



INFORMATION TECHNOLOGY INSTITUTE

SUMMER 2012 COURSE SCHEDULE

Information Technology Institute (ITI) Career Tracks:

Administrative

- Administrative Assistant
- Bookkeeper
- Accounting Clerk / Payroll Specialist
- Courses for Project Managers and Business Owners
- Social Media Specialist

Databases

- Microsoft Database Developer
- Oracle Developer
- Oracle Database Administrator

Graphics

- Graphic Designer
- Computer-Aided Design (CAD)

Web

- Web Designer
- Web Developer

Programming

- .NET Programmer
- Java Programmer

Networking

- Cisco Certified Networking Associate (CCNA)
- MCITP (70-647) Microsoft Certified Information Technology Professional: Enterprise Desktop Support Technician 7
- Windows Server 2008 Administrator (70-646)

*Certain course sequences may be necessary for each career track. See **Recommended Course Sequences** inside or visit us on the Web at www.montgomerycollege.edu/iti/*



NEW THIS SUMMER!

Android Development I and II

See page 15 and 16 for course listings!

Also new this summer:

- Introduction to Web, Mobile and Social Media Design
- HTML5 Foundation Skills
- Python Programming
- Mobile Web Design

ITI Information Session

*Walk-in Information and Advising
sessions on IT Careers!*

April 18th

9:30 a.m.–12 p.m.

at the

Gaithersburg Business Training Center

Microsoft Certified Application Training

ITI offers Microsoft Certification Training

Achieving a Microsoft Certification helps provide you with relevant skills that will stand out in the crowd of applicants and offer proven skills to employers, leading you to a fulfilling career!

We have the classes that will prepare you to take the exams for MS Specialist Certification for Word 2010 (Exam 77-881), MS Office Specialist Expert Exam for Word 2010 (Exam 77-887), MS Office Specialist Certification for Excel 2010 (Exam 77-882), and MS Expert Exam for Excel (Exam 77-888).

(MC does not provide exams).

Prerequisites: Computer Basics (CMP941), Working with Windows 7 (ITI040), Introduction to Keyboarding (CMP628).

MICROSOFT WORD TRACK

(For Exam 77-881 and 77-887)

- MS Word 2010—Introduction
- MS Word 2010—Intermediate
- MS Word 2010—Advanced

MICROSOFT EXCEL TRACK

(For Exam 77-882 and 77-888)

- MS Excel 2010—Level I
- MS Excel 2010—Level II
- MS Excel 2010 —Level III

All Microsoft Office courses follow the Microsoft Certification curriculum. Software Introduction Series (MS Word Introduction and MS Excel—I material) can be substituted for individual courses. In addition to course work, students must practice exercises.

Convenient Locations!

1. Montgomery College
Germantown Campus
20200 Observation Drive
Germantown, MD 20876
2. Gaithersburg Business Training Center
12 South Summit Avenue, Suite 400
Gaithersburg, MD 20877
3. Montgomery College
Rockville Campus
51 Mannakee Street
Rockville, MD 20850
4. Westfield South Center
11002 Veirs Mill Road, Suite 306
Wheaton, MD 20902
5. Montgomery College
Health Sciences Center
7977 Georgia Avenue
Silver Spring, MD 20910

6. Montgomery College
Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912
7. Bethesda-Chevy Chase High School
4301 East-West Highway
Bethesda, MD 20814

For more information on class locations, addresses, and directions, please visit www.montgomerycollege.edu/maps

Ask your employer to send you to class!

Many companies will reimburse their employees for job-related training. Some companies will even pay for it up front!

Let your boss know that taking classes at Montgomery College Workforce Development & Continuing Education can benefit the company.

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How to read a class description

Introduction to Keyboarding

New to keyboarding? Need to break the old habit of hunting and pecking? Move at your own pace and learn correct keyboarding techniques.

Course # **Contact Hours**

Course: CMP628 18 Hours

Tuition and fees

\$107 + \$161 fee = \$268; Non-WV residents add \$140

Campus
Rockville Campus

CRN # **# of sessions**

CRN#: 42821 6 Sessions

Dates **Days class meets**

5/7–5/23 M,W

Room # **Time**

321 HU 9:30 a.m.–12:30 p.m.

U= Sunday M=Monday T=Tuesday

W=Wednesday R=Thursday F=Friday

S=Saturday

IMPORTANT INFORMATION

Some courses require prerequisite skills or training. It is essential for students to fulfill proper prerequisites either by courses or by equivalent experience. Failure to have the necessary prerequisites for the class may result in being transferred from the class.

No report cards are issued, but a Certificate of Completion will be issued to students who attend at least 80 percent of the course.

Microsoft Office courses are taught on the Windows 7 platform using MS Office 2010 unless otherwise specified. QuickBooks software is version 2011.

TEXTBOOK AND MATERIALS:

Purchase of textbooks is MANDATORY and MUST be brought to first class. A USB Flash drive/memory stick is required for ITI classes unless otherwise specified. Please bring to first class.

Purchase textbook and/or materials at the campus where the class will be held. For classes held at the Gaithersburg Business Training Center, use the Rockville Campus Bookstore; for classes at Westfield South, use the Takoma Park/Silver Spring Campus Bookstore. For classes held at high schools, use the Rockville Campus Bookstore.

For more information, please visit
www.montgomerycollege.edu/wdce/bookstores.html

Contact Information for Information Technology

Natasha Sacks, Program Director
240-567-3823

natasha.sacks@montgomerycollege.edu

Would you like to teach for Information Technology Institute?

Please e-mail your resume to
Natasha Sacks, Program Director at
natasha.sacks@montgomerycollege.edu

Time is still on your side!

Why wait until summer?

Register now for the following late starting **SPRING** courses!

