Computer/IT Training

BEGIN HERE/FOUNDATIONS

COMPUTER CONCEPTS
ITSC 1010
Note: Textbook required; flash drive recommended
This inviting introductory computer literacy course covers computer concepts in a highly visual way. Understand the key principles you need to know about hardware, operating systems, productivity software, networks, and the Internet. Information is geared toward the end-user, focusing on partial certification level knowledge required for every worker in today’s wired world and for passing one of the three IC3 certification exams.

$175  CEUs 1.6  HRS: 16
50206  Central  TTh
Sep 02 - Sep 11  8 a.m.-12 p.m.
50241  North  MW
Sep 08 - Sep 17  8:30 a.m.-12:30 p.m.

KEYBOARDING ON THE PC
POFT 1010
Prerequisite: None
Note: No textbook required.
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175  CEUs 1.6  HRS: 16
50240  North  TWThF
Sep 02 - Sep 05  8:30 a.m.-12:30 p.m.
50230  South  MTWTh
Oct 27 - Oct 30  8:30 a.m.-12:30 p.m.

Windows for the Desktop
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge.
Note: Textbook required. Flash drive recommended
Open the Window on computer opportunities. Learn to create strong passwords, work with windows and get help online. You will learn to work with the built-in Windows programs like WordPad and Paint. You will explore Windows Media to watch live or recorded TV or Netflix movies, play videos, listen to music and radio using an FM tuner or the internet, play and burn CDs and DVDs, and play games. After the fun stuff, then you will learn to manage your files and folders and customize your windows settings. You will then move to the most important topic - securing your computer and your Internet identity. Lastly you will learn to compose, send, retrieve, read and respond to email.

$175  CEUs 1.6  HRS: 16
50242  North  MW
Sep 22 - Oct 01  8:30 a.m.-12:30 p.m.
50228  South  MW
Oct 06 - Oct 15  6 p.m.-10 p.m.

BUSINESS APPLICATIONS

Basic Business Applications
ITSC 1022
Prerequisite: Windows for the desktop or equivalent knowledge.
Note: Textbook required; flash drive recommended
Learn the commonalities of the Microsoft Office Program and practice using the basic features of Windows Microsoft Word, Excel, and PowerPoint programs.

$300  CEUs 3.2  HRS: 32
50225  South  MWF
Sep 15 - Oct 01  8:30 a.m.-12:30 p.m.
50244  North  MWF
Oct 06 - Oct 22  8:30 a.m.-12:30 p.m.

Business Computer Applications
Pofi 1001
Note: Textbook required, flash drive required
This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (BCIS 1305)

$306  CEUs 6.4  HRS: 64
50588  North  TTh
Aug 26 - Dec 11  10:10 a.m.-11:45 a.m.
50590  North  T
Aug 26 - Dec 09  6:30 p.m.-8:30 p.m.
50589  North  W
Aug 27 - Dec 10  8:05 a.m.-10:05 a.m.

Key to Days of Week
M  Monday
T  Tuesday
W  Wednesday
Th  Thursday
F  Friday
S  Saturday
Su  Sunday

To register: All campuses 281-542-2020

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**Computerized Patient Management**
MDCA 1021
Prerequisite: Basic computer skills.
Note: Textbook required. Flash drive required
You will begin with learning basic computer knowledge. Then you will learn the language and the importance of Health Insurance Portability and Accountability Act (HIPAA) regarding privacy of electronic records, CPT-4 and ICD-9 codes for security purposes. Next, you will cover the basic components of Practice Management Software and Front and Back Office Procedures including consult referrals using a generic Medical Office Simulation Software. Starting with appointment scheduling, you will move to electronically registering patients, posting procedures, performing manual and electronic medical billing, posting payments, billing for secondary insurance and performing patient collections.

