/en-us/learning/mos-certification.aspx> *Prerequisites: MS Word-Introduction or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP944 10 Hours

\$75 + \$155 fee = \$230; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25417 2 Sessions W,F
10/18-10/20 9 a.m.-2:30 p.m.

MS Word—Introduction

Learn basic features of MS Word. Learn terminology, Word's window component and Help system, and how to navigate documents. Learn to enter, edit, and format text, and save documents in various formats. Move and copy data, create/ modify tables, insert, modify graphics, proof and print documents. Students pursuing the Microsoft Office Specialist Certification must take MS Word Introduction, Intermediate, and Advanced. For more information about MOS please visit this link-<https://www.microsoft.com/en-us/learning/mos-certification.aspx>. *Prerequisites: Computer Basics, and Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI201 **12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25522 2 Sessions W,F
10/11-10/13 9 a.m.-3:30 p.m.

Software Introductory Series

Learn the 2016 versions of Microsoft Word, Excel, PowerPoint, and Access. Create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2016 interface. Use PowerPoint templates to create powerful presentation. Build basic and enhanced Excel worksheets with ease using automated Excel features. With Access, a relational database, learn how to create, store, and retrieve records with amazing speed and accuracy. Learn to create tables, Query, and Report Wizards. *Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI095 **40 Hours**

\$168 + \$518 fee = \$686; NMR add \$300

Rockville Campus

CRN#: 25514 10 Sessions T,R
10/3-11/2 9:30 a.m.-1:30 p.m.

Basic Courses

Cloud—Introduction

The new age of computing has meant we barely ever store things on our devices anymore, and instead we keep our beloved photos, documents and videos in the ubiquitous cloud. However, cloud computing takes many forms and it can get pretty confusing to figure out how to get the most of each service. From OneDrive to iCloud, Google drive to Netflix and iTunes, the course covers the biggest and best of cloud computing and will teach you the best way to manage these online services. This course is intended for computer users who are comfortable navigating the Internet. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or equivalent experience.* TWA

Course: ITI284 **8 Hours**

\$45 + \$80 fee = \$125; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25544 2 Sessions T,R
9/12-9/14 9:30 a.m.-1:30 p.m.

Computer Basics

Learn basic computer operations and how to use web browsers. *Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP941 **10 Hours**

\$69 + \$117 fee = \$186; NMR add \$120

Rockville Campus

CRN#: 25415 4 Sessions M,W
9/18-9/27 9:30 a.m.-12 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25416 4 Sessions T,R
9/26-10/5 6:30-9 p.m.

File Management Skills

Develop expertise in file management, create folders and subfolders with Windows Explorer, and find and copy files. File management skills are required for students who take MS Office, web development, or programming courses. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding, or keyboarding skills.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP226 **5 Hours**

\$42 + \$76 fee = \$118; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25406 1 Session F
9/8 9 a.m.-2 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25407 1 Session S
10/7 9 a.m.-2 p.m.

Introduction to Keyboarding

Learn correct keyboarding techniques and improve your typing speed. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP628 **18 Hours**

\$100 + \$191 fee = \$291; NMR add \$140

Rockville Campus

CRN#: 25409 6 Sessions T,R
9/12-9/28 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25410 6 Sessions M,W
9/18-10/4 6:30-9:30 p.m.

Networking Basics

Learn how to set up a small, local computer and digital device network. Connect and secure Wi-Fi devices to a network. Use routers, access points, computers, printers, tablets, cell phones, and other devices in a network. Set permissions and access control in a small network. The concepts learned can be applied to set up home networks as well. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or Equivalent Experience.* TWA

Course: ITI338 **6 Hours**

\$45 + \$80 fee = \$125; NMR add \$120

Rockville Campus

CRN#: 25565 2 Sessions M,W
9/11-9/13 9:30 a.m.-12:30 p.m.

Working with Windows

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users. *Prerequisites: Computer Basics or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP073 **8 Hours**

\$35 + \$115 fee = \$150; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25395 2 Sessions W,F
9/20-9/22 9:30 a.m.-1:30 p.m.

ROOM NUMBERS

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Business Applications

Creating Your Personal and Small Business

Web Sites

Are you interested in creating a personal or business website on your own without having to spend a lot of money for software or professional help? In this introductory course you will learn how to design web pages using HTML and free web authoring tools. Topics will include every phase of the web design process—planning, designing, and implementing. You will also learn about choosing the right Internet Service Provider (ISP), creating web accounts, and uploading web pages using ftp. *Prerequisite: Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP868 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Takoma Park/Silver Spring Campus

CRN#: 25414 5 Sessions M,W
11/13-12/4 6:30-9:30 p.m.

No class 11/20, 11/22

MS Project—Intermediate/Advanced

This course builds on the basic concepts and skills of our Level 1 course to provide more advanced project planning functions. Learn advanced task scheduling techniques, how to fine-tune task details, resources and resource assignments. The course includes organizing project details to include tracking progress of task assignment and utilization of other project resources. Techniques to get a project back on tracking using the tracking tools of MS Project 2016 are also covered. The final techniques covered include advance project reporting, customization, sharing project information and consolidating project information and resources. *Prerequisites: MS Project—Introduction or equivalent experience, and understanding of project management concepts.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP847 **12 Hours**

\$99 + \$181 fee = \$280; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25413 2 Sessions T,R
10/17-10/19 9 a.m.-3:30 p.m.

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences.

Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

MS Project—Introduction

MS Project 2016—Level I provides the basic tools to effectively plan, implement, and control projects using Microsoft Project 2016. Learn how to think through and organize your project details, develop a WBS, plan a schedule, sequence tasks, assign resources and costs, format Gantt charts, calendar schedules and management reports. At the conclusion of the course you will have produced a baseline project plan. This course is recommended for business owners, team members, and project managers. *Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP846 **12 Hours**

\$99 + \$181 fee = \$280; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25412 2 Sessions T,R
10/10-10/12 9 a.m.-3:30 p.m.

QuickBooks—Level I

Learn the fundamentals of using QuickBooks 2015 to track the finances of a small business. Set up a new company; manage bank account transactions; maintain customer, job, and vendor information; manage inventory; generate reports; and use the Company Snapshot window. You will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data. *Prerequisites: Windows and some accounting knowledge or equivalent experience. CPA/CPE accredited.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP078 **12 Hours**

\$99 + \$198 fee = \$297; NMR add \$140

Rockville Campus

CRN#: 25397 4 Sessions M,W
10/2-10/11 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25398 4 Sessions M,W
9/18-9/27 6:30-9:30 p.m.

