Montgomery College, Workforce Development & Continuing Education

Noncredit Course Descriptions and Outcomes

Business Education

- AMA: American Management Association
- AMI: National Apartment Leasing Professional Certification
- GRN: LEED Certification
- HBI: Hispanic Business Institute
- HOS: Hospitality and Event Management
- ICE: Insurance Licensing Exam Preparation
- MGT: A.P. Institute Teacher Training & Business Education
- MGT: AP Teacher Training Classes
- MGT: Business Education
- PMC: Project Management
- REB: Real Estate
- REC: Real Estate
- SMB: Small Business
- TAX: Tax Preparer Preparation
- TII: Translation and Interpretation Institute

WD&CE classes are offered year round at dozens of sites throughout Montgomery County, Maryland. This is a compilation of noncredit classes that are offered in the area of Business Education. Not all of these classes are offered each term. Please check the Course Schedule for information about current class schedules: http://www.montgomerycollege.edu/wdce/courseschedule . Or you may visit the web page listed for each Program. New classes may be added to the schedule throughout the year.
Montgomery College, Workforce Development & Continuing Education
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Business Education

AMA American Management Association

Management and Supervision Courses may allow you to earn a certificate from the American Management Association ® in Management or Human Resources. Visit the link below for more information on this program.
http://cms.montgomerycollege.edu/wdce/bits/ama_certificate.html

Financial Accounting for Nonfinancial Managers
AMA 011

This course is designed to provide the nonfinancial manager with an understanding of financial and operational measures, preparing and utilizing budgets, and responding to inquiries about the dollars-and-cents consequences of actions taken by their department or organization. Attention is given to the understanding of key financial concepts and relating them to the financial management actions necessary for the nonfinancial manager.

Course Outcomes:
1. Differentiate between finance and accounting.
2. Develop an understanding of accounting fundamentals, such as income statements and balance sheets.
3. Analyze basic financial documents such as income statements and balance sheets.
4. Demonstrate

First Line Supervision
AMA 042

This course will teach students to develop skills to orient, train, coach, and manage employees using self-assessments, action plans, and relevant work examples. Students will gain the skills to get the job done, whether novice or experienced as a supervisor.

Course Outcomes:
1. Make a successful transition from staff to supervisor.
2. Develop your own leadership style.
3. Establish a positive, motivational work environment.
5. Build a top-performing team.

How to Manage Conflict in the Organization
AMA 041

This course will equip students with the strategies, tactics and insights they need to gain control of tough conflict situations. Students will discover how to spot potential interpersonal conflicts - and defuse them before they flare up. Students will learn how, when, where and why to apply the five favored conflict-resolution approaches, and develop the insight and intuition to make them work.

Course Outcomes:
1. Demonstrate an understanding of the differences between structural (organizational) and interpersonal conflict.
2. Separate people from issues and focus on interests, not positions.
3. Get beyond immediate tensions and disagreements to the root ca
Leadership Skills for Managers
AMA 005

Managing in today's dynamic, diverse workplace demands a new type of leadership. The new leaders must be visionaries, change agents, coaches, and empowerers. This course is designed to provide the participant with the skills necessary to fulfill this challenging, changing, and rewarding leadership role.

Course Outcomes:
1. Establish and maintain a flexible, sensitive leadership style.
2. Respond effectively to the leadership challenges managers now face.
3. Empower and coach others to peak performance.
4. Lead a diverse workforce with a leadership style that works for you and your company.
5. Manage change in a positive, proactive way.

Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure
AMA 055

This course is intended to instruct managers and other employees in how to manage hectic work days and stress-filled schedules by prioritizing tasks, tracking multiple projects, meeting deadlines, delegating, and re-directing tasks.

Course Outcomes:
1. Create systems and structures for prioritizing and tracking tasks and projects.
2. Recognize warning signals of overload.
3. Conduct meetings that prompt decisions, actions, and responses.

Performance Management
AMA 022

This course is designed to give students the latest information and tools to successfully design and implement a Performance Management System. This course covers problem solving, giving feedback, and coaching.

Course Outcomes:
1. Design a Performance Management system.
2. Implement a Performance Management System.
3. Enhance the performance of employees.
4. Align personal staff goals to business objectives.
5. Demonstrate an advanced knowledge of coaching, feedback and
Successful Project Management
AMA 035

Learn the project management process including project selection and evaluation. Gain skills in developing a project plan--defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intrafunctional organizations, cross-functional matrix, and task force organizations. Learn how to construct a work breakdown structure and create a project task network. Textbook included.

Course Outcomes:
1. Set measurable project objectives and create a practical plan to achieve them.
2. Estimate project costs.
3. Perform cost/benefit analysis.
4. Manage relationships effectively and productively across the spectrum of project stakeholders.
5. 

Taking Control with Time Management
AMA 017

This course is designed to give students practical techniques for controlling time and making it a manageable resource. Topics include taking charge of the time clock, accomplishing more work with fewer meetings, getting the whole team involved in time management, and strategies to get projects started and finished. It covers a systematic approach to time management to increase efficiency and productivity.

Course Outcomes:
1. Prepare objectives and plan for results.
2. Demonstrate ability to delegate effectively.
3. Set group goals and priorities
4. Eliminate time wasters
5. Demonstrate ability to handle interruptions without sacrificing work flow.
AMI National Apartment Leasing Professional Certification

Designed to help you prepare to earn your National Apartment Leasing Professional (NALP) certificate. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/ce/apartmentleasing.html

National Apartment Leasing Professional II

AMI 002

Successful completion of National Apartment Leasing Professional (NALP) Part 1 is required to take this course. This course teaches students the legal aspects of Apartment leasing. Topics to include: Fair Housing; resolve objections; conduct leasing interview; communicate retail policies and procedures; and conduct a market survey and share results with apartment industry professionals. Once completion of part I & II students are eligible to take the on-line NALP exam and participate in a 40-hour leasing internship at a local apartment community.

Course Outcomes:
1. Demonstrate familiarity with Fair Housing.
2. Demonstrate an understanding of the legal aspects of apartment leasing.
3. Identify qualified residents.
4. Conduct leasing interviews.
5. Apply policies and procedures of apartment leasing.

National Apartment Leasing Professional I

AMI 001

This course is the first of a series of two courses which prepares students to earn the National Apartment Leasing Professional (NALP) certificate. The NALP certificate will help students to launch a career as an apartment leasing agent. Topics to include: keys to success in leasing; telephone presentations; Apartment marketing on the internet; responding to online inquiries.

Course Outcomes:
1. Demonstrate successful knowledge in leasing.
2. Develop and provide successful telephone presentations to prospective renters.
4. Respond to online inquires to social media.
5. Conduct a successful leasing demonstration.
GRN  LEED Certification

This course is designed to prepare you to sit for the L.E.E.D. Green Associate Exam. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/bits/leed.html

LEED Green Associate Exam Prep

GRN 005

This continuing education course is designed for those interested in preparing to sit for the Leadership in Energy and Environmental Design (LEED) Green Associate examination. Topics include: different types of water management; the impact of energy on green power; United States Green Building Council (USGBC) policies and trademarks.

Course Outcomes:

1. Identify the key components of the LEED Rating System.
2. Demonstrate knowledge of intents and associated concepts of each LEED credit category.
3. Explain energy impact on Green Power.
4. List the LEED strategies and measurements for achieving credit category goals.
Bases para presupuestos de obras de construcción

HBI 189

This continuing education course is designed for Spanish speaking small and medium size construction business workers. It provides instruction on how to develop winning contracts. Topics include: basic blueprint reading and mathematics applied to cost and estimating; three elements to take in consideration to calculate cost of a project: tasks/work, direct and indirect costs.

Course Outcomes:

1. Analyze and read blueprints.
2. Apply math skills to prepare estimates.
3. Formulate amount of work, calculate direct and indirect costs.
4. Prepare and present professional and accurate estimates.

Business Training

HBI 128

This course has been designed for new and future business owners. In addition to offering valuable information and business resources, instructors will use a panel of successful business owners to teach new entrepreneurs various topics related to start and grow a business.

Course Outcomes:

1. Assess self readiness to start a business.
2. Identify County resources.
3. Identify College resources for entrepreneurs.
4. Use skills and knowledge that will help them to start and stay in business.
5. Assess ri
Certificación para Manipulación de Alimentos (Food Safety)

HBI 141

This course meets the clock hours plus test required by the Maryland State Department of Health and Mental Hygiene. The course teaches students self-surveillance and food protection. Topics include food-borne diseases, importance of employee personal hygiene and habits, and approved procedures for handling utensils and equipment. In order to receive a certificate from the National Restaurant Association, students must pass the Educational Foundation of the National Restaurant Association exam (administered at last class) with a minimum grade of 75 percent.

Course Outcomes:

1. Demonstrate an understanding of food borne diseases.
2. Demonstrate an understanding of the importance of personal hygiene.
3. Demonstrate an understanding of approved procedures of handling utensils and equipment.
4. Demonstrate an understanding of effective pest control.
5. Demonstrate an understanding of sanitation and safety regulations and standards.

Certificación para Manipulación de Alimentos (Food Safety)

HBI 191

This continuing education course is designed for spanish speaking students interested in taking the Educational Foundation of the National Restaurant Association exam. Topics include: food-borne diseases, importance of employee personal hygiene and habits; and approved procedures for handling utensils and equipment.