Software Intermediate Series	Course: CMP859	CRN: 42450	4/30–5/21
MS Word—Introduction	Course: ITI090	CRN: 36179	4/18–4/19
MS Word—Intermediate	Course: CMP944	CRN: 36180	4/25–4/26
MS Word and Excel Foundation Series	Course: CMP860	CRN: 35517	4/17–5/3
MS Access—Level I	Course: CMP961	CRN: 35514	4/17–4/21
MS Access—Level II	Course: CMP962	CRN: 35516	4/24–4/28
MS PowerPoint—Introduction	Course: CMP954	CRN: 35583	4/30–5/9
MS Outlook	Course: CMP227	CRN: 35529	4/21–4/28
Managing Automated Payroll Using Quickbooks	Course: ITI 046	CRN: 35544	4/17–4/26
Creating Your Personal and Small Business Web Sites	Course: CMP868	CRN: 35533	4/17–5/1
3D Modeling & Animation with 3ds Max—Level I	Course: CMP951	CRN: 35612	4/25–5/9
Knowing Your Flash: Nikon/Canon Flash for On and Off Camera Shooting	Course: ITI053	CRN: 35569	4/17–4/24
Facebook®: Create and Effectively Manage a Facebook Site	Course: ITI026	CRN: 35538	4/26
LinkedIn®: Create and Effectively Manage a LinkedIn Site	Course: ITI027	CRN: 35554	4/20
Google Applications	Course: ITI037	CRN: 35542	4/19
Drupal Essentials	Course: ITI104	CRN: 35613	4/24–5/3
XML-Introduction	Course: CMP051	CRN: 35574	4/24–5/3
PHP I	Course: CMP910	CRN: 35587	4/23–5/5
ASP.NET—Level II	Course: CMP202	CRN: 35550	4/24–5/5
Java—Level III	Course: CMP128	CRN: 35508	4/24–5/5
Sharepoint for Developers—Level II	Course: CMP968	CRN: 42449	4/30–5/12
Windows Server 2008 Administrator (70-646)	Course: ITI069	CRN: 35577	4/24–5/17

For more information on these classes, visit us on the Web at
www.montgomerycollege.edu/wdce/iti

Basic Courses and Microsoft Office Applications

Recommended Course Sequence for Beginners

- Computer Basics (CMP941)
- Working with Windows 7 (ITI040) or File Management Skills (CMP226)
- Introduction to Keyboarding (CMP628)
- Software Introductory Series (ITI095) or Individual MS Office Classes (see schedule)

Recommended Course Sequence for Career Track for Administrative Assistants

Prerequisites: Introduction to Keyboarding (CMP628), Computer Basics (CMP941), Working with Windows (ITI040), or File Management Skills (CMP226).

Core Courses:

- MS Software Introductory Series (ITI095)
- MS Software Intermediate Series (CMP859)
- MS Outlook (CMP227)
- Adobe Acrobat Professional (CMP228)
- Writing Effectively on the Job (WRT021) See Writing Courses

Individual MS Office courses in MS Word, Excel, Access, and PowerPoint can be substituted for the MS Software Series course. MS Office courses follow the Microsoft Certified Application Specialist Curriculum.

Recommended Course Sequence for Career Track for Bookkeepers or Accountant Assistants

Prerequisites: Introduction to Keyboarding (CMP628), Computer Basics (CMP941), Working with Windows 7 (ITI040) or File Management Skills (CMP226).

Core Courses

- QuickBooks—Level I & II (CMP078) & (CMP080)
- MS Word (ITI090)
- MS Excel—Level I & II (ITI080 & ITI091)
- MS Outlook (CMP227)

Career Track for Payroll Specialists

Prerequisites are the same as for Bookkeepers in addition to the following class: Managing Automatic Payroll (ITI046)

It is essential for students to fulfill proper prerequisites either by courses or by equivalent experience. Failure to have the necessary prerequisites for the class may result in being transferred from the class.

Computer Basics

Learn basic computer operations, including how to start and shut down the system; use the mouse (clicking and double-clicking); and identify the different icons, screens, and programs in the Microsoft Windows environment. This course also includes tips on how to purchase your personal computer. *Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP941 **10 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

Rockville Campus

CRN#: 42828 3 Sessions
5/15-5/22 T,R
321 HU 9:30 a.m.-12:30 p.m.

Last class on 5/22 meets 9 a.m.-1 p.m.

Takoma Park/Silver Spring Campus

CRN#: 42827 4 Sessions
6/18-6/27 M,W
236 CF 6:30-9 p.m.

Introduction to Keyboarding

New to keyboarding? Need to break the old habit of hunting and pecking? Move at your own pace to learn correct keyboarding techniques and improve your typing speed. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP628 **18 Hours**

\$107 + \$161 fee = \$268; Non-Md. residents add \$140

Rockville Campus

CRN#: 42821 6 Sessions
5/7-5/23 M,W
321 HU 9:30 a.m.-12:30 p.m.

Adobe Acrobat Professional

This course is designed for office professionals. Learn to create and edit PDF files, share information more securely, combine multi-format files into new Acrobat Portfolios and multi-page documents. Create customized forms and comment on PDF files by using "Review Tracker" to track responses. Use Acrobat's interactive features to add audio and video, page transitions hyperlinks and bookmarks. *Prerequisite: Working with Windows or File Management Skills and MS Word or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP228 **8 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

Rockville Campus

CRN#: 12504 3 Sessions
7/16-7/23 M,W
233 GU 6:30-9:30 p.m.

Last class on 7/23 meets 6:30-8:30 p.m.

Working with Windows 7

In this course you will explore the Windows 7 interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use common tools and programs available in Windows 7, and browse the Internet. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding or keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI040

8 Hours

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

Rockville Campus

CRN#: 42830 3 Sessions
6/5-6/12 T,R
321 HU 9:30 a.m.-12:30 p.m.
Last class on 6/12 meets 9:30-11:30 a.m.

Takoma Park/Silver Spring Campus

CRN#: 12506 2 Sessions
7/9-7/11 M,W
236 CF 6-10 p.m.

File Management Skills

You will 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. No textbook required. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding, or keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP226

5 Hours

\$42 + \$60 fee = \$102; Non-Md. residents add \$120

Rockville Campus

CRN#: 42826 1 Session
6/2 S
233 GU 9 a.m.-2 p.m.

Software Introductory Series

Explore the Windows 7 desktop operating system and the new versatile 2010 versions of Microsoft Word, Excel, PowerPoint, and Access. Learn to change, and customize Windows 7, resolve common computer problems, and create and manage libraries and folders. Learn to compose, format, and edit impressive MS Word 2010 documents; build Excel worksheets that analyze data using built-in functions and user-defined formulas; prepare and design dynamic PowerPoint slide presentations; design and create a database with MS Access 2010. This course follows the Microsoft Certification Curriculum. *Prerequisites: Computer Basics, Working with Windows 7 or File Management, Introduction to Keyboarding, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI095

40 Hours

\$268 + \$395 fee = \$663; Non-Md. residents add \$300

Rockville Campus

CRN#: 12513 13 Sessions
6/14-8/2 T,R
321 HU 9:30 a.m.-12:30 p.m. (6/14-7/26)
No class 7/3, 7/5 9 a.m.-12:30 p.m. (7/31-8/2)

MS Word—Introduction

Explore the dramatic changes in the new MS Word 2010 version. Learn how to edit text, create, and save documents and use various formatting options. In addition, learn how to create tables, insert headers and footers, proof and print documents, insert graphics, and use the Help System. This course will help you prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, you should complete Introduction, Intermediate, and Advanced courses for Word 2010. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: Computer Basics, Working with Windows or File Management Skills, or equivalent experience in PC file management a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI090

10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12515 2 Sessions
7/12-7/13 R,F
408 9 a.m.-2 p.m.