$445  
CEUs 4.8  
HRS: 48  
50253  
North  
TBA  
Sep 15-Oct 15  
-

**Excel - Advanced Skills**
ITSW 2049
Prerequisite: Excel - Intermediate Skills
Note: Textbook required; flash drive recommended
As a student in this course, you will learn the most important topics of Microsoft Excel. You will first discuss how to analyze data with PivotTables and how to create a PivotChart report. You will then have an introductory unit on exchanging data with other programs like Word, PowerPoint and Access. From there you'll move into the different aspects of the application such as sharing excel files and incorporating web information. You will then go over how to customize excel and advanced worksheet management. You will learn to audit a worksheet, create cell comments, custom autofill lists and create and apply templates. You will wrap up the course with how to program with Excel. You will be introduced to the Visual Basic editor, analyze and write code, create a main procedure then run it.

$175  
CEUs 1.6  
HRS: 16  
50216  
Central  
MW  
Oct 20-Oct 29  
50233  
South  
MW  
Nov 03-Nov 12

**Excel - Basic Skills**
ITSW 1022
Prerequisite: Windows for the Desktop or equivalent knowledge.
Note: Textbook required; flash drive recommended
In this course, you will work with Excel, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing of selected ranges. You will learn about workbooks and moving data between workbooks.

$175  
CEUs 1.6  
HRS: 16  
50243  
North  
TTh  
Sep 09-Sep 18  
8:30 a.m.-12:30 p.m.  
50210  
Central  
TTh  
Sep 16-Sep 25  
6 p.m.-10 p.m.

**Excel - Intermediate Skills**
ITSW 1046
Prerequisite: Excel Basic Skills or equivalent knowledge
Note: Textbook required; flash drive recommended.
As a student in this course, you will learn the most important topics of Microsoft Excel. First you will go over how to manage workbook data and data using tables. Next you will move onto how to analyze data. Then you will learn about automating worksheet tasks. You will wrap up the course with how to enhance charts and use What-if analysis. You will gain skills to freeze columns and rows, sort data in tables using conditional formatting, to use the DGET, HLOOKUP and MATCH functions; create, run and edit macros; and to use the Goal Seek feature to perform a what-if-analysis.

$175  
CEUs 1.6  
HRS: 16  
50214  
Central  
TTh  
Oct 07-Oct 16  
8 a.m.-12 p.m.  
50247  
North  
TTh  
Oct 21-Oct 30  
8:30 a.m.-12:30 p.m.

**Excel - One Day**
ITSW 1022
Prerequisite: Basic computing skills
Note: Textbook required; flash drive recommended
In this course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

$110  
CEUs .7  
HRS: 7  
50207  
Central  
F  
Sep 05-Sep 05  
8:30 a.m.-4:30 p.m.  
50250  
North  
F  
Oct 03-Oct 03  
8:30 a.m.-4:30 p.m.

_to register: All campuses 281-542-2020_
**INTEGRATED SOFTWARE APPLICATIONS**

**ITSC 1309**

Note: Textbook required, flash drive recommended
A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

$316  
CEUs 6.4  
HRS: 64  
50594  
Aug 26-Dec 09  
6 p.m.-7:20 p.m.  
50583  
Sep 10-Dec 03  
1:30 p.m.-3:35 p.m.

**MOS Access**

**ITSW 2055**

Prerequisite: Windows for the Desktop or equivalent knowledge and type 20 wpm
Note: Textbook required, flash drive recommended
MOS Access teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional databases for a variety of purposes and situations. You will learn to create and modify database tables. You will learn to create and modify forms, queries and reports.

$430  
CEUs 4.0  
HRS: 40  
50232  
Nov 03-Nov 24  
8:30 a.m.-12:30 p.m.

**MOS Excel**

**ITSW 2057**

Prerequisite: Windows for the Desktop or equivalent knowledge, and type 20 wpm
Note: Textbook required, flash drive recommended
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel Certification Core exam.

$430  
CEUs 4.0  
HRS: 40  
50227  
Oct 06-Oct 21  
8:30 a.m.-12:30 p.m.