Course Outcomes:

1. Demonstrate an understanding of food borne diseases.
2. Demonstrate an understanding of the importance of personal hygiene.
3. Demonstrate an understanding of approved procedures of handling utensils and equipment.
4. Demonstrate an understanding of effective pest control.
5. Demonstrate an understanding of sanitation and safety regulations and standards.

Como Importar y Exportar Productos a/de USA

HBI 158

This course is intended for persons who are interested in starting an import and export business.

Course Outcomes:

1. Analyze the pros and cons of functioning as a agent
2. Identify products and evaluate wholesalers
3. Apply import export regulations
Como invertir en bienes raíces (Real Estate)

HBI 190

This continuing education course is designed for individuals who wish to invest in real estate properties. Topics to include: advantages and disadvantages of real estate investing; how to maximize profits; and how to negotiate the transactions.

**Course Outcomes:**

1. Select the proper location to buy properties.
2. Identify sources of financing.
3. Demonstrate an understanding of how to obtain the maximum profit for the investment.
4. Analyze the options of buying and renting versus buying and selling.

Como Navegar el Internet

HBI 102

(Requisito: MS Windows y Word, o experiencia previa con computadoras)

Aprenderá los conceptos básicos como: que es la red (web), que es Internet, que es un proveedor. Diferentes tipos de servicios y de buscadores. Usted abrirá su cuenta de correo electrónico (e mail) y aprenderá a manejarla. También incluye búsqueda de información, de trabajo, así como compras y pago de servicios (luz, agua, celular) a través de Internet. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course Outcomes:**

1. Identify what is the web and the internet.
2. Use the different engine searchers.
3. Open and use 3 different free e mail accounts.
4. Receive and send e mails.
5. Research on different topics.
6. Pay utility bills through the internet.

Conceptos básicos de contabilidad

HBI 167

This course is designed as the first course in a series to train students in Bookkeeping and Payroll, leading to their obtaining a job in this area.

**Course Outcomes:**

1. Apply the principles of accounting for small businesses
2. Analyze the following: balances, inventory, profit and loss statements, depreciation, taxes, etc.
3. Utilize MS excell and access to do income statements, balance sheet, cashflows, bank reconciliations, payroll, etc.
Contabilidad Computarizada (QuickBooks)

HBI 184

This course is designed for students who want to learn the QuickBooks software for their businesses and/or employment. Topics to include: payroll and W2 forms; bank reconciliations; receipts and invoicing.

Course Outcomes:
1. Utilize QuickBooks to manage a business to work in the area of payroll and bookkeeping.
2. Process payroll and W2 forms and 1099s.
3. Prepare bank reconciliations.
4. Create receipts and invoices, process payments with checks and credit cards.

Curso Básico/Computación

HBI 170

This course is designed as a beginner's course for individuals who want to start using computers. Course includes keyboarding basics, Windows, and MS Word.

Course Outcomes:
1. Use the keyboard properly.
2. Create, move, format, and archive documents.
3. Demonstrate the ability to develop flyers and business cards.
4. Demonstrate the ability to install printers and print documents, labels, and envelopes.

Diseño de Joyas: “Una experiencia creativa y lucrativa”

HBI 159

This course is intended to teach students how to develop, create, and sell their own jewelry using stones, beads, crystals, seeds, and metals.

Course Outcomes:
1. Create jewelry to start a business.
2. Identify the different materials and fashion trends for their line of jewelry
3. Design their own creations.
El ABC de comenzar un negocio

HBI 193

This continuing education course is designed for Spanish speaking new entrepreneurs and provides instruction on developing business skills to define and implement a commercial idea. Topics include: marketing; strategic planning; basic of accounting; licensure and insurance.

Course Outcomes:

1. Select the legal structure to register the business.
2. Select the type of license and insurance needed for the business.
3. Develop a marketing plan to promote and sell the products/services.
4. Establish an accounting system.

Electricidad I, Teoría

HBI 134

Conocer los fundamentos básicos de la electricidad, desde un enfoque teórico que va de la generación, hasta el uso en las instalaciones eléctricas residenciales; estos conceptos van estrechamente relacionados con los códigos eléctricos nacionales, a fin de que el estudiante este en capacidad de identificar los diferentes componentes eléctricos. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course Outcomes:

1. Differentiate the types of energy
2. Define atomic structure
3. Identify conductive and insulating materials
4. Apply law of the electrical charge
5. Identify different types of magnets and magnetic properties of the mater

Electricidad II, Práctica

HBI 135

This course is a continuation of Electricity I. Students will develop skill learned in Electricity I through the analysis of the processes, materials and tools that are used to perform electrical residential installations.

Course Outcomes:

1. Practice with electrical currents.
2. Operate an alternator.
3. Differentiate transformers parts and types.
4. Demonstrate an understanding of how to connect a three-phase transformer.
Electricidad III, Práctica  
HBI 136

Students will apply the previously learned theory and hand-on skills to perform electrical installations. They will be exposed to installations of switches, connectors, etc.

This is a contract course for the City of Gaithersburg.

**Course Outcomes:**

1. Analyze, categorize and assemble electrical circuits.
2. Identify components of electrical circuits.
3. Demonstrate an understanding of the Law of OHM and Watt Law.
4. Identify types of electrical circuits.

Electricidad IV, Práctica  
HBI 137

Students will perform residential electrical installations of 120-240 watts and will be requested to install a control panel. They will be requested to apply previously learned skills (Electricity I, II, III) in accordance with the norms of the National Electrical Code (NEC).

**Course Outcomes:**

1. Analyze, install and connect service entrance electricity for a residential dwelling.
2. Perform the calculation of load for a single dwelling.
3. Demonstrate an understanding of grounding the electrical wiring system for a single dwelling.

Instalación y diseño de paneles solares (Fotovoltaico PV) I  
HBI 177

This is the first module of a series of 3 on photovoltaic (PV) installation and design. This course includes the study and analysis of the various forms of renewable energy. Student will learn about components and functioning of a photovoltaic system and will elaborate calculations to connect a series of solar panels. The course also evaluates the internal composition of a PV module.

**Course Outcomes:**

1. Distinguish and evaluate renewable energies.
2. Evaluate the advantages and disadvantages of solar energy.
3. Analyze electric current and electric circuit components.
4. Apply Ohm Law and Watt Law.
5. Analyze the solar resource, radiation, peak hours, inclination angles, the solar window, etc.
Instalación y diseño de paneles solares (Fotovoltaico PV) II
HBI 178

This is the second module of a series of 3 on PV installation and design. This studies the different components of a photovoltaic (PV) system, the structure, how it works (batteries, charge controllers and power inverters). The course helps students to determine the capacity of electric conductors to do the installation of each PV system.

Course Outcomes:
1. Define the electric components of PV system: batteries, specifications, connections, etc.
2. Define the electric components and characteristics of the PV charge controllers.
3. Define the electric Grid system.
4. Define protection systems: breakers, fuses, grounding, solution of ordinary problems on PV installations.
5. Calculate the load of an autonomous photovoltaic system.

Instalación y diseño de paneles solares (Fotovoltaico PV) III
HBI 188

This continuing education course is designed for Spanish speaking individuals interested in developing skills in the installation and design of solar panels. Topics include: installation of a PV system; intensity of voltage calculation; shadow effects on PV panel; and review of Ohm Law and Watt Law.

Course Outcomes:
1. Determine how a PV panel works.
2. Analyze the effect of shadows on a PV panel.
3. Determine the inclination angle of a PV panel.
4. Calculate the intensity of the voltage when connecting several panels.
5. Install a PV system.

Licencia de Remodelación de Casas en Maryland
HBI 038

Este curso ha sido diseñado para ayudar a los estudiantes en la preparación del examen requerido por el estado de Maryland para la remodelación de casas. Al completar el curso el estudiante habrá obtenido conocimiento de los siguientes temas: las leyes que rigen la remodelación de casas, ventas, leyes laborales, regulaciones de seguridad en el trabajo, pago de salarios, embargo de propiedades y de negocios, financiamiento y presupuestos. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course Outcomes:
1. Take the Home Improvement Contractor and Subcontractor Licensing Exam.
2. Demonstrate an understanding of home improvement law.
3. Demonstrate an understanding of door-to-door sales.
4. Demonstrate an understanding of Labor laws.
5. Demonstrate...
MS Excel I  
HBI 103

(Requisito: MS Windows y Word, o experiencia previa con computadoras). Este curso requiere conocimientos básicos de operaciones matemáticas. En este curso aprenderá a usar una hoja de cálculo para llevar la contabilidad de su casa o su negocio y a la vez que crear tablas de información. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course Outcomes:**
1. Identify the basic concepts of spreadsheets.
2. Design, develop, format and manipulate spreadsheet (rows, cells, columns).
3. Copy and paste, etc.

MS Excel Para Contabilidad  
HBI 186

This introduction to Microsoft Excel provides hands-on classroom experience entering data and performing basic arithmetic calculations using formulas, creating general ledger and sub-ledger spreadsheets, preparing basic payroll time sheets, working with client and vendor lists to record accounting transactions.

**Course Outcomes:**
1. Perform basic calculations using Excel spreadsheets.
2. Organize data to create financial statement and billing statements.
3. Use Excel to import accounting data.
4. Create management reports using budget templates from other Microsoft software applications.
5. Prepare basic monthly financial statements.