Rockville Campus

CRN#: 42836 3 Sessions
6/5-6/9 T,R,S
233 GU 6:30-9:30 p.m. (T,R)
 9 a.m.-1 p.m. (S)

MS Word—Intermediate

Learn MS Word 2010—format tables, print labels and envelopes, and work with graphics. Learn to work with styles, sections, columns, and use the Navigation pane to work with outlines. Use document templates, manage document revisions, and work with Web features. This course follows the curriculum to prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the MS Word Introduction, Intermediate, and Advanced courses. *Prerequisite: MS Word-Introduction or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP944

10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12516 2 Sessions
7/19-7/20 R,F
408 9 a.m.-2 p.m.

Rockville Campus

CRN#: 42829 3 Sessions
6/12-6/16 T,R,S
233 GU 6:30-9:30 p.m. (T,R)
 9 a.m.-1 p.m. (S)

MS Office courses follow the official Microsoft Certificate Curriculum.

Microsoft Word and Excel Foundation Series

Need to develop proficiency in MS Word and Excel? Novice users and those looking for formal training in MS Word and Excel will explore topics needed in the workplace or for personal business. Learn how to format and edit documents and spreadsheets, create labels, use shortcuts to work efficiently, use mathematical formulas in Excel spreadsheets, and create charts and graphs for presentations. Prerequisites: Computer Basics, Introduction to *Keyboarding*, *Working with Windows* or *File Management Skills*, or equivalent experience. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP860 18 Hours

\$109 + \$163 fee = \$272; Non-Md. residents add \$140

Takoma Park/Silver Spring Campus

CRN#: 12500 6 Sessions
7/17-8/2 T,R
235 CF 6:30-9:30 p.m.

MS Excel—Level I

This course teaches the basic functions and features of Excel 2010. Learn to edit text, values, formulas, and pictures. Move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, create and modify charts, and learn how to manage large workbooks. This course follows the curriculum for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, students should complete MS Excel Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: Computer Basics, and Working with Windows 7 or File Management Skills, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI080 12 Hours

\$85 + \$135 fee = \$220; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42839 2 Sessions
6/7-6/8 R,F
408 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 42838 4 Sessions
6/19-6/28 T,R
233 GU 6:30-9:30 p.m.

MS Excel—Level II

Learn how to use multiple worksheets and workbooks efficiently; start working with more advanced formatting options including styles, themes, and backgrounds. Create outlines and subtotals, apply cell names, and work with tables. Learn to save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by e-mail. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, workbook templates, and PivotTables and PivotCharts. This course follows the curriculum for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-888). For comprehensive certification training, you should complete the MS Excel—Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: MS Excel—Level I or equivalent experience; Working with Windows or equivalent experience is a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI091 12 Hours

\$85 + \$135 fee = \$220; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42841 2 Sessions
6/14-6/15 R,F
408 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 12508 4 Sessions
7/10-7/19 T,R
233 GU 6:30-9:30 p.m.

MS Excel—Level III

Learn to work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, learn about data validation and database functions such as DSUM. Import and export data, and query external databases. You will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics. This course will help you prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-888). For comprehensive certification training, you should complete MS Excel—Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: MS Excel—Levels I and II or equivalent experience is a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI092 10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42840 2 Sessions
6/21-6/22 R,F
408 9 a.m.-2 p.m.

Rockville Campus

CRN#: 12509 3 Sessions
7/24-7/28 T,R,S
233 GU 9 a.m.-1 p.m. (S)
6:30-9:30 p.m. (T,R)

ITI offers Microsoft Certification Training

Achieving a MS Certification will provide you with relevant skills that stand out on your resumé!

See page 2 for a list of MS Certification courses.

MS Access—Level I

Learn how to design and create databases. Work with tables, fields, and records; sort and filter data. Learn to create table relationships to efficiently retrieve data from multiple tables and learn how to sort and modify table data. Create queries to find and locate data by using query criteria, design forms to manipulate data, and develop reports to display data in attractive and useful layouts. This course follows the curriculum to prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, you should complete MS Access—Levels I, II, and III. *Prerequisites: Computer Basics, and Working with Windows or File Management Skills. Experience in PC file management.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP961 10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Rockville Campus

CRN#: 12499	3 Sessions
7/31-8/4	T,R,S
233 GU	6:30-9:30 p.m. (T,R) 9 a.m.-1 p.m. (S)

MS Access—Level III

Build on the skills acquired in MS Access II. Learn how to query with SQL; create crosstab, parameter, and action queries; create macros, import, export, and link database objects. Work with XML documents and use hyperlink fields. Learn database management by optimizing resources and protecting databases. This course follows curriculum for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, you should complete MS Access—Level I, II and III. *Prerequisites: MS Access—Levels I and II or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP963 10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Rockville Campus

CRN#: 42817	3 Sessions
5/1-5/5	T,R,S
233 GU	9 a.m.-1 p.m. (S) 6:30-9:30 p.m. (T,R)

MS PowerPoint—Introduction

Create dynamic electronic presentations using the new and improved MS PowerPoint 2010. Learn how to create presentations using built-in templates, themes, designs, and background styles. Apply different slide layouts to add titles, charts, tables, pictures, diagrams, and animation. Topics include how to use text, graphics, and sound creatively. This course follows the curriculum for the Microsoft Office Specialist exam. *Prerequisites: Computer Basics, Working with Windows or File Management Skills, or experience in PC file management.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP954 10 Hours

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

Rockville Campus

CRN#: 12502	2 Sessions
7/14-7/21	S
233 GU	9 a.m.-2 p.m.

MS Outlook

Learn to create e-mail accounts, manage e-mail messages, and keep track of your contacts and distribution lists in MS Outlook 2007. Get organized and keep track of your tasks, appointments, and events. *Prerequisites: Computer Basics, keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP227 8 Hours

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

Rockville Campus

CRN#: 42818	2 Sessions
6/6-6/8	W,F
321 HU	9:30 a.m.-1:30 p.m.