QuickBooks—Level II

Expand your QuickBooks knowledge! Learn how to customize forms, use other QuickBooks accounts, set up accounts to track inventory and track and pay sales tax, do payroll, estimate time and job costs, write letters, and other day to day transactions. *Prerequisites: QuickBooks--Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP080 **12 Hours**

\$99 + \$198 fee = \$297; NMR add \$140

Rockville Campus

CRN#: 25399 4 Sessions M,W
10/16-10/25 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25400 4 Sessions M,W
10/2-10/11 6:30-9:30 p.m.

QuickBooks—Level III

This course is a step-by-step overview of the payroll processing cycle using QuickBooks. You will learn how to reconcile and record journal entries using Excel and QuickBooks software. In addition to reviewing basic project management payroll and expenses cost accounting concepts, the topics included in the four sessions will feature how to handle manual check disbursement, reconciling payroll bank accounts, and generating Federal and state payroll reports. This course is designed for business owners handling their own payroll process, students seeking employment in payroll accounting, and who need to prepare for the Certified Public Bookkeeper Examination. *Prerequisites: Basic accounting knowledge, MS Excel—Levels I and II, and QuickBooks—Levels I and II, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1175 **12 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25521 4 Sessions M,W
10/30-11/8 9:30 a.m.-12:30 p.m.

Cisco Certified Network Associate (CCNA)

Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices.

Career pathways include: network technician, support engineer, network administrator, network designer, and network engineer.

Montgomery College participates in the Cisco Networking Academy Program and has Cisco lab facilities that are second to none in the region.

Cloud Computing

AWS: Amazon Web Services

Gain hands on experience with Amazon Web Services (AWS) products and services in this first in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect – Associate” certification. Learn how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances. Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud. Learn to understand pricing, security, and gain practical experience configuring a fault-tolerant systems environment that can scale automatically to meet changing resource demands. This course is for administrators, architects, and developers interested in using AWS services, as well as those interested in becoming AWS certified. **All students are expected to have an AWS account, please visit: aws.amazon.com to create your account.** *Prerequisites: Experience with servers or the command line.* TWA

Course: ITI273 **12 Hours**
\$99 + \$191 fee = \$290; NMR add \$140
CRN#: 26177 4 Sessions T,R
8/29-9/7 6:30-9:30 p.m.

AWS: Amazon Web Services II

This course progresses students who are already familiar with Amazon Web Services (AWS) by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS I (ITI 273) class. Students will learn how to configure and manage the AWS environment with greater efficiency and automation. They will use the command line, SDKs, and templates to use infrastructure as code, they will use CloudFormation, Elastic Beanstalk, and OpsWorks to automate deployment, and they will learn about AWS data storage techniques, and will be introduced to relational database services. This course is for administrators, solution architects and developers interested in using AWS services, and those interested in becoming AWS network administrators. **All students are expected to have an AWS account, please visit: aws.amazon.com to create your account.** *Prerequisites: Networking Fundamentals or equivalent experience and AWS I or equivalent experience.* TWA

Course: ITI316 **12 Hours**
\$99 + \$191 fee = \$290; NMR add \$140
Gaithersburg Business Training Center
CRN#: 25557 4 Sessions T,R
9/12-9/21 6:30-9:30 p.m.

AWS: Amazon Web Services III NEW

Gain hands on experience with Amazon Web Services (AWS) products and services in this third in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect—Associate” certification. This course progresses students who are already familiar with AWS by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS I and AWS II classes. Students will learn how to create a Content Delivery Network (CDN), configure DNS services using Route 53, and how to set up and use applications services like the Simple Queue Service (SQS), Simple Workflow Service (SWS), Elastic Transcoder, the API Gateway, and streaming with Kinesis. Certification exam topics will be reviewed and key Amazon white papers will be reviewed and discussed. **All students are expected to have an AWS account, please visit: aws.amazon.com to create your account.** *Prerequisites: AWS I and AWS II or equivalent experience.* TWA

Course: ITI350 **12 Hours**
\$99 + \$191 fee = \$290; NMR add \$140
Gaithersburg Business Training Center
CRN#: 25572 4 Sessions T,R
9/26-10/5 6:30-9:30 p.m.

Computer Networks

Cisco CCNA Complete ▲ ♥

This accelerated class is designed to take you through all four courses of the Cisco Networking Academy CCNA Routing and Switching Program and prepare you for the Cisco Certified Network Associate (CCNA) certification. Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices. Career pathways include: network technician, support engineer, network administrator, network designer, and network engineer. Montgomery College participates in the Cisco Networking Academy Program and has Cisco lab facilities that are second to none in the region. Cisco labs are required and are held on Saturdays. Students who register for this class must register also for the lab sessions, course ITI300. This is an exciting, challenging and rewarding course. For more information: <http://cms.montgomerycollege.edu/iti/computernetworks/ccnacomplete.html>. *Prerequisites: Knowledge of networking infrastructure or equivalent experience.* You must purchase textbook(s)/ materials and bring them to the first class. TWA

Course: ITI277 **100 Hours**
\$519 + \$1,384 fee = \$1,903; NMR add \$800
Gaithersburg Business Training Center
CRN#: 25542 25 Sessions M,W
9/11-12/11 6-10 p.m.
No class 11/20, 11/22

Cisco CCNA Complete Lab ♥

This is the required lab for the Cisco CCNA Complete class. Students registered in this class must be also registered for ITI277. TWA

Course: ITI300 **40 Hours**

\$15 + \$55 fee = \$70; NMR add \$50

Gaithersburg Business Training Center

CRN#: 25547 10 Sessions S

9/23-12/9 9 a.m.-1 p.m.

No class 11/18, 11/25

Linux/Unix—Level I

Linux, an open source implementation of UNIX, is a multi-user, multi-tasking operating system that powers much of the Internet, including services such as DNS, e-mail, and the World Wide Web. Discover the fundamentals of Linux and learn the essentials of the file system, command line interface, and basic utilities. By the end of the course, you will be able to manage an account and be functional and productive on UNIX-based operating systems. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisites: Keyboarding skills and some knowledge of operating systems.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP212 **12 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25403 4 Sessions M,W

9/11-9/20 6:30-9:30 p.m.