Nómina de pago y teneduría de libros contables (payroll and bookkeeping)  
HBI 168

This course is designed for individuals who want to obtain training to work in the accounting field as payroll and bookkeeping employees.

**Course Outcomes:**
1. Process payroll checks
2. Process 940 and 941 forms
3. Classify employees and independent contractors
4. Process FUTA, Medicare, FICA and 401 k forms
5. Process all forms mandated by federal and state governments
Nomina de Pagos (Payroll)

HBI 196

This continuing education course is designed for Spanish-speaking individuals interested in working in payroll and provides training on completing for others or your own business. Topics include how to process state and federal payroll forms and how to do payroll for employees and independent contractors.

Course Outcomes:

2. Process 940's and 941's.
3. Classify employees and independent contractors.
4. Process futa, medicare, fica and 401 forms.

Preparacion para el examen de "Home Improvement"

HBI 195

This continuing education course is designed for Spanish speaking contractors who need to obtain the Home Improvement License required by the State of MD. Topics include: MD regulatory codes for construction industry; insurances required for the job; construction permits; and business finances.

Course Outcomes:

1. Interpret the rights and obligations of home owners as well as their own as contractors.
2. Apply MD regulatory codes for the construction industry.
3. Demonstrate an understanding of how to obtain the necessary insurances required for the job.
4. Demonstrate an understanding of how to obtain construction permits for the job.
5. Manage the business finances and work load.

Registre y empiece su negocio en MD

HBI 187

This course targets individuals who want to start a business in MD. It touches all different aspects of starting a business such as: legal structures, registering a business, business plan, products and services, etc.

Course Outcomes:

1. Conduct a self evaluation professional and personal readiness to start a business.
2. Select the proper legal structure for the business.
3. Analyze the competition.
4. Define products/services clearly.
5. Analyze the content of a business plan.
## HOS Hospitality & Event Management

This program offers classes in the fields of hospitality, food safety, and event management.

[http://www2.montgomerycollege.edu/departments/wdce/bits/hospitality.html](http://www2.montgomerycollege.edu/departments/wdce/bits/hospitality.html)

### Case Study in Event Management Forum

**HOS 044**

This course is designed for the student to explore the nuances of planning and executing an event through their participation in the case study method. Students will learn to evaluate the risks associated with the case event and incorporate troubleshooting strategies and contingency plans.

**Course Outcomes:**

1. Evaluate the risks associated with the case event.
2. Demonstrate an understanding of how to incorporate troubleshooting strategies and contingency plans.
3. Apply the skills they have acquired in the previous 3 courses of the Event Management Certificate.

### Event Marketing

**HOS 047**

This course is designed to teach about market segmentation, market analysis, strategy, and advertising tools. Students will examine how to promote events and how to use these events to promote products, services, and causes.

**Course Outcomes:**

1. Examine market segmentation.
2. Establish marketing strategies and analysis.
3. Develop advertising tools to promote events and services.

### Event Operation

**HOS 030**

This course is designed to identify the steps and familiarize the students with the process of event production. Acquire the successful concepts employed to produce content for live experience.

**Course Outcomes:**

1. Apply the concept to produce successful events.
2. Develop the necessary skills to go from theory to the practice.
Food Certification Exam Retake
HOS 011

If you did not pass the ServSafe Food Manager's Exam in a prior ServSafe course or simply need to recertify using ServSafe this is for you. You must present either a score analysis letter as verification of previous test scores, or a Food Service Manager's ID card (cards expired beyond two years will not be accepted). Please bring an exam answer sheet, which may be purchased at the Rockville Campus Bookstore. Please be advised that the proctor will end the exam promptly after two hours.

Course Outcomes:
1. Successfully complete the ServeSafe Food Service Certification exam.

Food Service Certification (ServSafe, National Restaurant Association)
HOS 013

Receive a nationally recognized training certificate in food safety. Food service supervisors and employees learn approved procedures for handling utensils and equipment, self-surveillance, food protection, prevention of food-borne diseases, and employee personal hygiene and habits. This course meets the 15-clock-hours plus exam required by the Maryland State Department of Health and Mental Hygiene. Students must pass the national Restaurant Association Educational Foundation's (NRAEF) exam (administered at the last class session with a minimum score of 75 percent. to receive a certificate which will enable them to obtain a food manager's certification ID card in the Montgomery, Prince George's, Howard, and Baltimore counties and Baltimore City. Students must have the book the first day of class. Textbook: ServSafe Essentials with the exam sheet is available at the Rockville Campus bookstore.

Course Outcomes:
1. Demonstrate an understanding of foodborne diseases.
2. Demonstrate an understanding of the importance of personal hygiene.
3. Demonstrate an understanding of approved procedures of handling utensils and equipment.
4. Train employees in sanitation.

Food Service Recertification
HOS 049

This course is designed to prepare food managers to take the recertification exam required in Montgomery County to maintain their license. Topics include: approved procedures for food handling; County guidelines and regulations in relation to food handling; updated information on HACCP and other food safety systems.

Course Outcomes:
1. Reinforce previous knowledge of approved procedures for food handling.
2. Recognize new County guidelines and regulations related to food handling.
3. Provide updated information on HACCP and other food safety systems to employees.
Food Service Recertification
HOS 042
This course is designed to prepare food managers to take the recertification exam required in Montgomery County to maintain their license.

Course Outcomes:
1. Reinforce previous knowledge of approved procedures for food handling
2. Recognize new County guidelines and regulations related to food handling
3. Provide updated information on HACCP and other food safety systems to employees

How to Open an Event Management Business
HOS 041
This course is designed to teach students the start-up process for an event-management business, including self-assessment, market volatility, and enterprise development. Students will learn to relate competitive analysis, economic factors, and political ramifications to their enterprise aspirations.

Course Outcomes:
1. Collect information to start an event management business
2. Relate competitive analysis, economic factors and political ramifications to their enterprise aspirations
3. Prepare to initiate or expand an event management business

Introduction to Event Management
HOS 034
This course is designed to help the student discover major trends, methodologies, and successful practices used by professionals in the field. Students will learn the event-development process, fundamentals of planning, evaluation, risk management, and more.

Course Outcomes:
1. Analyze major trends and methodologies and successful practices used in this field.
2. Apply fundamentals of planning and evaluation.
3. Recognize risk management ahead
Risk Management and Risk Mitigation for Event Management
HOS 048

Prepare event planners to confront and solve emergencies which could happen during an event. To take an active role in implementing procedures to protect attendees. In addition students will learn about ADA (American with Disabilities Act) and how it relates to event management.

Course Outcomes:
1. Create and implement a risk management plan for their events.
2. Create and implement a plan to ensure their events comply with ADA regulations.
3. Identify the different types of emergencies.
4. Conduct effective contract negotiations.
5. Articulate what are the responsibilities of an event planner.

Technology and Social Media for Event Management
HOS 045

This course is designed to address familiarize Event Management Program students with technology and social media used to succeed in the meeting and event field.

Course Outcomes:
1. Utilize technology on site at meetings.
2. Plan virtual conferences.
3. Review several Web-based solutions useful to an event planner.
4. Use social media to promote and market events, conferences, and meetings
ICE Insurance Licensing Exam Prep

These classes are approved by the Maryland Insurance Administration. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/bits/realestate.html

Principles and Practices for Life and Health Insurance

ICE 025

Approved by the Maryland Insurance Administration, this course prepares you to take the Maryland Life and Health Insurance licensing examination. Topics include various life insurance contracts, life insurance policies, beneficiaries, premiums, annuities, underwriting and issue, and current information on state life and health insurance laws. In addition to the 40 hours of classroom instruction, you are responsible for 20 additional hours of self-study. Textbook required at first class is available at the Rockville Campus Bookstore. In order to obtain a certificate of completion, you MUST successfully complete an in-class examination and attend all required classroom sessions. Students who take this class may also be interested in Property and Casualty Insurance and Title Insurance Producer.

Course Outcomes:

1. Qualify for the Maryland Life/Health Insurance license.
2. Define life insurance terminology.
3. Discuss life insurance concepts listed in course overview.
4. Differentiate between types of insurance, options, and rules.

Property and Casualty Insurance

ICE 006

This course meets state licensing requirements and prepares you for the Property and Casualty Insurance licensing exam. Textbook required at first class is available at the Rockville Campus Bookstore. In order to obtain a certificate of completion, you MUST successfully complete an in-class examination and attend all required classroom sessions. Students who take this class may also be interested in Principles and Practices for Life and Health Insurance and Title Insurance Producer.

Course Outcomes:

Outcomes are not available.
MGT  AP Teacher Training
Advanced Placement Institute provides training for High School Teachers who plan to teach AP courses. Topics include History, Math, Sciences, and the Arts. For other MGT courses visit Business Education. Visit the link below for more information on this
http://cms.montgomerycollege.edu/wdce/apinstitute.html

20-Hour Child Access Mediation
MGT 402
This continuing education course is designed for mediators who would like to develop skills needed to work with divorced parents with children. Topics include: Maryland laws on separation, divorce, annulment, child custody and visitation; and child and spousal support.