Westfield South

CRN#: 12501	2 Sessions
7/21-7/28	S
306C	9 a.m.-1 p.m.

Business Applications

QuickBooks—Level I

Trying to get your small business finances organized? Learn how to use QuickBooks version 2011 software to manage business finances. Course includes setting up a company data file, managing inventory, creating estimates and sales documents, paying bills, using bank accounts, tracking time, and using the QuickBooks financial reports. *Prerequisites: Working with Windows and some accounting knowledge or equivalent experience. CPA/CPE accredited.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP078 12 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 42819	4 Sessions
6/11-6/20	M,W
321 HU	9:30 a.m.-12:30 p.m.

Westfield South

CRN#: 12497	4 Sessions
7/10-7/19	T,R
306C	6:30-9:30 p.m.

QuickBooks—Level II

Need to expand your QuickBooks knowledge? Come learn how to customize financial reports; export to Excel and other Windows programs; import from Excel; memorize transactions; track customer costs for rebilling; resolve various A/R, A/P, and bank discrepancies; and run payroll. *Prerequisites: QuickBooks—Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP080 12 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 12498 4 Sessions
6/25-7/11 M,W
321 HU 9:30 a.m.-12:30 p.m.

No class 7/2, 7/4

Westfield South

CRN#: 12496 4 Sessions
7/24-8/2 T,R
306C 6:30-9:30 p.m.

MS Project—Introduction

This course is designed for business owners, team members, and project managers to discover how to effectively plan, implement, and control projects using Microsoft Project 2010. In this course, you'll learn how to think through and organize your project details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, and revise your project plan. *Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP846 12 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42822 2 Sessions
6/12-6/13 T,W
405 9 a.m.-3:30 p.m.

MS Project—Intermediate/Advanced

Build on the MS Project 2010 Foundation course and your project management skills. You will create a complete project plan, and enter actual progress information. Learn how to exchange project plan information with other applications. Develop proficiency in how to enter task-progress information, reschedule a task, filter tasks in a project plan, create a custom table, hyperlink tasks to external documents, create custom reports, create a project plan template to use in other projects, share resources between projects, and create a master project plan to consolidate multiple projects. *Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, basic knowledge of Microsoft Word and Excel, and completion of Microsoft Project—Introduction or equivalent experience.*

Required: Textbook/Materials. Tuition waiver applies; seniors pay fee only.

Course: CMP847 12 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42848 2 Sessions
6/19-6/20 T,W
405 9 a.m.-3:30 p.m.

Creating Your Personal and Small Business Web Sites

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.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP868 15 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Takoma Park/Silver Spring Campus

CRN#: 12537 5 Sessions
7/17-7/31 T,R
236 CF 6:30-9:30 p.m.

SharePoint for Project Management and Office Administration

Learn how to create and manage sites and libraries, surveys, discussion boards, work with wikis and blogs. In addition, information on managing the structure of information, integration with different desktop applications, workflows, and out-of-the-box customization will be covered. *Prerequisite: Working with Windows or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI078 15 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42837 2 Sessions
6/27-6/28 W,R
408 9 a.m.-5 p.m.

NEW Introduction to Web, Mobile and Social Media Design

Learn to make information-rich, visually attractive Web, mobile, and social media sites. Learn best practices and review case studies. Topics include design “customs,” practices and objectives; social media themes; plan, develop and place mobile and Web assets, i.e., graphics, logos, banners, search features, links, and sub-branding; user-centered and data centered sites; keywords, layouts, story-boarding, effective Web/mobile/media writing; use of color, text formats and other topics. *Prerequisites: Computer Basics, Working with Windows or File Management or equivalent experience. No prior HTML experience is required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI125 12 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42853 2 Sessions
6/20-6/21 W,R
407 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 42854 4 Sessions
5/15-5/24 T,R
321 HU 6:30-9:30 p.m.

Digital Imaging, Animation, Simulation, and Publishing

Knowing Your Camera: Taking Photos with Your Point-and-Shoot Digital Camera

Learn how to properly use the features and settings of today's digital cameras for leisure or work assignments. You will learn the basics of composition and photo-taking techniques. This class is taught by a professional photographer and camera expert who will help you get the most out of your Nikon and Canon point-and-shoot cameras. Bring your camera to class and learn how to really use it! Outdoor lab session for shooting photos is included. No textbook required. Tuition waiver applies; seniors pay fee only.

Course: ITI042 9 Hours

\$48 + \$72 fee = \$120; Non-Md. residents add \$120

Rockville Campus

CRN#: 42835 3 Sessions
6/4-6/9 M,W,S
201 CC 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Saturday class will meet in the field. Instructor will specify the location.

Knowing Your Camera: Digital SLR—Nikon or Canon

This class will teach you how to properly use the features and settings of your digital SLR camera, Nikon, or Canon. Learn how to maximize the capabilities of your camera with correct settings for metering, focus, ISO, depth of field, and flash. Composition techniques will be covered in this class. This is a hands-on class. In addition to learning the nuts and bolts of your camera, you will shoot pictures during outdoor lab sessions. The class is led by a professional photographer and expert on cameras. Bring your camera to class and maximize your creativity! No textbook required. Tuition waiver applies; seniors pay fee only.

Course: ITI043 12 Hours

\$80 + \$117 fee = \$197; Non-Md. residents add \$120

Rockville Campus

CRN#: 42832 4 Sessions
6/11-6/18 M,W,S
117 SB 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Saturday class will meet in the field. Instructor will specify the location.

Adobe Photoshop I—Foundation Skills

Learn to modify images; 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 use various tools and brushes. *Prerequisites: Computer Basics, Working with Windows 7 or File Management Skills, or equivalent Windows experience.*

Required: Textbook/Materials. Tuition waiver applies; seniors pay fee only.