Linux/Unix—Level II

With Linux, a freely available version of the UNIX operating system, it has become easier than ever to use UNIX at home or in small office environments as well as the Enterprise. This intermediate course in the Linux/UNIX operating system provides the tools you need to work more efficiently in a Linux/UNIX environment. You will also be introduced to shell scripts, networking, graphical user interfaces using X-Windows, and advanced utilities. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisite: Linux/Unix—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP213 **12 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25404 4 Sessions M,W

9/25-10/4 6:30-9:30 p.m.

Linux/Unix—System Administration Introduction

Linux and UNIX power most of the most powerful supercomputers in the world today (top500.org). This introductory course in Linux/UNIX system administration emphasizes administration of systems rather than their use from an end-user's point of view. Topics covered include system installation and configuration, user and group administration, service management, software installation, package management, and security. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisites: Linux/Unix—Levels I and II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP214 **12 Hours**

\$99 + \$181 fee = \$280; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25405 4 Sessions M,W

10/9-10/18 6:30-9:30 p.m.

MCSA: Installing and Configuring Windows Server 2012 (70-410) ♥

Receive hands-on instruction and practice installing and configuring Windows Server 2012, including Windows Server 2012 R2. This course is part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course maps directly to the Microsoft Certified Solutions Associate (MCSA) Exam 70-410: Installing and Configuring Windows Server 2012 exam objectives, which is the first of three exams required for the MCSA: Windows Server 2012 certification. This course primarily covers the initial implementation and configuration of core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Labs and test preparation will be integrated into the course. *Prerequisite: Microsoft Certified Specialist in Windows 10 or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI223 **42 Hours**

\$200 + \$604 fee = \$804; NMR add \$400

Gaithersburg Business Training Center

CRN#: 25526 14 Sessions M,W,S

10/23-12/2 6:30-9:30 p.m. (M,W)

9:30 a.m.-12:30 p.m. (S)

No class 11/18, 11/20, 11/22, 11/25

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

Microsoft Certified Specialist in Windows 10 ♥

Get trained for entry-level jobs in Information Technology! This course will prepare you for the Microsoft certification exam 70-697: Configuring Windows Devices - Certified Microsoft Specialist in Windows 10. Obtain the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. Learn how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity and storage, and to configure data security, device security, and network security. This course is also intended to provide skills for Enterprise Desktop/Device Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment in medium to large enterprise organizations. *Prerequisites: Networking Fundamentals or equivalent experience, and knowledge of and experience with the Windows operating system.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI302 **60 Hours**
\$200 + \$604 fee = \$804; NMR add \$400

Gaithersburg Business Training Center

CRN#: 25548 18 Sessions M,W,S
9/6-10/16 6:30-9:30 p.m. (M,W)
9:30 a.m.-1:30 p.m. (S)

Network+ Certification Training and Exam Prep ♥

Over time, the CompTIA Network+ certification has proven to be a must have certification for IT professionals new to networking, as well as seasoned professionals. Its profile has risen to the point where it is often recommended (or required) by major corporations and government agencies and is a condition of employment. In this course, you will be exposed to the five domains tested in the Network+ exam: network concepts, network installation and configuration, network media and topologies, network management, and network security. Upon completion of this course, you will be prepared to take the Network+ Certification exam. *Prerequisites: Networking Fundamentals, knowledge of operating systems and hardware, or equivalent experience.* Textbook access and purchase information will be available at the first class. TWA

Course: ITI241 **42 Hours**
\$199 + \$405 fee = \$604; NMR add \$300

Gaithersburg Business Training Center

CRN#: 25533 12 Sessions T,R
9/12-10/19 6-9:30 p.m.

Networking Basics

Learn how to set up a small, local computer and digital device network. Connect and secure Wi-Fi devices to a network. Use routers, access points, computers, printers, tablets, cell phones, and other devices in a network. Set permissions and access control in a small network. The concepts learned can be applied to set up home networks as well. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or Equivalent Experience.* TWA

Course: ITI338 **6 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

Rockville Campus

CRN#: 25565 2 Sessions M,W
9/11-9/13 9:30 a.m.-12:30 p.m.

Networking Fundamentals ♥

Build a solid foundation in computer networking concepts. Discover the building blocks of modern networks and how they function, and find out how to put the many pieces together to build a functional and secure network. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for the Network+ course. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or equivalent experience.* Textbook access and purchase information will be available at the first class. TWA

Course: ITI291 **12 Hours**
\$65 + \$139 fee = \$204; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25545 12 Sessions M,W
8/28-8/30 6-9:30 p.m.

ITI Networking Academy

The ITI Networking Academy at the Information Technology Institute at Montgomery College is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led hands-on course provides you the entry level skills necessary to start a career in Information Technology. Our instructors are IT professionals who combine technical and real world experience so you can build the solution-based skills employers seek. This program will prepare you to get certified in the recognized CompTIA IT Fundamentals, Network+, and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. *Prerequisites: Computer Basics, File Management Skills, or equivalent experience.* \$200 + \$899 = \$1,099; NMR add \$650

The ITI Networking Academy includes the following courses:

- IT Fundamentals Exam Preparation
- Network+ Certification Exam Preparation (42 hours)
- Security+ Certification Exam Preparation (20 hours)

Course: ITI294 **CRN#: 26103**
9/6-12/13 6:15-9:45 p.m. M,W
Gaithersburg Business Training Center

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences.

Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

Security Fundamentals ♥

This course is designed for students who have no prior knowledge of security and for non-IT managers who need to learn the basics of information security and the security core terminology. This course is also designed for career changers and those who want to start a career in information security and need formal training. You will learn about the most common security threats, gain basic understanding of best security practices, and will learn how to prevent basic computer security problems and risks. *Prerequisites: Knowledge of how computers and the internet work.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI307 **18 Hours**
\$99 + \$181 fee = \$280; NMR add \$140

Rockville Campus

CRN#: 25552 6 Sessions M,W,S
9/6-9/23 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

No class 9/9, 9/16

Security+ Certification Training and Exam Prep ♥

The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to either enter or advance in the security field is the CompTIA Security+ (SY0-401). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam's six testing domains: Network Security, Compliance and Operational Security, Threats and Vulnerabilities, Application, Data and Host Security, Access Control and Identity Management and Cryptography. Upon completion of the course, students will be able to sit for the Security+ certification exam. *Prerequisites: Network+ or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI240 **40 Hours**
\$199 + \$405 fee = \$604; NMR add \$300

Gaithersburg Business Training Center

CRN#: 25532 12 Sessions T,R
10/24-12/7 6-9:30 p.m.
6-7:30 p.m. (R-12/7 only)

No class 11/21, 11/23

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

Computer-Aided Design

Computer Aided Design (CAD) II: 3D Drawing ♥

Obtain a solid foundation in the 3D Modeling Workspace, techniques for creating and editing 3D objects, and preparing 3D models for 3D printing. You will create virtual 3D models of an apartment, a fictitious mechanical part, and a surfboard. After completing this course, you will be able to create AutoCAD 3D objects, edit AutoCAD 3D objects, and prepare an AutoCAD 3D model for 3D printing. You must bring the textbook and a USB drive with at least 4 GB of memory to the first class. *Pre-requisites: Computer-Aided Design I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI261 **30 Hours**
\$160 + \$500 fee = \$660; NMR add \$300

Rockville Campus

CRN#: 25538 10 Sessions T,R
10/10-11/9 6:30-9:30 p.m.