Course Outcomes:
1. State MD laws on separation, divorce, annulment, child custody and visitation, child and spousal support.
2. Discuss relationships among custody, visitation, and child support.
3. Identify strategies on handling power imbalances, intimidation, effects of domestic violence, and ending a mediation safely.
4. Practice writing a good memorandum of understanding that meets the need of parents and children.

20-Hour Marital Property Mediation
MGT 403
This continuing education course is designed for mediators who want to mediate the economic aspects of family law cases. Topics include: Maryland laws on separation and divorce; spousal support; taxes; pensions; personal property; assets and business valuations; and writing good memoranda of understanding.

Course Outcomes:
1. State Maryland laws on separation and divorce.
2. Demonstrate how to write good memorandum of understanding that meets the need of the concerned individuals.

40-Hour Basic Mediation Course
MGT 315
This 40-hour interactive and experiential training offers participants a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists participants in exploring their own conflict style and how that may help or hinder the process. Participants learn and practice the 7-Step Mediation Model. Participants will learn how to handle anger, listen strategically, balances power, and write agreements.
This course fulfills the requirements for Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. This course is approved for 40 CEUs from the Maryland Board of Social Work Examiners.

Course Outcomes:
1. Utilize the How-To guide for conducting mediation of various types of conflicts.
2. Practice the 7-step mediation model.
Advanced Agreement Writing

MGT 313

This class is designed for students who have been through mediation training and still need to develop a working understanding of developing agreements between parties. Participants will flesh out the who, what, where, when, and how of the agreement. They will learn how to do effective reality testing, examine temporary measures, and help parties craft agreements that last. The workshop will feature plenty of exercises, role plays, and mock-agreement writing.

Course Outcomes:

1. Define what an effective agreement is.
2. Practice writing effective and measurable agreements.

AP Art History

MGT 413

This continuing education course is designed for new and experienced teachers that teach AP Art History in high school. Topics include: structuring of the AP Art History course; various teaching strategies; preparing to reiew for the AP exam.

Course Outcomes:

1. Review the AP Art History course syllabus.
2. List and practice various teaching methods.
3. Identify strategies to prepare students for the AP exam.

AP Environmental Science

MGT 414

This continuing education course is designed for new and experienced teachers that teach AP Environmental Science in high school. Topics include: structuring the AP course; updates on AP Environmental Science curriculum; various teaching strategies; preparing to review for the AP exam.

Course Outcomes:

1. Review the AP Environmental Science course syllabus.
2. List and practice various teaching methods.
3. Demonstrate practicing how to conduct a stream study.
4. Identify strategies to prepare students in reviewing for the AP exam.
AP European History

MGT 415

This continuing education course is designed for new and experienced teachers that teach AP European History in high school. Topics include: structuring the AP course; review of the 2009 and 2013 testing; review in the AP Euro restructuring; various teaching strategies; preparing to review for the AP exam.

Course Outcomes:

1. Review the AP European History course syllabus.
2. List and practice various teaching methods.
3. Identify strategies to prepare students for the AP exam.

AP Human Geography

MGT 433

This continuing education course is designed for new and experienced teachers that teach AP Human Geography in high school. Topics include: structuring the AP Human Geography course; various teaching strategies; preparing to review for the AP exam.

Course Outcomes:

Review the AP Human Geography course syllabus.
List and practice various teaching methods.
Identify strategies to prepare students for the AP exam.

AP Institute—Biology I

MGT 018

This course is designed to teach teachers the skills to prepare students to take the AP exam in Biology. Topics to include: college biology course topics including Molecules and Cells, Heredity and Evolution, and Organisms and Populations. Primary emphasis will be on helping students to develop an understanding of concepts rather than memorizing terms and technical details. Lab work is involved.

Course Outcomes:

1. Help students develop a conceptual framework for modern biology
2. Place emphasis on unifying themes, such as “energy transfer” over discrete facts.
3. Organize biology topics into subject areas that address the overlying themes that unify biology.
## AP Institute—Calculus AB

**MGT 009**

This course is designed to teach the skills to AP teachers to infuse their classroom teaching with successful Calculus topics to ensure that students are prepared for the Calculus AB exam. Through a series of hands-on activities and group discussions, participants will begin to explore how AP Calculus AB classes can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students. Topics include: limits of functions; concept of derivative - application and computation; antidifferentiation and fundamental Theorem of Calculus.

**Course Outcomes:**

1. Describe the limits of functions – including one-sided limits
2. Effectively convey the concept of the derivative – application and computation
3. Employ techniques to clearly demonstrate antidifferentiation and the Fundamental Theorem of Calculus

## AP Institute—Chemistry

**MGT 017**

This course is designed to teach teachers the skills to create an AP Chemistry class that meets the objectives of a good general college chemistry class. Topics addressed include chemical calculations, mathematical formulation of principles and the kind of laboratory work usually done by students at this level.

**Course Outcomes:**

1. Monitor and guide students through a minimum of 90 minutes of Chemistry lab time per school week.
2. Reinforce and encourage students to devote at least five hours weekly to individual study.
3. List the theoretical aspects of chemistry as related to general chemistry.
4. Discuss with students the structure of matter, kinetic theory of gasses, chemical equilibria and thermodynamics in an in-depth manner.

## AP Institute—Computer Science A

**MGT 290**

This course is designed to enhance high school teachers' ability to develop Advanced Placement curriculum in Computer Science A. Through a series of hands-on activities and group discussions, participants will learn how an AP Computer Science course can be centered around and driven by content. This course focuses on helping participants explore and articulate a high school curriculum anchored in the skills, knowledge, and habits of mind needed for AP Computer Science courses.

**Course Outcomes:**

1. Utilize AP Computer Science content in teaching high school students.
2. Design a Computer Science curriculum approach anchored in the skills and knowledge needed for AP Computer Science.
3. Demonstrate the knowledge and understandi
AP Institute—English Language and Composition

MGT 010

This course is designed to teach advanced skills to experienced AP teachers in Language and Composition. Through a series of hands-on activities and group discussions, participants will learn how an English AP language and Composition can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students. This course focuses on helping participants explore and articulate a high school curriculum anchored in the skills, knowledge, and habits of mind needed for AP English courses.

Course Outcomes:
1. Teach students the analysis of good writing and rhetorical strategies and techniques.
2. Implement activities meant to illustrate excellent pedagogy with various advanced instructional approaches, including cooperative learning criteria to increase s

AP Institute—English Literature

MGT 013

This course is designed to teach skills to novice AP teachers in Literature. Through a series of hands-on activities and group discussions, participants will begin to explore how English AP Literature classes can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students. This course focuses on helping teachers new to the AP curriculum gain the skills and insight to allow student success in AP English course.

Course Outcomes:
1. Help students to see from the inside how literature is written
2. Convey a balance of generalization with specific illustrative detail
3. Create an action plan for students to sharpen their understanding of what writers have accomplished
4. Guid

AP Institute—Psychology

MGT 390

This course is designed to teach teachers the skills to prepare students taking AP Psychology. With hands-on activities and group discussions, participants will learn how an AP Psychology course can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students. This course focuses on helping participants explore and articulate a high school curriculum anchored in the skills and knowledge needed for an AP Psychology course.

Course Outcomes:
1. Utilize AP Psych content in teaching HS students.
2. Design an AP Psych curriculum approach to create a learning experience equivalent to that of a college introductory psychology course.
AP Institute—Spanish Language

MGT 393

This summer institute will focus on ways to implement a successful program in AP Spanish Language or help experienced teachers enhance their existing programs. This course will explore the impact of the new format, changes to the examination, the integration of skills and the use of authentic materials. Participants will be asked to actively participate and share best practices with the entire group.

Course Outcomes:

1. Discuss the impact of the new AP format.
2. Implement activities meant to illustrate excellent pedagogy with various advanced instructional approaches.
3. Compare best practices used in class.

AP Institute—Statistics

MGT 401

This AP course gives teachers a systematic overview of content materials for AP Stats, exposes teachers to lectures, simulations, activities, videos, and emphasizes the importance of teaching the concept of statistics and using the graphing calculator for calculation and exploration. Teachers will become familiar with the framework of the AP Stats exam and its grading procedures. Topics to include: Planning a study (design) and exploration; exploring data; Probability; Inference & Confidence intervals.

Course Outcomes:

1. Review content materials for AP Statistics.
2. Plan a study (design) and simulation.
3. Interpret graphical displays and distributions of univariate data; summarize and compare distributions of univariate data.

AP Institute—US History

MGT 015

This course is designed to teach the skills to effectively teach an analytical perspective on history in the United States. With hands-on activities and group discussions, participants will begin to explore how AP US history classes can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students and explore a variety of theoretical perspectives.

Course Outcomes:

1. Provide students with current examples and applications of US History in the United States.
2. Augment instructional materials to include primary sources, including documentary material, maps and graphic evidence of historical events.
3. Demonstrate
AP Institute—World History

MGT 016

This course is designed to teach teachers the skills to prepare students to take the AP exam in world history. The course will cover global processes and contacts, changes in international frameworks, and comparisons among major societies.

**Course Outcomes:**

1. Help students to build their understanding of cultural, institutional and technological precedents that set the human stage.
2. Motivate students to immerse themselves in the processes that, over time, have resulted in a tightly integrated world.
3. [Text cut off]

AP Music Theory

MGT 417

This continuing education course is designed for new and experienced teachers that teach AP Music Theory in high school. Topics include: structuring the AP course; various teaching strategies; preparing to review for the AP exam.