Course: ITI105 15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42842 5 Sessions
6/12-6/23 T,R,S
408 6:30-9:30 p.m. (T)
1-4 p.m. (S)

Adobe Photoshop II—For Digital Photographers

Learn advanced image adjustment techniques and finishing touches to enhance your photos. Make image adjustments using layer styles, layer masks, selection tools, blending options, channels, and filters. Learn Camera Raw and techniques to enhance photographs by using double exposure. *Prerequisite: Photoshop I—Foundation Skills or equivalent experience required. Adobe Photoshop Lightroom class is recommended.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI106 15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12517 5 Sessions
6/26-7/14 T,R,S
408 6:30-9:30 p.m. (T,R)
1-4 p.m. (S)

No class 6/30, 7/3, 7/5, 7/7

Adobe Photoshop Lightroom for Photo Management and Editing

Adobe Photoshop Lightroom has become the most popular application for storing, organizing, editing, and publishing digital photographs. Based on Adobe Camera Raw, this application has an interface and workflow to help you streamline processing your digital photographs. This hands-on class will cover the Lightroom interface and all of the modules within this application: Library, Develop, Slideshow, Web, and Print. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI067 12 Hours

\$80 + \$117 fee = \$197; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 42843 4 Sessions
5/14-5/23 M,W
408 6:30-9:30 p.m.

Social Media Networking

Social Media Networking Course Sequence:

- Introduction to Web, Mobile, and Social Media Design (IT1125)
- Facebook®: Create and Effectively Manage a Facebook Site (IT1026)
- LinkedIn®: Create and Effectively Manage a LinkedIn Site (IT1027)
- Digital Communications Management & Social Media Marketing (IT1052)

NEW Introduction to Web, Mobile and Social Media Design

See course listing on page 9.

Facebook®: Create and Effectively Manage a Facebook Site

Learn how to design and effectively manage a Facebook site for business, non-profit, marketing, or employment. Create a professional Facebook site or improve an existing site. 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. Topics include targeting groups, hosting events, Facebook ads, the Facebook Marketplace, non-profit fund-raising techniques, and advanced marketing techniques. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1026 **6 Hours**

\$29 + \$62 fee = \$91; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 42831 1 Session
6/13 W
407 9 a.m.-3:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 12507 2 Sessions
7/16-7/18 M,W
236 CF 6:30-9:30 p.m.

LinkedIn®: Create and Effectively Manage a LinkedIn Site

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, resume design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1027 **6 Hours**

\$29 + \$62 fee = \$91; Non-Md. residents add \$50

Rockville Campus

CRN#: 12505 2 Sessions
7/25-7/30 M,W
233 GU 6:30-9:30 p.m.

Digital Communications Management and Social Media Marketing

Learn how to manage, market, and coordinate “digital communications” packages for business using social media, Web sites, mobile device location apps, video, podcasts, iPad apps, and other new media. Topics include social media and mobile application technologies, types, and uses; developing online communities; coordinating social media strategies and online marketing projects; Web analytics, results measurement, risks and benefits, targeting, tracking, and ROI. This course is for IT professionals and Web designers/developers; marketing, communications, and PR managers; business owners and association managers and those seeking to become Social Media managers and marketers. *Prerequisite: Facebook (IT1026) recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1052 **9 Hours**

\$80 + \$117 fee = \$197; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 42849 2 Sessions
6/6-6/7 W,R
407 9 a.m.-1:30 p.m.

Computer-Aided Design

Computer-Aided Design (CAD) 1

Computer-aided drafting software controlled by a well-trained CAD operator is essential for producing professional technical illustrations. This course is designed to acquaint students with the fundamentals of AutoCAD 2012 software. The program is structured to provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, students can have the basic knowledge required to create, edit, and print clean, accurate drawings. *Prerequisite: Competence using Windows and familiarity with drafting techniques.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP076 **30 Hours**

\$267 + \$425 fee = \$692; Non-Md. residents add \$300

Rockville Campus

CRN#: 42881 10 Sessions
6/4-7/11 M,W
233 GU 6:30-9:30 p.m.
No class 7/2, 7/4

Web and Internet

Recommended Course Sequence for Career Track for Web Designers

- Working with Windows 7 (ITI040)
- Introduction to Web Design Principles (CMP911) or Introduction to Web, Mobile, and Social Media Design (ITI125)
- Creating Your Small Business Web Sites (CMP868) optional
- HTML5 Foundation Skills (ITI122)
- Adobe Photoshop Foundation Skills (ITI105)
- Dreamweaver—Level I (CMP993)
- Flash: Introduction to Digital and Web Graphics Animation (CMP965)
- Java Script (CMP050)
- JavaScript with JQuery (ITI065)
- Cascading Style Sheets and CSS3 (ITI126)
- Dreamweaver—Level II (ITI050)
- Mobile Web Design (ITI120)

Recommended Course Sequence for Career Track for Web Developers

- Working with Windows 7 (ITI040)
- Programming Fundamentals (CMP839)
- HTML5 Foundation Skills (ITI122)
- Dreamweaver—Level I (CMP993)
- Mobile Web Design (ITI120)
- Java Script (CMP050)
- JavaScript with JQuery (ITI065)
- Cascading Style Sheets and CSS3 (ITI126)
- XML (CMP051)
- PHP I (CMP910)—Spring Semester
- PHP II (CMP821)
- ASP.NET with MVC Level I (ITI117)
- Create or Convert Your Web to WordPress: Content Management System (ITI064)

Not all courses are offered each semester.

NEW Introduction to Web, Mobile and Social Media Design

See course listing on page 9.

NEW HTML5 Foundation Skills

Design Web sites for modern computer screens, mobile phones, and tablets. Learn HTML5's streamlined syntax, and implement HTML5's semantic tags for multi-platform organization and structure. Topics include HTML/HTML5 fundamentals; styling text, objects and elements using CSS; inserting images and banners; page layouts and "floats;" use <video><audio> and <canvas> tags, among others. *Prerequisites: Computer Basics and Working with Windows 7 or equivalent experience, familiarity with Internet, keyboarding*

skills. Required: Textbook/Materials. Tuition waiver applies; seniors pay fee only.

Course: ITI122

18 Hours

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

Rockville Campus

CRN#: 42851 6 Sessions
6/4-6/16 M,W,S
HU 6:30-9:30 p.m. (M,W)
321 HU 1-4 p.m. (S-6/9)
 9:30 a.m.-12:30 p.m. (S-6/16)

Takoma Park/Silver Spring Campus

CRN#: 42852 6 Sessions
6/4-6/16 M,W,S
236 CF 6:30-9:30 p.m. (M,W)
 1-4 p.m. (S-6/9)
 9:30 a.m.-12:30 p.m. (6/16)

Creating Your Personal and Small Business Web Sites

See course listing on page 9.