Computer-Aided Design (CAD) 1 ♥

Get acquainted with the fundamentals of AutoCAD 2017 software. This class will provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, you will have the basic knowledge required to create, edit, and print clean, accurate drawings. *Prerequisite: Working with Windows or equivalent experience. Familiarity with drafting techniques.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP076 **30 Hours**
\$267 + \$507 fee = \$774; NMR add \$350

Rockville Campus

CRN#: 25396 10 Sessions T,R,S
9/5-10/5 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

No class 9/12, 9/14, 9/16, 9/23

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences.

Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

Revit ♥

This is a hands-on introduction to building information modeling (BIM) software for architecture. Instruction will focus on how both graphic and non-graphic architectural information for a building is produced through the creation of a single project database represented in a 3D model. Learn user interface: ribbon; become proficient with templates, basic floor plan, and basics of the building model; explore, create, and modify 3D view; use dimensions and constraints; and develop the building model. *Prerequisite: Windows or File Management Skills or equivalent experience. Familiarity with drafting techniques; knowledge of CAD is helpful.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI130 **30 Hours**

\$267 + \$507 fee = \$774; NMR add \$350

Rockville Campus

CRN#: 25516 10 Sessions T,R,S
11/14-12/14 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

No class 11/18, 11/21, 11/23, 11/25

Rhino 3D Modeling

Rhino is a 3D-modeling powerhouse, used to design and engineer products ranging from jewelry and furniture to architecture and automobiles. Learn how to build your own 3D models, characters, and prototypes with the NURBS-based modeling tools in Rhino 5.0. In this course you will be able to apply gained experience during the design work in real practice. *Prerequisites: Familiarity with design and drafting techniques, knowledge of AutoCAD preferred but not required.* TWA

Course: ITI292 **12 Hours**

\$65 + \$139 fee = \$204; NMR add \$140

Rockville Campus

CRN#: 25546 4 Sessions S
10/7-10/28 9:30 a.m.-12:30 p.m.



Cybersecurity

Cybersecurity—Web Security I ♥

This is an introductory course in penetration testing. Learn to identify web applications with vulnerabilities and to exploit those vulnerabilities the same way that hackers do. Learn to use the tools used by hackers, penetration testers and security researchers to ascertain if your application is vulnerable to attack. Explore sql injections, cross-site scripting, cross site request forgery and more. Learn to modify web requests, cookies and remote databases. This course is for web developers, programmers, site administrators and those interested in cybersecurity. *Prerequisites: Basic understanding of how the web works and what cybersecurity is.* TWA

Course: ITI172 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25519 5 Sessions M,W,S
9/25-10/7 6:30-9:30 p.m. (M,W)
No class 9/30 9:30 a.m.-12:30 p.m. (S)

Cybersecurity—Web Security II ♥

This is an intermediate course in penetration testing. Learn to use automated security scanners to assess web applications with vulnerabilities and to exploit those vulnerabilities in batches. Explore more complex techniques for exploiting web vulnerabilities. This course is for web developers, programmers, site administrators and those interested in cybersecurity. *Prerequisites: Cybersecurity I or equivalent experience.* TWA

Course: ITI173 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25520 5 Sessions M,W,S
10/9-10/21 6:30-9:30 p.m. (M,W)
No class 10/14 9:30 a.m.-12:30 p.m. (S)

Network+ Certification Training and Exam Prep

See course on page 11.

Security Fundamentals

See course on page 12.

Security+ Certification Training and Exam Prep

See course on page 12.

Data Analysis

Advanced Data Analysis Topics

Data analysis has become the hot term for people in areas ranging from medical research and politics to marketing. The two most common tools used for doing data analysis are Python and R. Learn about current hot topics in data analysis using these tools. The student will have the opportunity to perform each of these tasks using both tools in our custom labs. This course is designed for data analysts, researchers, web developers, data developers, scientists, students with Computer Science degrees, healthcare data and clinical data analysts. *Prerequisites: Data Analysis with Python or Data Analysis with R or equivalent experience.* TWA

Course: ITI332 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25561 5 Sessions T,R
11/28-12/12 6:30-9:30 p.m.

Data Analysis Fundamentals

Whether you are considering a career in data, or you would like to analyze data for your own insight, this course should be your starting point. Understand where data comes from, how to find it, and the different types available. Learn how to identify missing observations in a data table and how to handle missing observations using various techniques. Apply statistics methods to analyze data, create charts, graphs, and other methods to visualize data table, and gain an understanding on how to formulate a hypothesis and interpret results. *Prerequisites: File management skills, Working with Windows or equivalent experience.* TWA

Course: ITI339 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25566 5 Sessions T,R,S
9/12-9/21 6:30-9:30 p.m.(T,R)
 9:30 a.m.-12:30 p.m.(S)

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

Data Analysis II: Data Analysis with Python

Learn data analysis for scientific computing, research, and web analytics using Python. Create, manipulate, process, clean and analyze data types, matrices, spreadsheets, relational databases. Plot data and use (NumPy), IPython and SciPy data packages. This course is designed for data analysts programmers, web developers, research scientists, Computer Science specialists, healthcare and clinical data analysts.

Prerequisite: Python Programming. Knowledge of SQL and relational databases or equivalent experience recommended. TWA

Course: ITI247 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25535 5 Sessions T,R
9/26-10/10 6:30-9:30 p.m.