**Course Outcomes:**

1. Review the AP Music Theory course syllabus.
2. List and practice various teaching methods.
3. Identify strategies to prepare students for the AP exam.

AP Physics 1 & 2

MGT 418

This continuing education course is designed for new and experienced teachers that teach AP Physics 1 & 2 in high school. Topics include: structuring and review of the redesigned AP Physics 1 & 2 course; various teaching strategies, preparing to review for the AP exam.

**Course Outcomes:**

1. Review the redesigned AP Physics 1 & 2 course syllabus.
2. List and practice various teaching methods.
3. Identify strategies to prepare students for the AP exam.
AP Physics 1: Algebra-Based

MGT 432

This continuing education course is designed for new and experienced teachers that teach AP Physics 1: Algebra-based. Topics include: structuring and review of the AP Physics 1 curriculum; various teaching strategies; preparing to review for the AP exam.

Course Outcomes:
- Review the AP Physics 1: Algebra-based course syllabus.
- List and practice various teaching methods.
- Identify strategies to prepare students for the AP exam.

AP US Government and Politics

MGT 416

This continuing education course is designed for new and experienced teachers to effectively teach AP US Government and Politics in high school. Topics include: structuring the AP course; updates on AP US Gov’t and Politics curriculum; various teaching strategies; preparing to review for the AP exam.

Course Outcomes:
1. Outline current applications and examples of Gov’t & Politics in the US.
2. List and practice various teaching methods.
3. Identify strategies to prepare students in reviewing for the AP exam.

Basic Ethics for Mediators

MGT 375

This course provides an overview of the Maryland Rules of Civil Procedure, Title 17, concerning ethical standards of behavior for mediators. Participants will gain a basic understanding of mediator ethics through discussion of hypothetical and actual cases. This course satisfies the annual ethics training requirement of the Maryland Program for Mediator Excellence.

Course Outcomes:
- Discuss Title 17 of the Maryland Rules of Civil Procedure.
- List mediator ethics by discussing hypothetical and actual cases.
- Complete the annual ethics training requirement of the Maryland Program for Mediator Excellence.
Building Effective Labor-Management Relationships

MGT 427

This continuing education course is designed for professionals seeking a greater understanding of labor relations best practices within the unionized workplace. This course will provide participants with a framework for engaging in interest-based problem solving and best practices. Topics include drafting a contract language and setting ground rules related to labor management committees.

Course Outcomes:
1. List best practices of a healthy, effective labor-management relationship.
2. Create a framework for engaging interest-based problem-solving and best practices.
3. Practice preparing a draft contract language and ground rules.

Chief Science Officer Management Training Module 1: Leading the People

MGT 380

The leadership component of the CSO Boot Camp is divided into five sections. The course is an overview of leadership practices and skills and focuses on providing participants with the requisite awareness and exploration needed to begin their in depth study of leadership. This course is the first step in the continuous learning and skill development process. The course is an aerial view of what it takes to be a leader in contemporary organizations.

Course Outcomes:
1. Distinguish leadership from management.
2. Develop influencing skills and explore the role leader’s play in change management
3. Identify strategies to build a new team and motivate and inspire an existing team.
4. Define the components of a high performing team.
5. Identify ways to minimize dysfunctional conflict and enhance collaboration.

Chief Science Officer Management Training Module 2: Managing The Work

MGT 381

This component of the course offers concentrated exposure to business competencies and relates those critical business competencies to typical behaviors and activities that a research scientists experience during their career. The course will provide post-doc fellows with the tools, knowledge, and skills needed to move up the career ladder from research into scientific management, and leadership in the federal, academic, or commercial sectors. This course will focus on – Project Management, Negotiation, Finance, Performance Management, Networking, and Presentation Skills.

Course Outcomes:
1. Describe the project management processes and why proactive project management is indispensable in today’s economy and business environment.
2. Identify techniques to improve personal communication style in order to persuade and inspire others.
3. Communicate the understanding and appreciation of finance language.
4. Practice using effective presentation skills.
Clinical Trial Project Management

MGT 392

Drug development projects present unique challenges due to their complex multi-dimensional nature, long term duration, and highly variable cost of operations. This course will help increase student skills to lead domestic and global clinical trials for optimal performance.

Course Outcomes:

1. Discuss key elements of drug development project, role of various personnel involved, basics of project management skills and their use in clinical projects.
2. Discuss the work of US FDA and compare it to other international regulators.
3. Identify key components of clinical trial approval applications.
4. List basic elements of clinical trial protocol, the do's and don'ts of clinical trial procedures, development of new protocol, amending protocols, scientific and ethical review of clinical protocols.
5. Discuss the identification, qualification, selection, initiation, management, and close-out of clinical sites.

Conflict Resolution: Unleashing the Secrets

MGT 398

During this course you'll examine your brain on conflict, explore your conflict default, and learn about the best conflict resolution method on the planet. Some lecture and interactive exercises will help you practice how to hear and be heard, and make a quick problem-solving plan from idea to follow-through.

Course Outcomes:

Identify ways on managing conflict.
Identify best conflict resolution method.
Practice how to resolve conflict effectively.

Construction and Maintenance of Bio-retention Systems

MGT 391

This course will provide instructions on how to recognize and correct common field issues in the construction and maintenance of bio-retention facilities according to Montgomery County and Maryland State guidelines. Topics include: interpreting bio-retention plans; identifying construction process for installation of bio-retention plans.

Course Outcomes:

Interpret basic residential and commercial bio-retention plans.
Articulate the components of bio-retention facilities.
Identify the construction process for installing residential and commercial bio-retention plans.
Identify and correct common maintenance problems of bio-retention facilities.
Contract Language Interpretation

MGT 426

This continuing education course is designed for professionals seeking a greater understanding of labor relations best practices within the unionized workplace. The course will help participants better understand the language of collective bargaining agreement. Topics include: appropriate use of bargaining history to interpret agreement; effect of prior arbitration awards; court decisions; and grievance settlements.

Course Outcomes:

1. Identify and apply the rules of interpretation and role of past practice.
2. Discuss appropriate use of bargaining history in helping interpret the agreement.
3. Discuss the effect of prior arbitration awards, court decisions, and grievance settlements.

Dealing With Intense Emotions in Conflict Situation

MGT 404

This course is designed to emphasize the need to allow parties in conflict to work through their emotions in a way that leads to effective resolution. Participants will learn tools and techniques that allow parties to vent their emotions in a constructive way while they practice active listening techniques. At the end of the course, participants will be more comfortable in handling intense emotions without becoming emotionally involved themselves.

Course Outcomes:

Perform techniques on how to vent emotions in a constructive way.
Practice active listening skills.
Demonstrate handling intense emotions without becoming emotionally involved.

Discipline and Discharge in a Unionized Workplace

MGT 424

This continuing education course is designed for professionals seeking greater understanding of labor relations best practices within the unionized workplace, and provides an overview of discipline and discharge in a unionized workplace; including deeper understanding of the concepts of progressive discipline, just cause, and due process. Topics include: conducting effective disciplinary investigations; determining appropriate levels of discipline; and preparing and participating in the grievance process.

Course Outcomes:

1. Discuss how to conduct effective disciplinary investigations.
2. Determine appropriate levels of discipline.
3. Practice how to prepare and participate in the grievance process.
Ethics for the Human Resource Leader

MGT 411

This continuing education course is designed for HR Professionals and PHRs/SPHRs who need recertification credit hours. Topics include Social Responsibility and Ethics in Management; Types of Managerial Ethics; Components of an Ethics policy.

Course Outcomes:
1. Demonstrate an understanding of Social Responsibility and Ethics in Management.
2. Demonstrate an understanding of the three major types of managerial ethics.
3. Demonstrate an understanding of situational factors that affect ethical behavior.
4. Demonstrate an understanding of key components of an ethics policy.

Getting Past Impasse in Mediation

MGT 378

This course gives mediators new tools and techniques to use to get parties talking again. Students learn how to change course in a mediation and ask questions that cut to the core of the conflict to get parties moving.

Course Outcomes:
1. Identify techniques to use in mediation to get people to talk.
2. Practice how to change course in mediation, when to caucus, and when to take breaks.
3. Demonstrate how to ask questions to get to the core of conflict and get parties moving.
4. Recognize when to end a session when mediating.

Green Solutions for Driveways and Walkways

MGT 408

This continuing education course is designed for engineers, construction workers/builders, urban/city planners and provides an overview of the features, applications, and environmental benefits of using permeable pavers and pavements for green urban design and construction projects. Topics include: technology, function, and performance of permeable pavers and pavement and will be compared to that of conventional dense pavement; basic installation and design considerations according to Montgomery County and Maryland State guidelines.

Course Outcomes:
1. Explain the differences between dense and porous pavements.
2. List both benefits and limitations of using porous pavement over conventional paving.
3. Identify the basic components of a paving system and explain the benefits of permeable paving systems.
4. Discuss the required maintenance of various porous paving systems.
5. List basic requirements for meeting American Disabilities Act (ADA) when designing a porous paving system.
How To Sharpen Your Listening Skills

MGT 399

During this course you'll learn how to listen strategically, look at responses to avoid and practice how to guide yourself and others to do their best thinking through listening. This course features plenty of ears-on exercises to sharpen your skills.