Dreamweaver—Level I

Learn how to create attractive, functional Web sites using Dreamweaver. Create site definitions, format text and objects, use Dreamweaver's Cascading Style Sheet (CSS) dialog box for styles and design, insert images and links, design and import data tables, prepare and validate Web forms, and include other design features. Upload your Dreamweaver site to a Web server using Dreamweaver ftp, and test pages in multiple browsers. *Prerequisites: Working with Windows and HTML—Basic or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP993

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 42824 5 Sessions
6/18-6/27 M,W,S
321 HU 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

Java Script

Make Web pages interactive, learn animation, design forms for user input, and build efficient, cost-effective Web pages using Java Script. *Prerequisites: HTML—Basic and HTML—Advanced or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP050

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 42825 5 Sessions
6/19-6/28 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
 1-4 p.m. (S)

JavaScript with jQuery

Build today's dynamic, mobile, interactive web sites using jQuery, a popular and widely-used open-source JavaScript library of pre-written JavaScript. Learn to use jQuery's special controls to make image slide shows, fade-ins, calendars and tabbed folders. Use jQuery to select elements, wrap element sets, and customize and change web page styles, appearance, visibility, text, and HTML. Learn to test for and handle browser differences; mark up Cascading Style Sheets (CSS); build advanced navigation widgets including accordion, tabbed, and slider widgets; and validate Web forms. *Prerequisites: HTML, and Cascading Style Sheets (CSS), or equivalent experience. Some knowledge of JavaScript, or equivalent recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1065

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 12510

5 Sessions

7/10-7/21

T,R,S

321 HU

6:30-9:30 p.m. (T,R)

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

Cascading Style Sheets and CSS3

Cascading Style Sheets (CSS3) currently are used to design most modern Web sites. Older Web sites are being converted to CSS3 designs. This course focuses on using CSS3 and CSS3 editors to define all the design features of Web sites. Learn CSS3 techniques to create margins and style text, control page positioning and layout, design image features, and create complete links and navigation bars without images or JavaScript. Use CSS3 to format spreadsheet and tabular data, design forms, and perform testing. *Prerequisite: HTML—Basic or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1126

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 12538

5 Sessions

7/9-7/18

M,W,S

321 HU

6:30-9:30 p.m. (M,W)

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

LinkedIn®: Create and Effectively Manage a LinkedIn Site

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, resume design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1027

6 Hours

\$29 + \$62 fee = \$91; Non-Md. residents add \$50

Rockville Campus

CRN#: 12505

2 Sessions

7/25-7/30

M,W

233 GU

6:30-9:30 p.m.

Facebook®: Create and Effectively Manage a Facebook Site

See course listing on page 11.

Adobe Photoshop I—Foundation Skills

See course listing on page 11.

Adobe Photoshop II—For Digital Photographers

See course listing on page 11.

NEW Python Programming

Spice up your life with Python games! Python is a flexible, open source programming language that drives Web applications, Content Management Systems (CMS) (DJANGO), graphics and 3D systems (Maya), games, and analytical tools for science and engineering. Learn Python fundamentals, including syntax, classes, data types, and Object Oriented (OO) features by creating a series of games. Work with files and format text. Topics include using the Pygame library to draw graphics, create animations, and implement a timer; creating a real-time game using Pygame events; and using Python's math module. *Prerequisite: Programming Fundamentals or equivalent experience, and experience with an object oriented language such as C++, Java, or C#.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1121

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42850

5 Sessions

6/12-6/26

T,R

405

6:30-9:30 p.m.

NEW Mobile Web Design

Learn how to design, optimize, and test your Web site or CMS site (WordPress, Drupal, or Joomla) for mobile devices including iPhone, iPad, Android, Nokia, Microsoft, and other screen technologies. Learn design solutions for WebKit, Mobile IE, Mobile Safari, and other mobile browsers. Implement mobile CSS3 code, meta viewport tags, XHTML, CSS3, and JavaScript solutions. Test your sites using desktop software, device emulators, or online test labs. CMS topics include CMS site tools, plug-ins, hooks, filters, and mobile themes, including WordPress' dotMobi Mobile Pack, Drupal's Mobile Plug-in Module, and Joomla's Web site Adaptation & Formatting Layer (WAFL). This course is for Web designers, Web developers, CMS users, and administrators interested in improving mobile Web site display and expanding mobile Web site use. *Prerequisites: Knowledge of XHTML and CSS. JavaScript recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: IT1120

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Rockville Campus

CRN#: 12518 5 Sessions
7/23-8/4 M,W,S
321 HU 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

PHP/MySQL II

This course will introduce additional topics in PHP, building upon the introductory PHP course. Topics include working with files and objects, the use of MySQL, creating and connecting to databases, and data normalization in PHP. You will create a PHP and MySQL-driven Web site as part of the class exercises and labs. *Prerequisite: PHP I or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI127 15 Hours
\$99 + \$163 = \$262; Non Md Residents add \$140

Rockville Campus

CRN#: 42882 5 Sessions
5/7-5/19 M,W,S
321 HU 6:30-9:30 p.m.
 9:30 a.m.-12:30 p.m. (S)

Programming Languages

Recommended Course Sequence for Programmers

Visual Studio.NET Track

- Programming Fundamentals (CMP839)
- C++—Level I (CMP152)
- C++—Level II (CMP153)
- C# Foundation Skills (ITI038)
- C# Advanced Skills (ITI047)
- ASP.NET with MVC—Level I (ITI117)
- ASP.NET—Level II (CMP202) and C#
- Shopping Cart Software Design—ASP.NET & C# (CMP921)
- MS SQL Server for Developers I (CMP985)
- MS SQL Server for Developers II (CMP867)
- SharePoint for Developers—Level I (CMP967)
- SharePoint for Developers—Level II (CMP968)
- iPhone and iPad for Application Programming—Level I (ITI081)
- iPhone and iPad for Application Programming—Level II (ITI082)
- Python Programming (ITI121)

Students may not be able to take all courses in one semester. It is possible to split these courses over a period of two semesters. Not all courses are offered every semester.

In addition, please see Web Core Courses.

Java Track

- Programming Fundamentals (CMP839)
- C++—Level I (CMP152)
- C++—Level II (CMP153)
- Java—Level I (CMP950)
- Java—Level II (CMP123)
- Java—Level III (CMP128)
- Android Development I (ITI123)
- Android Development II (ITI124)

In addition, please see Web Core Courses.