Data Analytics BootCamp

This Data Analysis Bootcamp takes the student from data novice to data expert in this 60-hour project-based course. You will learn and apply basic data analysis tools including data mining and visualization. Learn Python, R including its advanced data analysis tools. This bootcamp is designed to help you whether you are considering a career in data, work in a context where supervisors are looking to you for data insights, or you just have some burning questions you want to explore. No prior experience is required. By the end you will have mastered statistical methods to conduct original research to inform complex decisions. This is a blended course, students will meet 40 hours for classroom instruction and 20 hours online instruction. *Prerequisites: Computer Basics, File Management Skills, Working with Windows, or equivalent experience. Knowledge of MS Excel and statistical concepts recommended.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI340 **60 Hours**

\$129 + \$370 fee = \$499; NMR add \$225

Gaithersburg Business Training Center

CRN#: 26199 11 Sessions S
9/9-11/11 9:30 a.m.-1:30 p.m.

Data Visualization

Learn how to turn raw data into rich, interactive web visualizations with the powerful combination of Python and JavaScript. Student will be taught to build a basic data visualization toolchain with Python and Javascript libraries – including Scrapy, Matplotlib, Pandas, Flask and D3 – for crafting engaging browser based visualizations. *Prerequisites: Python, Data analysis with Python or equivalent experience.* TWA

Course: ITI333 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25562 5 Sessions T,R,S
11/7-11/18 6:30-9:30 p.m. (T,R)
No class 11/11 9:30 a.m.-12:30 p.m. (S)

Introduction to R for Data Analysis

R is the most popular languages for data analysis, statistical computing and graphics. Learn to manipulate, process, clean and analyze structured data types: matrices, tabular/spreadsheet data, and relational databases, using R. Learn to write code and data analytics using examples in computer labs. This course is designed for data analysts, researchers, web developers, data developers, scientists, students with Computer Science degrees, healthcare data and clinical data analysts. *Prerequisites: Programming Fundamentals, knowledge of SQL databases, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI309 **15 Hours**
\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center
CRN#: 25553 5 Sessions T,R
10/17-10/31 6:30-9:30 p.m.

Tableau for Excel Users **NEW**

Learn one of the most used data visualization, reporting and Business Intelligence tool in the world. Tableau Desktop is simple to use, requiring minimum skill level and has great visualization capabilities making it the reporting tool of choice for multiple enterprises. This Tableau training focuses on skills, such as acquiring data, generating attractive views, and creating calculated fields. This course also prepares you to distribute your visualizations via the web, email or shared drive. *Prerequisites: Excel Level III or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI348 **12 Hours**
\$199 + \$105 fee = \$304; NMR add \$160

Gaithersburg Business Training Center
CRN#: 25570 2 Sessions T,R
10/3-10/5 9 a.m.-3:30 p.m.



Tableau Level I: Introduction **NEW**

Tableau Desktop is one of the most used data visualization, reporting and business intelligence tools in the world. Tableau is simple to use, requiring minimum skill level and has great visualization capabilities making it the reporting tool of choice for multiple enterprises. This course prepares you to take up a job assignment requiring Tableau Desktop expertise. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills such as acquiring data, generating attractive views, and creating calculated fields. This course also prepares you to distribute your visualizations via the web, email or shared drive. *Prerequisites: Computer Basics, Excel Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI345 **18 Hours**
\$199 + \$105 fee = \$304; NMR add \$160

Rockville Campus

CRN#: 25567 6 Sessions M,W,S
10/23-11/4 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Tableau Level II: Building Dashboards **NEW**

A good business dashboard informs with a glance. A great business dashboard combines high performance and ease of use to let anybody get data-driven answers. Dashboarding with Tableau allows even non-technical users to create interactive, real-time visualizations in minutes. In just a few clicks, they can combine data sources, add filters, and drill down into specific information. In this class, we prepare the student to take up a job assignment requiring Tableau Dashboard expertise. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills, such as designing advanced dashboards, creating interactive dashboards, and distributing dashboards. This course maps directly to the Tableau Qualified Associate certification. *Prerequisites: Tableau Level I: Introduction or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI346 **18 Hours**
\$199 + \$105 fee = \$304; NMR add \$160

Rockville Campus

CRN#: 25568 6 Sessions M,W,S
11/6-11/18 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences.

Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

Tableau Level III: Advanced Techniques NEW

A good business dashboard informs with a glance. A great A good visualization is helpful. And an informative dashboard is even better. But the expert Visual Analyst often needs to use other tools. They might need to incorporate R into their Tableau analysis, or use advanced Level of Detail Expressions (LOD). Sometimes, the analyst wants to provide their users with a Story. In this class, we prepare the student to take up a job assignment requiring advanced Tableau skills. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills, such as LOD expressions, using R and creating Stories to convey findings. *Prerequisites: Tableau Level I, and Tableau Level II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI347 **18 Hours**

\$199 + \$105 fee = \$304; NMR add \$160

Rockville Campus

CRN#: 25569 6 Sessions M,W,S
11/27-12/9 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

Database Administration

MS SQL Server Administration I

Microsoft's database server, is in widespread use by companies to develop and manage large enterprise databases. Learn how MSSQL Server 2016 uses and handles Structured Query Language (SQL), plus manage relational databases using MSSQL Server 2016 Management Studio (SSMS). This course will help those just starting out becoming a Database Administrator (DBA), or even those that have some knowledge, but looking for more skill level. Students will understand all the different functions, configurations, and create implementations plans using MSSQL 2016. *Prerequisites: Working with Windows, File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI351 **18 Hours**

\$99 + \$219 fee = \$318; NMR add \$160

Rockville Campus

CRN#: 25573 6 Sessions T,R
11/7-11/16 6:30-9:30 p.m.
No class 11/21, 11/23

MS SQL Server Administration II

Learn advanced SQL skills with Structured Query Language (SQL). Build on the concepts and skills of the MSSQL Server 2016 level I course. Work with coding SQL Scripts, Views, Stored Procedures, Functions, Triggers, and other DB objects. *Prerequisites: MS SQL Server Administration I, or proficiency with older versions of MSSQL server and SQL.* You must purchase textbook(s)/materials and bring them to the first class. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI352 **12 Hours**

\$99 + \$219 fee = \$318; NMR add \$160

Rockville Campus

CRN#: 25574 4 Sessions T,R
12/5-12/14 6:30-9:30 p.m.