Course Outcomes:
Practice listening strategically and directly.
Demonstrate listening with body and mind.

Introduction to Arboriculture

MGT 407

This continuing education course is designed for landscapers, parks and planning staff/workers and provides skills needed to work around big trees. Topics include: skills and techniques necessary to access the upper parts of large trees; safety when working around large trees; proper selection, use and maintenance of equipment used in the arboriculture profession; selection and care of personal protective equipment.

Course Outcomes:
1. Explain the legislation and safety guidelines pertaining to tree climbing.
2. Utilize pre-use checks to Personal Protective Equipment (PPE).
3. Outline the Occupational Safety & Health Administration (OSHA) requirements for PPE inspection, record keeping, storage, and transport.

Landscape Management

MGT 385

This step by step landscape development guide will teach the crucial order and techniques of soil prep, plant selection, installation, pruning and maintenance. Other key topics include interpreting soil tests, choosing specialty gardens, and controlling exotic invasives. Great aid for more professionals and homeowners.

Course Outcomes:
1. Develop a step-by-step procedure for analysis of a planting site including: soil testing procedures and soil modifications.
2. Select the appropriate fertilizer analysis and proper amount needed based soil testing site.
3. Identity the steps involved in planting trees and shrubs that are B&B or containerized.
4. Identify the major types of pruning and training for landscape plant material, and to determine when this should be performed.
5. Select a mechanical or chemical means of obtaining weeds control in landscape beds.
## Lean/Six Sigma Yellow Belt

**MGT 412**

This course is designed for personnel at all levels of any organization, particularly those that are involved in process management, improvement or redesign and provides instructions on how to integrate Continuous Process Improvement (CPI) methodologies for the improvement of production and transactional systems. Topics include: Introduction to CPI, Lean concepts & tools, Theory of Constraints (TOC), Lean Six Sigma Concepts & Tools, Analyzing a value stream.

**Course Outcomes:**
1. Discuss Continuous Process Improvement.
2. Describe the various lean concepts and tools.
3. Explain the Theory of Constraints and how this affects an organization's bottom line.
4. Recognize the Lean Six Sigma concepts & tools.
5. Analyze a value stream.

## Pest Management

**MGT 373**

Identification of insects, mites, and other arthropods attacking landscapes, nursery plants, and greenhouse crops. Topics include life cycles of plant-damaging insects/mites and identification of commonly attacked plant materials; integrated pest management control options; pesticide uses and limitations; pesticide safety, equipment, and application methods.

**Course Outcomes:**
1. Evaluate presence and activity of beneficial organisms.
2. Design methods to preserve and augment the major beneficial organisms in managed landscapes and nurseries will be covered.
3. Compare classification characteristics that enable you to group insects into major insect order, family and genus.
4. Demonstrate a workable understanding of the laws and regulations as they apply to pest control is imparted.
5. Recognize major plant damaging mites and their plant injury symptoms.

## Pesticide Use and Safety

**MGT 371**

This course prepares the horticultural professional for the examination for pesticide application certification. Course content includes principles of pest control, pesticides, laws and regulations, pesticide labeling, pesticides and human health, personal protective equipment, pesticides and the environment, handling pesticides, pesticide emergencies, and pesticide alternatives.

**Course Outcomes:**
1. Describe the principles of pest control, its benefits and risks.
2. Recognize signs and symptoms of pesticide poisoning.
3. To identify and understand all parts of the pesticide label including the signal words and symbols.
4. To state how to properly select, wear, clean and maintain personal protective equipment.
5. Describe how to avoid pesticide contamination of groundwater and how to avoid harming non-target organisms.
## Plant Propagation and Production

**MGT 386**

Discover the basic principles and skills used to propagate and produce a wide range of ornamental and edible plants, including natives, annuals, perennials and fruits. Lab will focus on seed propagation, cuttings, grafting, budding, division, layering, and tissue culture.

**Course Outcomes:**

1. Propagate plant materials using various sexual and asexual propagation.
2. Monitor and adjust environmental climate conditions, fertility and irrigation during propagation and production.
3. Prepare appropriate propagating and production substrates.
4. Determine which plant propagation and production techniques would be most applicable for a particular situation.
5. Demonstrate how to pre-condition seeds to stimulate seed germination.

## SHRM Essentials® of Human Resources

**MGT 352**

This course is designed to teach students how to understand the fundamental issues surrounding HR today. SHRM Essentials ®of HR Management course provides an introductory overview of the human resource function. Whether students are new to HR or if HR is one of many roles they fulfill at their company, this course covers the key HR topics they need to know: Human Resource Management; Employment Law; Recruitment and Selection; Compensation and Benefits; Employee Development; Performance Management. This course qualifies for PHR/SPHR recertification hours upon completion.

**Course Outcomes:**

1. Increase knowledge and practical HR skills to effectively approach challenging HR issues.
2. Utilize expertise in areas of HR management.
3. Increase one's on-the-job confidence.

## SHRM® PHR/SPHR Certification Prep

**MGT 300**

This Human Resource Management Certificate Preparation Program (SHRM Learning System) is offered in cooperation with the Society for Human Resource Management (SHRM), the premier association for human resource professionals, recognized worldwide. Using the SHRM Learning System, you will study six human resource areas of competency in preparation for the exam: strategic management; workforce planning and employment; human resource development; compensation and benefits; employee and labor relations; and occupational health, safety, and security.

**Course Outcomes:**

2. Demonstrate an understanding of the key concepts covered by the PHR certification exam.
Strategic Leadership in the 21st Century

MGT 431

This continuing education course is designed for current and new leaders and managers. Topics include: management styles; communication skills; strategic planning.

Course Outcomes:
- Compare the difference between management and cutting edge leadership.
- Recognize thinking long term and stay ahead of the competition.
- Implement a vision into a strategic plan.

Strategic Negotiation Skills

MGT 344

This course is designed to teach when and how to negotiate. It is an introduction to negotiation skills and their use in the home, marketplace, and workplace. Participants will better understand the role of emotions in negotiations, learning how to separate their positions from their interests, and learn to brainstorm effectively. Emphasis is placed upon reaching win-win solutions. Mini-lectures are interspersed with lots of exercises and role plays. Upon completion of the workshop, participants will be better prepared to negotiate and to coach others in negotiation.

Course Outcomes:
1. Decide when to negotiate.
2. Demonstrate how to negotiate.
3. Identify ways to reach a win-win situation.

Successful Project Management

MGT 056

This course is intended for NIST staff to learn the project management process including project selection and evaluation. Gain skills in developing a project plan--defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intrafunctional organizations, cross-functional matrix, and task force organizations. Learn how to construct a work breakdown structure and create a project task network.

Course Outcomes:
1. Set measurable project objectives and create a practical plan to achieve them.
2. Estimate project costs.
3. Perform cost/benefit analysis.
4. Manage relationships effectively and productively across the spectrum of project stakeholders.
5. Allocate resources effectively using resource loading and leveling charts.
The SHRM Learning System for SHRM-CP™ and SHRM-SCP™ Certification Preparation Course

MGT 430

This continuing education course is designed for HR professionals seeking to get their SHRM-CP/SHRM-SCP certification, and/or individuals seeking to advance their training and education for a successful HR career, HR professionals wanting to update their HR knowledge. The class will provide instruction to gain a generalist point of view, refresh key ideas and concepts, strengthen understanding of HR core competencies and increase productivity, and prepare for the certification exam. Topics include and cover the four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication.

Course Outcomes:

1. Prepare for the SHRM-CP/SHRM-SCP certification exam.
2. Describe the HR core competencies.
3. Review HR key ideas and concepts.

Turfgrass Management

MGT 372

Management of turfgrass with respect to residential, commercial, and athletic field lawn care. Turfgrass establishment procedures, lawn maintenance schedules, renovation procedures, pest control methods, and weed control options will be covered. Emphasis on the use of the newest and more adaptable turfgrass varieties for minimum insect and disease problems. Lab assignments will include identification of grass species, weeds and turf insects.

Course Outcomes:

1. Identify the morphological parts of the turfgrass plant.
2. Distinguish between the major turfgrass species and soil type.
3. Choose correct soil testing procedure, and properly modify soil for maximum turfgrass growth.
4. Recount suitable fertilizer schedules for various turfgrass species.
5. Review the methods of turfgrass renovation including machinery needed, herbicides used, and timing renovation.

Water Garden Management

MGT 366

This course is directed toward planning, installing, and maintaining water gardens, examines construction materials and techniques. Topics also include the study of aquatic plants -- their propagation, culture, and function in the aquatic ecosystem -- and the selection and care of ornamental fish and scavengers.

Course Outcomes:

List the key building regulations and safety issues.

Manage algae and other water issues.

Select appropriate size and number of ornamental fish for a pond.

Manage wild visitors.

Develop a plan for general pond maintenance.
Your Brain On Conflict

MGT 405

This is a brain basics course for your brain on conflict. Participants will take a journey to the interior, explore the reasons behind the way they act and react under stress, anger, fear, and sadness. Then they will learn how to reverse the process and quiet the mind.

Course Outcomes:

- Identify the workings on the brain under stress in laymen’s terms.
- Practice on how to pause the default reaction, re-instill calm, then conduct rational problem-solving methods.