**MOS PowerPoint**

**ITSW 2056**

Prerequisite: Windows for the Desktop or equivalent knowledge; Type 20 wpm
Note: Textbook required, flash drive recommended
MOS PowerPoint teaches the information worker how to create and manage presentations using a variety of core and advanced features. You will use PowerPoint to create and edit professionally looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers. You will learn to work with text, illustrations, media, charts and tables. In this course you will have reviewed all of the exam objectives necessary to prepare for Microsoft PowerPoint Core Exam.

$265  
CEUs 2.4  
HRS: 24  
50236  
Nov 18-Dec 09  
8:30 a.m.-12:30 p.m.

**MOS Word**

**ITSW 2058**

Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
MOS Word teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word Certification Core Exam.

$430  
CEUs 4.0  
HRS: 40  
50220  
Nov 03-Nov 24  
8 a.m.-12 p.m.

**OUTLOOK - ONE DAY**

**ITSW 1030**

Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.

$110  
CEUs 0.7  
HRS: 7  
50248  
Sep 26-Sep 26  
8:30 a.m.-4:30 p.m.  
50222  
Oct 10-Oct 10  
8:30 a.m.-4:30 p.m.

To register: All campuses 281-542-2020
**PowerPoint-One Day**

ITSW 1037

Prerequisite: Basic computing skills
Note: Textbook required, flash drive recommended
In this basic fast paced course, you will explore the PowerPoint environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.

**$110**

CEUs .7  HRS: 7

50211  Central  F
Sep 19-Sep 19  8:30 a.m.-4:30 p.m.

50251  North  F
Oct 24-Oct 24  8:30 a.m.-4:30 p.m.

**QuickBooks - Basic Skills**

ACNT 1010

Prerequisite: Basic computer skills
Note: Textbook required, flash drive recommended
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

**$350**

CEUs 3.2  HRS: 32

50224  South  TTh
Sep 02-Sep 25  8:30 a.m.-12:30 p.m.

50213  Central  TTh
Sep 30-Oct 23  6 p.m.-10 p.m.

**QuickBooks - Your Company Setup**

ACNT 1010

Prerequisite: Basic computer skills
Note: Textbook required, flash drive required
Take a day to learn to set up your company, your chart of accounts and your company payroll in the correct way. You may bring your laptop in with your software already loaded and set up your company using your own data. Or you may practice setting up a company in the classroom using lab computers.

**$110**

CEUs .7  HRS: 7

50229  South  W
Oct 22-Oct 22  8:30 a.m.-4:30 p.m.

**QuickBooks Advanced**

ACNT 1054

Prerequisite: QuickBooks Basic Skills or equivalent
Note: Textbook required; flash drive recommended
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.

**$350**

CEUs 3.2  HRS: 32

50218  Central  TTh
Oct 28-Nov 20  6 p.m.-10 p.m.

**Word - Basic Skills**

POFI 1024

Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
In this course, you will work with Word, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup - margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.

**$175**

CEUs 1.6  HRS: 16

50209  Central  TTh
Sep 16-Sep 25  8 a.m.-12 p.m.

50234  South  TTh
Nov 04-Nov 13  8:30 a.m.-12:30 p.m.

**Word - Intermediate Skills**

POFI 2025

Prerequisite: Word - Basic Skills or equivalent knowledge.
Note: Textbook required, flash drive recommended
First, you will go over how to illustrate documents with graphics. You will learn to insert, position, size and scale a graphic. You will learn to create a text box, WordArt and draw shapes. Next, you will move on to working with themes and building blocks where you will learn to insert a sidebar and Quick Parts. Then you will learn about merging Word documents and developing multipage documents. You will understand mail merge as you create a main document, design a data source, enter, and edit records. You will add merge fields, merge data and create labels. You will wrap up the course with the how to work with styles, documents, and references.