Oracle 12c: Database Administrator Certified Associate ▲ ♥

Gain a firm foundation in basic administration of Oracle Database 12c and become an Oracle Database Certified Associate (OCA). In this class, you will learn how to install and maintain Oracle Database 12c instance. You will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. This course prepares you for Certification Exam 1Z0-062 Oracle Database 12c: Installation and Administration. *Prerequisite for this course is Oracle Database 12c: Introduction to SQL.* TWA

Course: ITI215 **39 Hours**

\$389 + \$594 fee = \$983; NMR add \$400

Gaithersburg Business Training Center

CRN#: 25525 12 Sessions T,R
10/17-11/30 6:15-9:30 p.m.
No class 11/21, 11/23

Oracle Database 12c: Introduction to SQL ▲ ♥

Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-061, Oracle Database 12C: SQL Fundamentals and can upgrade Oracle database users of previous versions. TWA

Course: ITI212 **39 Hours**

\$289 + \$694 fee = \$983; NMR add \$400

Gaithersburg Business Training Center

CRN#: 25524 12 Sessions T,R
9/5-10/12 6:15-9:30 p.m.

Oracle Database 12c: Introduction to SQL Bootcamp ▲ ♥

This is a hands-on bootcamp class and is the basis for all Oracle certifications. Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This introductory class prepares you for exam 1Z0-061, Oracle Database 12C: SQL Fundamentals. TWA

Course: ITI349 **35 Hours**
\$399 + \$405 fee = \$804; NMR add \$400

Gaithersburg Business Training Center

CRN#: 25571 5 Sessions M,T,W,R,F
10/16-10/20 9:30 a.m.-5:30 p.m.

Digital Graphics

Adobe Photoshop I—Foundation Skills

Learn to modify images in Adobe CC; define image properties; work with selections, layers, and colors; make tonal/color adjustments; adjust image lightness and darkness; resize images; repair image flaws using the clone tool, healing brushes, and red-eye tool; and more. This course also covers a brief comparison between photo tools in Photoshop and Lightroom, and a brief look at how Photoshop works with InDesign and Dreamweaver in creating books and websites. *Prerequisites: Computer Basics, File Management Skills, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI105 **15 Hours**
\$99 + \$191 fee = \$290; NMR add \$140

Takoma Park/Silver Spring Campus

CRN#: 25515 5 Sessions T,R,S
11/28-12/7 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Step by Step Guide to Self-Publish with Amazon

Learn a quick and easy way to self-publish your book. Create a Print-on-Demand book using Amazon CreateSpace with Microsoft Word, Adobe InDesign and Adobe Photoshop. Use a book layout template to import text, create a cover, export, proof and publish through Amazon CreateSpace. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or equivalent experience.* TWA

Course: ITI330 **6 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

Rockville Campus

CRN#: 25559 2 Sessions M,W
9/25-9/27 9:30 a.m.-12:30 p.m.
CRN#: 25560 2 Sessions M,W
10/9-10/11 9:30 a.m.-12:30 p.m.

Programming/Software Development

Java Web Development Bootcamp

Learn how to develop complete web applications in the Java language with Oracle as the database. By the end of the course, each student will have developed two complete web applications: an online messaging app like Twitter and an online survey tool. This course will cover: Servlets, JSP, Expression Language, JSTL, JPQL, Sessions/Cookies, HTML/CSS/Javascript and the Bootstrap Framework. *Prerequisites: Programming knowledge with a basic understanding of an object oriented language: Java, C#, VB.NET or C++. Experience developing web applications is not required.* TWA

Course: ITI283 **35 Hours**
\$100 + \$404 fee = \$504; NMR add \$250

Gaithersburg Business Training Center

CRN#: 25543 10 Sessions M,W
10/30-12/6 6-9:30 p.m.
No class 11/20, 11/22

Java—Level I

This course is for anyone who wants to learn how to program with Java. Topics include Java language essentials, Java Software Development Kit (J2SDK), and development of simple web applications and stand-alone applications in Java. This course includes an overview of object-oriented programming. *Prerequisites: Programming Fundamentals or equivalent experience, plus knowledge of the Web and HTML.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP950 **18 Hours**
\$99 + \$205 fee = \$304; NMR add \$160

Gaithersburg Business Training Center

CRN#: 25418 6 Sessions M,W,S
9/18-9/30 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Java—Level II

This course covers the practical concepts and skills needed for developing real-world Java applications. You will learn how to develop Windows-based and GUI-based Java applications using features such as event listeners, layout managers, list boxes, combo boxes, radio buttons, check boxes, menus, pop-up menus, and images. Both AWT and Swing packages will be covered and used in developing web applications and stand-alone applications. This course also introduces the applet life cycle, exception handling, arrays, vectors, string classes, and JAR files. *Prerequisite:* Java—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP123 15 Hours

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25401 5 Sessions M,W,S
10/2-10/11 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Java—Level III

This course presents an in-depth coverage of advanced Java skills. Topics include file operations, object serialization, database manipulation, and multithreading. Learn how to work with text files, binary files, directories, databases, and threads. Gain a set of professional Java skills that you can use for developing business applications using features such as JDBC, directory manipulation, object serialization, random-access files, and multithreading. *Prerequisites:* Java—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP128 15 Hours

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25402 5 Sessions M,W,S
10/16-10/25 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Programming Fundamentals

This course is designed for people with no prior programming experience. Topics include programming languages (VB.NET, C#, and Java), numbering systems, character sets, constants and variables, and more. This course satisfies the prerequisite for Java—Level I, Python Programming, and Software Testing & QA courses. *Prerequisites:* Working with Windows, File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP839 18 Hours

\$99 + \$205 fee = \$304; NMR add \$160

Rockville Campus

CRN#: 25411 6 Sessions T,R,S
9/5-9/16 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Python Programming—Level I

Learn basic Python. Python is a powerful scripting language that can be used to automate system administration, create powerful web pages, develop mobile applications and more. This course is an introduction to Python and introduces many beginner programming concepts along the way. Learn Python objects, Python Statements and syntax, numbers, strings, lists, numeric types, variables and references, and strings. Topics also include functions, scopes, arguments, advanced functions, module coding and packages.