Your Personal Conflict Style

MGT 387

Different situation or conflict resolution requires for one to be aware and adjust to a particular situation. You will take the Thomas-Kilmann Conflict Mode Instrument to determine your preferred conflict resolution style: Avoid, Accommodate, Compete, Compromise, or Collaborate. Explore how well your preferred style works in different situations and when it may be necessary to use a different style. Identify the styles that others bring to conflicts and how to work effectively with them.

Course Outcomes:

1. Identify preferred conflict resolution style using the Thomas-Kilmann Conflict Mode Instrument.
2. Use the preferred style and identify adjusting their preferred style in different situations to be more effective.
3. Recognize the different styles in mediation and how to work effectively with these styles.
A Practical Approach to Project Management

PMC 013

This continuing education course is designed for individuals seeking to prepare for the CAPM or PMP certification and provides mandatory classroom hours as well as important preparatory knowledge for the certification exams. Topics include: advanced concepts of project management; and principles of project management.

Course Outcomes:
1. Prepare students for the PMP Prep course and the CAPM Certification Prep.
2. Identify key advanced concepts of project management.
3. Use their practical knowledge and utilize key project management principles.

Certified Associate in Project Management (CAPM)® Prep

PMC 002

Prepare for the Project Management Institute (PMI®) CAPM certification exam. It is designed for entry-level to senior members of a project team who contribute specialized skills such as scheduling, logistics, or cost estimating. This credential signifies that the individual has knowledge of the principles and terminology of the Project Management Body of Knowledge (PMBOK®) Guide. Upon completion of this course, you may apply to take the CAPM Certification exam.

This course is certified by the Project Management Institute®.

Course Outcomes:
1. Prepare for the Certified Associate in Project Management (CAPM) certification exam.
2. Articulate the fundamental concepts of project management
3. Use their practical knowledge and utilize key project management principles.
Earned Value Management

PMC 009

Earned Value (EV) is a management tool for tracking and communicating a project status. Earned Value Management (EVM) will let you know the actual state of the project by comparing your current project performance against your plan. Knowing the project’s performance will let you take actions needed to ensure that the project is completed on time and within budget. Like any tool, in order for EVM to be successful, it is very important that it is used correctly. EV is one of the most sophisticated and accurate methods for measuring and controlling project schedules and budgets. EV has been used extensively in large projects, especially in government projects. This course has been approved for CEUs.

**Course Outcomes:**

1. Discuss the Earned Value technique.
2. Use the tool effectively.
3. Create desired reports for senior management and customers.

Efficient Project Management with Mind Mapping

PMC 015

The course is appropriate for students preparing for the PMI Project management professional (PMP)® exam and for those who have already achieved the PMP® status. Learn how this project management tool help save time and improve communication with the team and other stakeholders in an effective and creative way. Topics will cover basics of mind mapping, the use of software tools, mind mapping techniques in project management.

**Course Outcomes:**

Discuss the basics of mind mapping.
Identify the best software tools.
Practice using a variety of templates.
Use the mind mapping techniques in project management processes.

How to Create an Effective Work Breakdown Structure

PMC 012

Successful project management requires starting the project on the correct path. Developing a WBS to serve as the framework for the entire project is the only way to do this. Practice is more difficult than the concept because project managers and planners do not approach the concept with a full understanding of the WBS, the discipline required, and how to develop and use it.

**Course Outcomes:**

1. Describe a work breakdown structure concept and its application.
2. Develop a work breakdown structure.
3. Practice using a work breakdown structure.
Introduction to Agile Project Management

PMC 011

Project Management practitioners are increasingly embracing agile as a technique for managing successful projects. It is a topic of growing importance in project management. Whether you are a PMP credential holder or individuals working on agile project team, this course will introduce you to the basics of agile. Understand the values and principles of agile and identify methodologies of Agile PM. Learn how to combine agile approach with existing PM tools and see the benefits of Agile PM.

Course Outcomes:

1. Identify basics of Agile PM.
2. Describe the values and principles of Agile.
3. Identify methodologies of Agile.
4. Combine Agile approach with existing Project Management tools.
5. List benefits of Agile.

Negotiating for Project Managers and other Professionals

PMC 006

This course teaches the basics of negotiations. Learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. You will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics. (7.5 PDUs)

Course Outcomes:

1. Identify objectives and variables.
2. Establish negotiation requirements and determine concessions.
3. Formulate a plan for agreement and determine logistics of a negotiation.
## PMP® Application Workshop

**PMC 017**

Have you decided to take your career to the next level by pursuing PMI's® Project Management Professional (PMP) Certification? Then this course is for you. In this course, you will get individualized consulting on completing your application form to sit for the PMP exam. Many certified professionals say it is one of the most complicated application forms they have completed. Our instructor, Mary K Pedigo, PMP gets requests from confused project managers for assistance completing their applications. We are pleased to offer this course where students can get answers to their specific questions and customized instructions completing the rigorous application process.

Students are encouraged to bring their laptops and records of project management experience for individualized assistance.

**Course Outcomes:**
- Prepare and complete the PMP application/verification of hours form.
- Provide individualized assistance in completing the form.
- Identify (to avoid) specific audit flags.
- Discuss what to do in the event of an application audit.

## Project Management Code of Ethics and Professional Conduct

**PMC 014**

The course is appropriate for students preparing for the PMI Project management professional (PMP) ® exam and for those who have already achieved the PMP® status. Topics to be covered are standards of ethics and professional conduct for project managers that is required for the PMP® exam as well as for the ongoing, appropriate practice of project management.

**Course Outcomes:**
- Discuss the mandatory and aspirational standards.
- Identify to whom the code applies.
- Describe the underlying values; responsibility, fairness, respect, and honesty.
- Recognize violations and take appropriate steps.

## Project Management Essentials and Best Practices

**PMC 001**

This course is intended as a prerequisite to the Project Management Professional Prep course, and provides mandatory classroom hours as well as important preparatory knowledge for the PMP prep course. Topics include: advanced concepts of project management; principles of project management.

**Course Outcomes:**
1. Prepare students for the PMP Prep course.
2. Identify key advanced concepts of project management.
3. Use their practical knowledge and utilize key project management principles.
### Project Management Professional (PMP)® Boot Camp

**PMC 008**

This course thoroughly prepares you for the internationally recognized Project Management Professional (PMP®) certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® certification exam.

**Course Outcomes:**

1. Prepare for the PMP® certification exam.
2. Identify the key advanced concepts of project management.
3. Use their practical knowledge and utilize key project management principles.

### Project Management Professional (PMP)® Certification Prep

**PMC 004**

Prepare for the internationally recognized Project Management Professional certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® Certification exam.

This course is certified by Project Management Institute (PMI®).

**Course Outcomes:**

1. Prepare for the PMP® certification exam.
2. Identify the key advanced concepts of project management.
3. Use their practical knowledge and utilize key project management principles.

### Project Teams

**PMC 010**

This course will cover topics to help project team members work harmoniously and be able to finish the task on time and on target. Topics include resolving conflicts and reaching consensus among team members; personal responsibilities and communication skills needed to be an effective team member; ways to establish and improve project teams; setting team goals; and motivating and managing a team during times of change.

**Course Outcomes:**

1. Resolve conflicts and reach consensus among team members.
2. Identify personal responsibilities and communication skills to be an effective team member.
3. Identify ways to establish and improve project teams.
4. Discuss how to set team goals.
5. Demonstrate the ability to motivate and manage a team during times of change.
Risk Management

PMC 005

This course includes techniques from international risk research and worldwide contributors, templates you can adapt and use in your projects, hundreds of risks and risk categories to help you identify risks, and a methodology to prevent many project problems. Project managers, project team members, technical staff, and managers can benefit from the risk management techniques and templates in this course. Since the course also covers the basics of risk management, it is also useful for those preparing for the PMI® certification exams. (15 PDUs)

**Course Outcomes:**

1. Discuss risk management as a methodology to avoid project problems.
2. Identify techniques and methodology to adapt and use to prevent project problems.

The PMP® Exam: How to Take (and Pass) It!

PMC 003

Have you decided to take your career to the next level by pursuing PMI's® Project Management Professional (PMP) Certification? Then this course is for you. In this course, you will get individualized consulting on completing your application form to sit for the PMP exam. Many certified professionals say it is one of the most complicated application forms they have completed. Our instructor, Mary K Pedigo, PMP gets requests from confused project managers for assistance completing their applications. We are pleased to offer this course where students can get answers to their specific questions and customized instructions completing the rigorous application process.

Students are encouraged to bring their laptops and records of project management experience for individualized assistance.

**Course Outcomes:**

Prepare and complete the PMP application/verification of hours form.

Provide individualized assistance in completing the form.

Identify (to avoid) specific audit flags.

Discuss what to do in the event of an application audit.
Basic Real Estate Principles and Practices for Salespersons

REB 010

This intensive course meets Maryland state requirements for 60 hours of successfully completed prelicensing education prior to taking the state license exam for real estate salespersons. All topics relevant to the industry and the state exam will be covered in detail, followed by a course exam that must be passed before a certificate of successful completion can be issued. All 60 hours must be attended. Textbooks: Modern Real Estate Practice, Maryland Supplement to Maryland Real Estate Practice, and Study Guide for Modern Real Estate Practice are available at the Rockville Campus Bookstore. Questions regarding licensure are to be addressed to the Maryland Real Estate Commission: 410-230-6199.