Programmers also need to take the following Core Courses:

- HTML5 Foundation Skills (ITI122)
- Cascading Style Sheets and CSS3 (ITI126)
- JavaScript with JQuery (ITI065)
- XML (CMP051)
- Python Programming (ITI121)

Programming Fundamentals

Find out if programming is a career for you. 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 C# Foundation Skills with ASP.NET, and JAVA—Level I. *Prerequisites: Proficiency with Windows (Working with Windows) or File Management Skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP839 18 Hours
\$119 + \$183 fee = \$302; Non-Md. residents add \$160

Rockville Campus

CRN#: 42820 6 Sessions
5/30-6/9 T,W,R,S
321 HU 6:30-9:30 p.m. (T,W,R)
No class 6/6 9:30 a.m.-12:30 p.m. (S)

C# Foundation Skills

This course is an overview of the C# programming languages using the Visual Studio Integrated Development Environment (IDE) to develop, compile, and debug program code. Topics include an overview of the C# syntax, programming basics, control structures, and object-oriented fundamentals. *Prerequisites: Programming Fundamentals and C++, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI038 15 Hours
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42833 5 Sessions
6/11-6/23 M,W,S
408 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

C# Advanced Skills

Create object-oriented software programs using C# the Visual Studio.NET Integrated Developer Environment (IDE). Use, create, and apply C# classes, methods, inheritance, and collections. Apply C# coding concepts including arrays, exception, handling, events, and delegates. Use C#'s Language-Integrated Query (LINQ) syntax to query data in .NET collections. *Prerequisite: C# Foundation Skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI047

15 Hours

\$97 + \$160 fee = \$257; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12512 5 Sessions
6/25-7/14 M,W,S
408 6:30-9:30 p.m. (M,W)
No class 7/2, 7/4 9:30 a.m.-12:30 p.m. (S-7/14 only)

ASP.NET with MVC—Level I

In this course, you will learn the basics of ASP.NET Web forms application development. Database access will be covered on a rudimentary level, including both querying data out of and inserting data into the database. Additional topics include the use of validation controls and Web page templating using master pages. You will also learn about the MVC Framework, a relatively new and alternative way of developing Web sites in .NET. This class is taught using C#. *Prerequisite: C# Foundation Skills with ASP.NET or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI117

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12514 5 Sessions
7/16-7/28 M,W,S
408 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

ASP.NET—Level II

This class builds upon the basic concepts introduced in ASP.NET -Level I, adding skills needed in a professional development environment. The primary topics covered are authentication and authorization (locking down a Web site) and session management, used to maintain state (as in a shopping cart). We will additionally learn about exception handling, Web page caching to improve performance, and tracing to diagnose Web applications. The final class covers the basics of ASP.NET, AJAX and the AJAX Control Toolkit. This class is taught using C#. *Prerequisite: ASP.NET-Level I or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP202

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12503 5 Sessions
7/30-8/8 M,W,S
408 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S)

Shopping Cart Software Design—ASP.NET & C#

Shopping carts are an essential ingredient of Web e-commerce and are important for a Web developer's portfolio of skills. This course will teach you how to develop a shopping cart software program and the various elements of a shopping cart using ASP.NET, C#, and the Visual Studio Integrated Development Environment (IDE). Topics include Web forms, database access, session state, and master pages. This course will include lecture, demonstration, and lab time to develop the software design and construct the shopping cart. *Prerequisites: C# Foundation Skills and ASP.NET—Level II or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP921

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42451 5 Sessions
5/8-5/17 T,R,S
408 6:30-9:30 p.m. (T,R)
 9:30 a.m.-12:30 p.m. (S)

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.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: CMP950

18 Hours

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 42823 6 Sessions
6/12-6/28 T,R
407 6:30-9:30 p.m.

NEW Android Development I

Learn to create and publish Android apps for mobile devices including smartphones, tablets, and video and music players. Use the Android Software Development Kit (SDK) and the Eclipse Integrated Development Environment (IDE) to build applications with activities and intents. Design and implement a customized graphical user interface, and create code to monitor events and respond to user interaction. Use views to display images and Web content in your application. Learn how to export, distribute, and publish completed apps on the Android Market. *Prerequisite: Java I, XML knowledge helpful.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI123

15 Hours

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 12519 5 Sessions
7/10-7/19 T,R,S
407 6:30-9:30 p.m. (T,R)
 9:30 a.m.-12:30 p.m. (S)

NEW Android Development II

Add more advanced features to your Android apps. Learn how to enable apps to create and store data. Share data across packages using content providers. Connect your applications to the outside world using SMS messaging, e-mail, and Web connections. Use geographic location-based services to display and manipulate Google Maps. Learn about background services, and how to manage long-running tasks. Learn how to test and publish completed Android Apps. *Prerequisite: Android I. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

Course: ITI124 **15 Hours**
\$119 + \$181 fee = \$300; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 12520 5 Sessions
7/24-8/7 T,R
407 6:30-9:30 p.m.

iPhone and iPad for Application Programming—Level I

This is an introductory course for iPhone/ iPad application development. This course begins with the objective-C and the iPhone OS SDK learning. Application development will be done using Xcode and Interface Builder. MVC design pattern will be explained by building applications using basic view controllers, monitoring events and actions. Applications will be developed interacting with user actions and preferences. This course also covers application development using accelerometers and the core location framework.

Prerequisite: Programming Fundamentals, C++ Level I & II or equivalent experience. Required: Textbook/Materials.

Tuition waiver applies; seniors pay fee only.

Course: ITI081 **18 Hours**
\$119 + \$181 fee = \$300; Non-Md. residents add \$160

Rockville Campus

CRN#: 42844 6 Sessions
6/4-6/16 M,W,S
121 GU 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

iPhone and iPad for Application Programming—Level II

This course begins with hands-on familiarity with the iPhone's Cocoa touch development, including Xcode and Interface Builder. Learn to use UIKit framework to develop iPhone applications. Topics such as Views and Controllers, Navigation, and Table Views will be discussed. For application persisting data Core Data will be used. Demonstration of some fundamental techniques learned during this course to program the iPad. *Prerequisite: iPhone and iPad for Application Programming—Level I. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

Course: ITI082 **18 Hours**
\$119 + \$181 fee = \$300; Non-Md. residents add \$160

Rockville Campus

CRN#: 42845 6 Sessions
6/18-6/30 M,W,S
121 GU 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

SharePoint for Project Management and Office Administration

See course listing on page 9.