**$175**

CEUs 1.6  HRS: 16

50246  North  TTh
Oct 07-Oct 16  8:30 a.m.-12:30 p.m.

To register: All campuses 281-542-2020
**WORD-ONE DAY**
POFI 1024
Prerequisite: Basic computing skills
Note: Textbook required, flash drive recommended
Learn the basics of Word and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

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**WORD: ONE DAY-INTERMEDIATE**
POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word- One Day or equivalent knowledge
Note: Textbook required, flash drive recommended
In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.

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**IT MANAGEMENT SKILLS**

**MICROSOFT PROJECT-INTRODUCTORY SKILLS**
ITSC 1018
Prerequisite: Project Management experience or equivalent knowledge is helpful.
Note: Textbook required
Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.

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**NETWORKING**

**A+ Fast Track**
CPMT 2050
Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.
Note: Textbook required, flash drive required
Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals.

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**Key to Days of Week**

M Monday
T Tuesday
W Wednesday
Th Thursday
F Friday
S Saturday
Su Sunday

To register: All campuses 281-542-2020
**Cisco Exploration 1 - Network Fundamentals**

ITCC 1001

Prerequisite: ITSC 1305 or department chair approval
Note: Textbook required, flash drive required

This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)

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<td>$301</td>
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**Cisco Exploration 3 - LAN Switching & Wireless**

ITCC 2008

Learn how switches operate in a LAN environment for small and large networks; VLAN, Rapid Spanning Tree Protocol, VLAN Trunking Protocol. (ITCC 2408)

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**Fundamentals of Networking Technologies**

ITNW 1025

Prerequisite: ITSC 1305 or Department Chair Approval
Note: Textbook required, flash drive required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.

Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)

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<td>96</td>
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<td>7:30 p.m.-8:50 p.m.</td>
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**Implementing and Supporting Servers**

ITNW 1054

Prerequisite: ITNW 1308 or ITCC 1401 or department chair approval
Note: Textbook required; flash drive recommended

This course includes topics such as implementing, administering, and troubleshooting information systems that incorporate servers in a networked computing environment. It also includes managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data in a Microsoft Windows Server 2008 environment, development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment, setting up servers for various client computers, configuring directory replication, managing licensing, user group accounts, user profiles, administering remote servers, disk resources, creating and sharing resources, implementing permissions and security, fault-tolerance, installing and configuring RAS, performance bottlenecks, and configuring problems. (ITNW 1354)

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**Intermediate PC Operating Systems**

ITSC 1021

Prerequisite: Introduction to PC Operating Systems
Note: Textbook required, flash drive required

This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral drivers, and use of utilities to increase system performance. (ITSC 1321)

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<tr>
<th>Course</th>
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<th>HRS</th>
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<tr>
<td>$316</td>
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<td>48</td>
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To register: All campuses 281-542-2020
INTERNET/INTRANET SERVER
ITNW 2054
Prerequisite: Fundamentals of Networking or Cisco Expl NW Fundamentals
Note: Textbook required, flash drive required
This course covers designing, installing, configuring, maintaining, and managing an Internet/Intranet server. Topics include workstation maintenance and Internet-related protocols, implementation of Internet servers such as World Wide Web (WWW), file transfer protocols (FTP), news groups and mail. It also includes hands-on experience building web servers. (ITNW 2354)

$316
50582
Aug 25-Dec 08
6 p.m.-9 p.m.
Central
M

50592
Aug 26-Dec 09
6 p.m.-7:20 p.m.
North
T

INTRO TO PC OPERATING SYSTEMS
ITSC 1046
Prerequisite: Basic Computer skills
Note: Textbook required; flash drive required
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)

$316
50593
Sep 09-Dec 02
12 p.m.-1:50 p.m.
North
T

NETWORK + BOOT CAMP
ITNW 1016
Prerequisite: A+ certification is recommended
Note: Textbook required; flash drive recommended
This 64 hour comprehensive hands-on program will provide the knowledge and skills needed to do basic administration and support duties for a variety of network operating systems including Microsoft Windows and Linux. You will use racks of equipment to set up real world environments to gain an understanding of the theoretical and practical applications of networking. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program is a perfect stepping-stone to vendor specific programs such as MCSE and/or RHCE.