Prerequisite: Programming Fundamentals or equivalent experience. Experience with an object oriented language such as C++, Java, or C# recommended but not required. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI337 15 Hours

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25564 5 Sessions T,R,S
10/10-10/19 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Python Programming—Level II

This course will explore the object-oriented aspects of Python using Python 3.x. The course will also explore various IDEs (integrated development environments), unit testing, debugging, handling exceptions, installing packages, and accessing databases. Hands-on exercises will engage students with the training material. *Prerequisites:* Python Programming I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI336 15 Hours

\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25563 5 Sessions M,W,S
10/23-11/4 6:30-9:30 p.m. (M,W)
No class 10/28 9:30 a.m.-12:30 p.m. (S)

Software Testing and Quality Assurance (QA)—Level I

Learn automated software testing using Selenium. Prototype, develop and deploy automated test scripts and suites using Agile, iterative/spiral, and “waterfall” lifecycles. Learn industry best practices for test planning, design, and execution, including support and integration of test automation through the phases of software projects. *Prerequisites:* Programming Fundamentals or equivalent experience. TWA

Course: ITI232 15 Hours

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25528 5 Sessions T,R,S
10/24-11/2 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Software Testing and Quality Assurance (QA)— Level II

Use Selenium WebDriver and Python to deploy repeatable automated tests of websites and website security. Simulate “client side” tests using Selenium WebDriver. Integrate Python scripts, macros, and bindings into WebDriver to enhance control, management, and execution of automated test suites. Learn web site security basics. Implement rigorous automated security testing of website functions, forms, and interfaces. *Prerequisites: Software Testing and Quality Assurance Level I and Python Programming or equivalent experience.* TWA

Course: ITI233 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25529 5 Sessions T,R,S
11/7-11/16 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Software Testing and Quality Assurance (QA)— Level III

This course extends the lessons of Software Testing and QA Level II into comprehensive tests and larger scale scenarios using Selenium WebDriver to thoroughly explore and test web sites using automation. Through lessons on Selenium-Server learn how to extend the functionality to deploy automation testing to multiple servers, and to simultaneously perform test automation on variants of operating systems, browsers and business scenarios. *Prerequisites: Software Testing and QA II, Programming Fundamentals or equivalent experience.* TWA

Course: ITI317 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25558 5 Sessions T,R,S
11/28-12/7 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

SharePoint

Enterprise SharePoint Bootcamp

SharePoint professionals are in very high demand in today’s job market. This weekend, two day “Bootcamp” approach will laser focus students to quickly prepare for immediate new or existing job opportunities. This course includes a hands on overview of SharePoint features and capabilities. After completing this course students will have complete confidence with the most commonly used functions of SharePoint and all Microsoft office applications (Word, Excel, PowerPoint, and Access) to prepare for today’s job market! *Prerequisites: Computer Basics, File Management Skills, Working with Windows, or equivalent experience. No prior programming language is required.* TWA

Course: ITI310 **15 Hours**

\$99 + \$205 fee = \$304; NMR add \$160

Takoma Park/Silver Spring Campus

CRN#: 25554 2 Sessions S,U
10/14-10/15 9 a.m.-5 p.m.
CRN#: 25555 2 Sessions S,U
10/28-10/29 9 a.m.-5 p.m.

Microsoft SharePoint Technologies I—Introduction

SharePoint 2016 / 365 professionals are in very high demand in today’s job market. This course introduces the basic functionality of technologies from an end-user perspective. This course includes a basic overview of commonly used SharePoint features and capabilities. This course also provides a “hands-on” approach to learn the most commonly used functions of SharePoint with all Microsoft office applications (Word, Excel, PowerPoint, and Access) to prepare you to enter the job marked with a solid knowledge of SharePoint capabilities. *Prerequisites: File Management Skills or equivalent experience. No prior programming language is required.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI274 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25540 5 Sessions M,W
10/23-11/6 6:30-9:30 p.m.

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences. Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 2.

Microsoft SharePoint Technologies II—Introduction

SharePoint 2016 / 365 professionals, power users, and administrators are in very high demand in today's job market. This course introduces "power-user" functions and a comprehensive overview of SharePoint administration. In this course you will learn how to develop custom SharePoint sites and Apps without prior knowledge of any programming language. It will provide the basic necessary skills to create and administer SharePoint solutions to support entering the job marked as a "power-user" or SharePoint administrator.

Prerequisites: Introduction to SharePoint Technologies I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI275 **15 Hours**

\$99 + \$191 fee = \$290; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25541 5 Sessions M,W

11/13-12/4 6:30-9:30 p.m.

No class 11/20, 11/22

Social Media Networking

Facebook® and Twitter for Business Success

Learn how to effectively manage a Facebook site and a Twitter account to market your business. Learn about effective Facebook site management; new techniques and emerging trends; tools; plug-ins; and third party applications customized for your business, non-profit, or association use. This course also explains how to best use Twitter. Learn how to create a great user name and profile, define your brand personality, and begin tweeting. We will also cover how to integrate twitter into Facebook and how to manage your daily efforts, including how to monitor Twitter and schedule tweets. Plus, get tips for extending special offers on Twitter and tracking your results with analytics. All participants are expected to have active Facebook and Twitter accounts. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI252 **6 Hours**

\$29 + \$74 fee = \$103; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25536 1 Session W

11/8 9 a.m.-3:30 p.m.

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

LinkedIn® for Entrepreneurs and Small Business Leaders

LinkedIn is a social collaboration tool focused on helping business professionals, consultants, freelancers, job seekers, and others develop a network of connections. Learn how to design, modify, and effectively manage a LinkedIn site in an instructor-led computer lab. Topics include effective profile setup, networking techniques, market-specific connections, (e.g., real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses, résumé design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. All participants will be expected to have an active personal LinkedIn account. TWA

Course: ITI311 **6 Hours**

\$29 + \$74 fee = \$103; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25556 1 Session W

10/25 9 a.m.-3:30 p.m.

Optimizing LinkedIn to Land Your Next Job

Whether you're looking to make your next big career move, simply curious about exploring open positions, and/or determined to find your dream job, this interactive work session will help you to turbo-charge your employment search by leveraging the power of LinkedIn for career success and professional development. *Prerequisites: All participants will be expected to have an active personal LinkedIn account.* Visit www.linkedin.com to join LinkedIn. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI267 **6 Hours**

\$29 + \$74 fee = \$103; NMR add \$120

Gaithersburg Business Training Center

CRN#: 25539 1 Session W

11/1 9 a.m.-3:30 p.m.

Social Media for Business Success: Instagram, Pinterest & YouTube

Instagram, Pinterest, and YouTube are the hottest and fastest growing social networks. Learn how to take advantage of these social networks to engage your audience and grow your business. Build a fun and engaging Instagram account, Increase your brand presence and drive traffic to your site using Pinterest as a marketing platform, and leverage the power of online video to establish and retain an audience. This class will use case studies and interactive exercises. All participants are expected to have active Pinterest, Instagram and YouTube accounts. Mobile devices with all apps previously installed must be brought to class. You must purchase textbook(s)/materials and bring them to the first class.