NEW Python Programming

Spice up your life with Python games! Python is a flexible, open source programming language that drives Web applications, Content Management Systems (CMS) (DJANGO), graphics and 3D systems (Maya), games, and analytical tools for science and engineering. Learn Python fundamentals, including syntax, classes, data types, and Object Oriented (OO) features by creating a series of games. Work with files and format text. Topics include using the Pygame library to draw graphics, create animations, and implement a timer; creating a real-time game using Pygame events; and using Python's math module. *Prerequisite: Programming Fundamentals or equivalent experience, and experience with an object oriented language such as C++, Java, or C#. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

Course: ITI121 **15 Hours**
\$99 + \$163 fee = \$262; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 42850 5 Sessions
6/12-6/26 T,R
405 6:30-9:30 p.m.

Relational Databases

During the summer term we offer upper-division Oracle class—Oracle 11g: Database Administration II.

ITI schedules classes for Oracle certification in both the fall and spring. Typically this includes Introduction to SQL and DBA Administration Workshop I. If there are sufficient student numbers, we will also schedule a PL/SQL class.

For additional information on our Oracle courses and curriculum, please check out Web site at www.montgomerycollege.edu/iti/coned/oracle/oracle_home.htm.

Oracle Database 11g: Introduction to SQL

Be introduced to the Oracle 11g technology. Learn relational database concepts and SQL programming language in great detail. The concepts related to data warehousing and related applications are also covered. This class is applicable to Oracle8i, Oracle9i, and Oracle Database 10g users. You will need to go to the Rockville Campus Bookstore and purchase the textbooks. Once processed by Oracle, they are sent to you via e-mail. Tuition waiver applies; seniors pay fee only.

Course: CMP998 **39 Hours**
\$388 + \$575 fee = \$963; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 42847 10 Sessions
6/11-7/18 M,W
405 6-10 p.m.

Last class on 7/18 meets 6:30-9:30 p.m. No class 7/2, 7/4

Oracle 11g: Database Administration II (workshop)

Learn how to configure an Oracle database for multilingual applications and practice various methods of recovering the database using RMAN, SQL, and Flashback technology. Tools to monitor database performance and the steps to take to improve database performance are also covered. Learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). Topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. Students need to go to the Rockville Campus Bookstore and purchase required textbooks. Once processed by Oracle, they are sent to you via e-mail. Tuition waiver applies; seniors pay fee only.

Course: ITI068 **39 Hours**

\$383 + \$575 fee = \$958; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 42855 10 Sessions

5/8-6/7 T,R

405 6-10 p.m.

Last class on 6/7 meets 6:30-9:30 p.m.

Windows Server 2008 Administrator (70-646)

This course maps to the Microsoft Certified Information Technology Professional (MCITP) 70-646 certification exam and provides you with the knowledge and necessary skills to plan for Microsoft Windows Server 2008 deployment, server management, application and data provisioning, as well as business continuity and high availability using Microsoft Windows Server 2008. Other skills covered in this course are day-to-day server monitoring and maintaining tasks for information technology (IT) professionals who are interested in becoming server administrators as the next step in their career path. *Prerequisite: MCDST/MCITP or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI069 **32 Hours**

\$316 + \$563 fee = \$879; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 12511 11 Sessions

7/16-8/8 M,W,S

407 6:30-9:30 p.m. (M,W)

10 a.m.-1 p.m. (S-7/21-7/28)

10 a.m.-12 p.m. (S-8/4 only)

Microsoft Networking Certifications

MCITP: Enterprise Desktop Support Technician 7

This course maps to the Microsoft Certified Information Technology Professional (MCITP) 70-680 and 70-685, Enterprise Desktop Support Technician 7 certification exams. You will learn how to install, maintain, and troubleshoot Windows 7 computers. Through practical labs you will gain invaluable experience with installation, upgrades, remote access, and the new desktop environment. Successful completion of this course can serve as a basic building block for further Microsoft studies for students intending to certify as a MCITP Enterprise Server Administrator. You must bring a 2 GB USB flash drive to class for software practice. *Prerequisites: Knowledge and experience with the Windows operating system, as well as basic computer networking concepts.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

Course: ITI071 **52 Hours**

\$316 + \$563 fee = \$879; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 42834 14 Sessions

6/4-7/11 M,W,S

407 6-10 p.m.

Saturday Labs 10 a.m.-1 p.m. (S)

No class 7/2, 7/4, 7/7

TechLEAP & WebLEAP



COMPUTER TRAINING PROGRAMS

TechLEAP/WebLEAP is an information technology (IT) training program with internship placements for students with existing college degrees.

***New classes start each
September and January.***

Students join TechLEAP to make career changes, enter the job market, learn today's relevant languages and technologies, improve IT skills, seek promotions in current or new jobs, and to enter U.S. IT job markets. TechLEAP's classes are held on weeknights and Saturdays.

Internship Opportunities!!

For more information, e-mail raymond.kimball@montgomerycollege.edu or call the TechLEAP Hotline at 240-567-1866.

You can also find us on the Web at www.montgomerycollege.edu/iti/techleap/techleap_home.htm

Looking for an opportunity to discuss a new career in Information Technology or to boost your current one? **NOW'S THE TIME!**

Come to our walk-in **Information and Advising** session on IT Careers and talk one-on-one with IT Professionals!

April 18th • 9:30 a.m.–12 p.m.

Gaithersburg Business Training Center
12 S. Summit Avenue, 4th floor
Gaithersburg, MD 20877

Opportunities
await!



**HOT
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**Late Starting
2012 Spring
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**Register
NOW!**

Why wait until summer? Register now for late starting **SPRING** courses.

See ad on page 3 or visit us on the Web for a complete list of our current offerings.

www.montgomerycollege.edu/iti/

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, Rm 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, Rm 245**
8:30 a.m.–5 p.m. (Mon–Fri) *Closed from 12–12:30 p.m.*
- **Science and Applied Studies Building**
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)

Rockville Campus

- **Student Services Building**
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)
- **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

- **Student Services Pavilion**
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)
- **CF 230, Customer Service**
8:30 a.m.–6 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri.)

Westfield South, Suite 306

8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–5 p.m. (Fri and 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



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***Looking for a new career in Information
Technology or to boost your current one?***

ITI Information Session

**Come to our walk-in Information and
Advising session on IT Careers and
we can help get you on your way!**

April 18, 2012

9:30 a.m.–12 p.m.

**Gaithersburg Business
Training Center
12 S. Summit Avenue, 4th
floor
Gaithersburg, MD 20877
*Opportunities await!***