$850
50231
Oct 28-Dec 23
6 p.m.-10 p.m.
South
TTh

NETWORKING FUNDAMENTALS
ITNW 1004
Note: Textbook required, flash drive required
This course is a great place to start to learn the basics of networking. This introductory lecture course surveys fundamental networking concepts and practices. Examine topics such as network architecture and standards, cabling and topologies, networking protocols, network servers, server-side scripting, database connectivity and security basics.

$220
$259
50217
Oct 27-Nov 05
6 p.m.-10 p.m.
Central
MW

PERSONAL COMPUTER HARDWARE
ITSC 1025
Prerequisite: ITSC 1305 or department chair approval
This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer's resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equipment. (ITSC 1325)

$301
50585
Aug 25-Dec 10
9:10 a.m.-11:10 a.m.
Central
MW

50586
Aug 26-Dec 09
6 p.m.-10 p.m.
Central
T

50595
Aug 27-Dec 10
6 p.m.-7 p.m.
North
W

PERSONAL COMPUTER HELP DESK
ITSC 2039
Prerequisite: ITSC 2331 Integrated Software Applications II or department chair approval
Note: Textbook required, flash drive recommended
Diagnosis and solution of user hardware and software related problems on-the-job and/or simulated projects. (ITSC 2339)

$331
95498
Aug 25-Dec 12
- 
Central
TBA

To register: All campuses 281-542-2020
SERVER ADMINISTRATION FUNDAMENTALS
ITNW 2051
Prerequisite: Basic computer skills
Note: Textbook required; DVD-RW disc required
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.
$220  CEUs 2.0  HRS: 20
50215  Central  MWF
Oct 13-Oct 22  6 p.m.-10 p.m.

WINDOWS OPERATING SYSTEM FUNDAMENTALS
ITSC 1006
Note: Textbook required, flash drive required
In this course you will learn to install, configure and manage the Windows 7 operating system. This course will present the essential tasks of operating system configuration and maintenance and provide hands-on experience. You will learn the wide variety of tools and techniques that allow administrators in various job settings to perform these essential tasks efficiently. Finally, you will be prepared to take the MTA exam 98-349.
$220  CEUs 2.0  HRS: 20
50212  Central  MWF
Sep 22-Sep 29  6 p.m.-10 p.m.

PROGRAMMING
ADVANCED C++ PROGRAMMING
ITSE 2031
Further application of C++ programming techniques, including subjects such as file access, abstract data structures, class inheritance and other advanced techniques. Students will study Object Oriented Programs (OOP) by using, creating and modifying C++ classes. In addition, they will use many of the standard built-in C++ classes and data structures to solve programming assignments. (ITSE 2331)
Prerequisite: ITSE 1307 or department chair approval
$316  CEUs 6.4  HRS: 64
50598  North  M
Aug 28-Dec 11  6 p.m.-7:50 p.m.

INTRO VISUAL BASIC PROGRAMMING
ITSE 1003
Prerequisite: ITSE 1329 or department chair approval
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn fundamentals of structured design, development, and documentation, language syntax, data structures, input/output devices, loop control, and interactive screen processing. (ITSE 1331)
$316  CEUs 6.4  HRS: 64
95499  Central  TBA
Aug 25-Dec 12  Online (add $15)
50587  Central  T
Aug 26-Dec 09  1 p.m.-3 p.m.  Hybrid

PROGRAMMING LOGIC & DESIGN
ITSE 1029
Prerequisite: None
Note: Textbook required, flash drive required.
Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)
$296  CEUs 9.6  HRS: 96
50596  North  T
Sep 09-Dec 02  10 a.m.-11:50 a.m.