Course: ITI253 **12 Hours**

\$95 + \$135 fee = \$230; NMR add \$140

Gaithersburg Business Training Center

CRN#: 25537 2 Sessions T,R

10/24-10/26 9 a.m.-3:30 p.m.

Web and Mobile Design and Development

Creating Your Personal and Small Business Web Sites

See course on page 7.

HTML5—Level I

Learn the basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5 and CSS. Topics include basic HTML5 elements and attributes, including hyperlinks, images, and tables. Advanced techniques to effectively create multiple column layouts using new HTML5 structural elements; new Cascading Style Sheets (CSS3) styles to format and control placement of HTML5 elements such as rounded corners, shadow effects, and color gradients; advanced CSS3 media queries to handle a variety of devices including screen, printer, tablet, and mobile phone; and integration of scripts into a web page. The Dreamweaver Integrated Development Environment (IDE) will be used to design and develop a website. Web hosting fundamentals and effective use of meta tags are also covered. *Prerequisites: Working with Windows, File Management Skills or equivalent experience; familiarity with Internet and Keyboarding Skills.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI239 **15 Hours**
\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25531 5 Sessions T,R,S
9/19-9/30 6:30-9:30 p.m.(T,R)
No class 9/23 9:30 a.m.-12:30 p.m.(S)

HTML5—Level II

Enhance and optimize your website using HTML5, CSS, JavaScript and the jQuery libraries. Topics include advanced HTML5 elements and attributes for forms. JavaScript functions and the jQuery libraries are also covered. The jQuery Core Library and jQuery UI Library is also covered. Advanced jQuery techniques and JavaScript Plugins to effectively use Slideshows, Multimedia Views, Accordions, and advanced HTML5 Application Programming Interfaces (APIs) will also be covered. Responsive Web Design (RWD) is also covered. The Dreamweaver Integrated Development Environment (IDE) will be used for all website design and development. *Prerequisites: HTML5 Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI238 **15 Hours**
\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25530 5 Sessions T,R,S
10/3-10/14 6:30-9:30 p.m. (T,R)
No class 10/7 9:30 a.m.-12:30 p.m. (S)

JQuery with JavaScript

Use JQuery, a JavaScript Library, to add interesting, interactive features to your web site. Topics will include JQuery set-up, installation, and use; using jQuery action/reaction events; and show/hide. Learn to quickly add animations and effects, image slide shows, photo galleries, and rollovers. Add a JQuery navigation bar. Enhance and validate forms, and learn other JQuery web features. JavaScript fundamentals-keywords, concepts, and syntax-will be covered so students understand how to call and use JQuery features using the basic JavaScript needed. *Prerequisites: HTML5 Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI229 **15 Hours**
\$99 + \$191 fee = \$290; NMR add \$140

Rockville Campus

CRN#: 25527 5 Sessions T,R
10/17-10/31 6:30-9:30 p.m.

Need Customized Computer Training For Your Business?

The Information Technology Institute offers a wide variety of noncredit, hands-on classes at our site or yours.

Classes range from very basic Microsoft Office to advanced certifications in Microsoft, Cisco, CompTIA (Network+ and Security+).

For more information, please visit us online at

<http://cms.montgomerycollege.edu/iti/contracttraining.html>

or call 240-567-3830.

Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

Further instructions for WEB, FAX or MAIL-IN payments can be found at: cms.montgomerycollege.edu/wdce/registerops.html

Registration will not be processed without appropriate payment.

Tuition Installment Plan

Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register online.

Tuition Waiver

Only noncredit courses designated “TWA” tuition waiver applies in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver: Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit <http://cms.montgomerycollege.edu/wdce/register/vabenefits.html>.

Residency Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

- A. Students attending Montgomery College will pay tuition according to their residency.
- B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
- C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Transfer Policy

To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Refund Policy

Refunds are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. DO NOT drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

4 Easy Ways to Register

On the Web

If you have enrolled in a Montgomery College class, and are paying by credit card or checking account, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

By Mail

Mail completed registration form with payment to:
Montgomery College Workforce Development &
Continuing Education, Rockville Campus
Campus Center, Room 220
51 Mannakee Street
Rockville, MD 20850

By Fax

Fax completed registration form indicating credit card payment to Montgomery College at 240-567-1877.

Walk-In

A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400

8:30 a.m.–9 p.m. (Mon–Fri); 8:30 a.m.–4 p.m. (Sat)

Germantown Campus

Humanities and Social Sciences Building, Room 241 and/or 243

8:30 a.m.–4:30 p.m. (Mon–Fri)

Rockville Campus

220 Campus Center

8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri)

8:30 a.m.–12 p.m. (Sat)

Takoma Park/Silver Spring Campus

CF 230, Customer Service

8:30 a.m.–5 p.m. (Mon–Fri)

Westfield South, Suite 306 **

8:30 a.m.–9 p.m. (Mon–Thur);

8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)

NOTE: Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.

Payments due at time of registration

** Disability access for this leased site is on the same side as the movie theatre entrance. For more information regarding disability access at this site, or if any individuals are facing accessibility issues anywhere in the Westfield South Center, please call 240-567-8841.

MC MONTGOMERY COLLEGE

Workforce Development & Continuing Education

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CyberAdvantage Program

The CyberAdvantage program at Montgomery College is specially designed to train people for a career in cybersecurity. In this program, students will receive hands-on training, job placement assistance, and the opportunity to meet decision-makers in the cybersecurity and information technology fields.

Visit: <http://cms.montgomerycollege.edu/iti/cyberadvantage/>



Need Customized Computer Training For Your Business?

The Information Technology Institute offers a wide variety of noncredit, hands-on classes at our site or yours. Classes range from very basic Microsoft Office to advanced certifications in Microsoft, Cisco, CompTIA (Network+ and Security+).

Here is what we can do for you:

- Analyze your training needs.
- Design a training program that addresses your unique requirements.
- Assign instructors who are subject matter experts with industry experience.
- Offer flexible locations throughout Montgomery County using state-of-the-art equipment.

For more information, please visit us online at
<http://cms.montgomerycollege.edu/iti/contracttraining.html>
or call 240-567-3830.

240-567-5188

www.montgomerycollege.edu/iti