SECURITY
INFORMATION TECH SECURITY
ITSY 1042
Prerequisite: Fundamentals of Networking or Cisco Exh1 NW Fundamentals
Note: Textbook required; flash drive required
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)
$316  CEUs 6.4  HRS: 64
50599  North  M
Aug 25-Dec 08  6 p.m.-7:20 p.m.

OPERATING SYSTEM SECURITY
ITSY 2000
Prerequisite: ITSY 1342
Note: Textbook required, flash drive required
This course provides instruction in safeguarding computer operating systems by demonstrating server support skills and designing and implementing a security system. The student is taught to identify security threats, monitor network security implementations, and use best practices to configure operating systems to industry security standards. (ITSY 2300)
$331  CEUs 6.4  HRS: 64
95500  Central  TBA
Aug 25-Dec 12  -

To register: All campuses 281-542-2020
SECURITY FUNDAMENTALS
ITSY 1191
Prerequisite: Basic computer skills
Note: Textbook required, flash drive required
Learn the vital fundamentals of security such as understanding
security layers, authentication, authorization, and accounting.
Become familiar with security policies, network security and
protecting the server and client.
$220 \hspace{1cm} \text{CEUs 2.0} \hspace{1cm} \text{HRS: 20}
50221 \hspace{1cm} \text{Central} \hspace{1cm} \text{MWF}
Nov 10-Nov 19 \hspace{1cm} 6 p.m.-10 p.m.

WEBSITE DESIGN
IMED 1002
Prerequisite: Windows for the Desktop or equivalent knowledge
and Internet fundamentals Note: Textbook required; flash drive
required
This course offers instruction in internet website design. You will
learn to format text and apply styles to text and to other elements
of a site you will build. You will use color background, images,
and multimedia to enhance your site. All of these skills will be
presented in a manner consistent with good design techniques.
You will learn how to publish your site.
$285 \hspace{1cm} \text{CEUs 2.4} \hspace{1cm} \text{HRS: 24}
50226 \hspace{1cm} \text{South} \hspace{1cm} \text{MWF}
Sep 15-Sep 26 \hspace{1cm} 6 p.m.-10 p.m.

WEB DEVELOPMENT
JAVA PROGRAMMING
ITSE 2017
Prerequisite: ITSE 1307 or department chair approval
Note: Textbook required, flash drive required
Learn to develop executable programs; create appropriate
documentation using object-oriented programming techniques.
This course emphasizes the fundamental syntax and semantics of
JAVA for applications and web applets. (ITSE 2317)
$316 \hspace{1cm} \text{CEUs 6.4} \hspace{1cm} \text{HRS: 64}
50597 \hspace{1cm} \text{North} \hspace{1cm} \text{T}
Aug 26-Dec 09 \hspace{1cm} 7:30 p.m.-8:50 p.m.

SHAREPOINT USER'S TRAINING
IMED 1002
Prerequisite: Knowledge of Microsoft office Interfaces
Note: Textbook required, flash drive required
SHAREPOINT is Microsoft's Web-based collaboration tool that
allows users to share resources and create shared content.
In this course, you will set up a team site and customize its
layout and features. You will capture and organize content into
libraries and lists and manage the data. You will use blogs, wikis
and workspaces to connect and collaborate. You will learn to
integrate the Microsoft Office applications into the site and learn
to use workflows in business processes.
$350 \hspace{1cm} \text{CEUs 3.2} \hspace{1cm} \text{HRS: 32}
50237 \hspace{1cm} \hspace{1cm} \text{South} \hspace{1cm} \hspace{1cm} \text{MW}
Nov 17-Dec 15 \hspace{1cm} 6 p.m.-10 p.m.
70039 \hspace{1cm} \text{Central} \hspace{1cm} \text{MWF}
Dec 01-Dec 17 \hspace{1cm} 6 p.m.-10 p.m.

To register: All campuses 281-542-2020