Course Outcomes:

1. Fulfill the state of Maryland’s education requirements for the licensing as real estate salesperson.
2. Explain the requirements and various modes of real estate ownership.
3. Explain to customers and clients their rights and responsibilities under the Maryland Real state law and code of ethics.
4. Explain real estate contracts, appraisals, land use, hazardous substances, title searches, property liens, financing, options, disclosure, taxes and leases.
5. Describe sales contracts, leases, deeds, financing applications, listing forms, warranties, and uniform disclosure settlement forms.
ABCs of Selling a House

REC 127

In this practical guide to selling a house under any market conditions, you will learn specific contract clauses that save money and prevent problems.

This course is approved for certification by the Maryland/DC Real Estate Commissions.

Course Outcomes:
1. Prepare for a smooth closing.
2. Hold an effective open house.
3. Distinguish between the advantages and disadvantages of listing a home.

Advanced Residential Case Studies

REC 183

This course will elevate the student's knowledge of challenging residential appraisal assignments and to develop the expertise to recognize and address those situations at the Certified Residential level. Topic areas focus on complex properties that include valuing unique and high-end residential dwellings. Textbook required at first class is available at the Germantown Campus Bookstore.

Course Outcomes:
1. Measure the basic methods of appraisal used in non-traditional manners to appraise complex properties
2. List the complex differences between an appraisal assignment with economic conditions vs. atypical ownership circumstances
3.

Appraisal Statistics, Modeling and Finance

REC 185

This course is designed to provide students both the theory and practice of statistics, real estate finance, and valuation modeling for today's Certified Residential appraiser. An HP12C calculator is required. Textbook required at first class is available at the Germantown Campus Bookstore.

Course Outcomes:
1. Determine the role statistical analysis plays in the appraisal process
2. Define the interrelationship between real estate values and real estate finance
3. List the six functions of a dollar
4. Discuss the different types of loans and loan term
## Basic Appraisal Principles

### REC 175

This state-approved course is the first of three pre-licensing trainee courses designed for appraisal trainee licensure in Maryland. Topics include property transfer of rights, market value, market analysis, and ethics. Textbook required at first class is available at the Takoma Park/Silver Spring Campus Bookstore. All minutes of the course must be attended and course exam passed to receive class certification.

### Course Outcomes:

1. List the real property concepts and characteristics.
2. Define types of value other than market.
3. Identify and use different real estate legal descriptions.
4. List and define the 16 principles of Real Estate appraisal.

## Basic Appraisal Procedures

### REC 176

This state-approved course is the second of three pre-licensing trainee courses designed for appraisal trainee licensure in Maryland. Topics include land site valuation, cost approach, market data and the appraisal process. Prerequisite: Real Estate: Basic Appraisal Principles. Textbook required at first class is available at the Takoma Park/Silver Spring Campus Bookstore. All minutes of the course and field trip must be attended and course exam passed to receive class certification.

### Course Outcomes:

1. Write a reconciliation of value from a sample problem for a final Value Opinion.
2. Define the three approaches to value for analysis of a problem.
3. Identify the data required for land/site valuation.
4. List the steps of the Appraisal Process

## Buying / Selling Foreclosure Properties

### REC 034

Gain a better understanding of the foreclosure process, property condition, and property risks associated with buying property at a foreclosure sale. Approved: 3 hours. Students who take this class may also be interested in Evaluating/Financing the Fixer-Upper and Understanding and Using Short Sales.

### Course Outcomes:

1. List the differences between the debtor's and the lender's rights when loan defaults occur.
2. Locate and negotiate the purchase of properties deeded by lenders to private mortgage insurers.
3. Identify the actions taken by lenders to set up forec
### Contracts and Offer to Purchase

**REC 195**

This continuing education course is designed for Real Estate licensees to satisfy their required continuing education hours. Topics include: important areas of a standard residential contract; possible contract issues; addendums - standard and jurisdictional. (Maryland Association of Realtors or Regional contract).

**Course Outcomes:**

1. List 5 important areas of a standard residential contract.
2. Identify particular issues of contract.
3. List unique situations and the handling of them.
4. Discuss Jurisdictional or Standard Addendum.

### Creative Financing

**REC 007**

This course will provide the Maryland real estate professional with knowledge of alternatives to the ordinary conventional, FHA, and VA financing.

**Course Outcomes:**

1. List the advantages/disadvantages to using more than one type together.
2. Differentiate between mortgages and trusts.
3. Differentiate between the seller’s position and the purchaser’s position.

### Disciplinary Actions and the MREC

**REC 197**

This continuing education course is designed for Real Estate licensees and provides a review of the disciplinary process used by the Maryland Real Estate Commission including a review of some recent disciplinary actions taken by the Commission. Topics include: discipline process; complaint process; possible disciplinary actions taken.

**Course Outcomes:**

1. Determine the preliminary discipline process.
2. Evaluate a complaint.
3. Investigate a complaint.
4. List the disciplinary actions that will be taken.
Ethics: Predatory Lending / Flipping

REC 012

This course covers the Maryland Real Estate Commission's Code of Ethics, including the practice of flipping and predatory lending, and how it should affect the real estate licensee's business relations with the commission, the public, and other agents. This course fulfills NAR requirements. Approved: 3 hours and for mortgage lenders.

Course Outcomes:
1. List the differences between the client's and the customer's ethics practice.
2. Define the process of predatory lending and flipping.
3. Identify the various lending institutes.
4. Determine ethical procedures and how they relate to the Real Es

Evaluating / Financing the Fixer-Upper

REC 035

Can you estimate the fair market value of property after the completion of renovations/repairs? Do you know the difference between homeowner strategies and renovator strategies? Can you determine the discount needed for a "quick sale" price? This course will cover these topics and more. Approved: 3 hours.

Course Outcomes:
1. Estimate the fair market value of property after completion of renovations/repairs.
2. Distinguish between private loans similar to FHA 203(k) loans, blanket mortgages and hard-money loans.
3. Prioritize and estimate the cost of repairs and renovt

Fair Housing

REC 173

This course will cover the most recent changes in the state as well as the county fair housing laws.

This course is approved for certification by the MD Real Estate Commission.

Course Outcomes:
1. Define fair housing and how it applies to today's market.
2. Demonstrate an understanding of Montgomery County fair housing laws.
Listing and Buyer Broker Contracts

REC 198

This class is a complete review of the statutory requirements for typical real estate listing agreements and buyer broker agreements. Discussion will include common issues and questions, negotiating commissions, and federal guidelines for online marketing of listed properties.

Course Outcomes:

1. Identify the legally required parts of a brokerage agreement
2. Determine when a buyer broker agreement must be entered into
3. Discuss how commissions are determined, shared, and when the broker is owed a commission
4. List how information is disseminated through the internet

Mastering Unique and Complex Properties

REC 186

This course will raise the level of awareness of the scope of work involved with assignments other than the everyday single-family residential appraisal. Property types discussed include: mixed-use, unusual, income-producing, and one-of-a-kind.

This class has been approved by the Maryland Appraisal Qualifying Board.

Course Outcomes:

1. Describe how an assignment can become complex and considerations of appraiser competency.
2. Recognize when an assignment is complex and how to proceed in the appraisal process.
3. Apply accepted methodology and techniques in a non-

Mortgage Regulations & Loan Approvals

REC 194

This continuing education course is designed for Real Estate licensees to satisfy their required continuing education hours in Agency Law required by Maryland Real Estate Commission. Topics covered: credit disputes; negating a sale; pricing a home.

Course Outcomes:

1. Identify credit disputes and how they create closing delays.
2. Explain the causes of negating a sale.
3. Determine appraisal issues when pricing a home for sale.
4. List applied standards when an appraiser assesses condition.
Noncredit Course Descriptions and Outcomes

Business Education

MREC Agency- Commercial

REC 193

This continuing education course is designed for commercial licensees to satisfy their required three hour continuing education course in Agency Law required by Maryland Real Estate Commission. Topics include: Common Law Agency; Disclosure; Sub-Agents; and Disclosed Dual Agency.

Course Outcomes:
2. Explain how an agency relationship is created.
3. List the different types of sub-agents.
4. Determine the difference between disclosed dual agency and undisclosed dual agency.

MREC Agency- Residential

REC 191

The MD Real Estate Commission recently requires all licensees to complete a three hour continuing education course in Agency Law. This course satisfies this new requirement. Topics covered in this course to include: Application of law, Provisions of law, Buyer Agency and Dual Agency.

Course Outcomes:
1. Describe the disclosure of who agents represent.
2. Explain the distinction of how to represent customers and clients.
3. Determine the difference between customers and clients.

MREC Required Supervision

REC 192

If you are a Broker, Branch Office Manager, or Team Leader, Maryland 2010 legislation mandates a Supervision course for all licensees starting with renewals beginning on or after January 1, 2012. Explore the many duties and responsibilities of this required Supervision course.

Course Outcomes:
1. List the duties and responsibilities of Brokers, Managers, & Team Leaders
2. Determine the difference between the duties of an Office Manager vs. a Team Leader
3. Define the role of a supervisor with regards to a Broker
4. Explain the requirements of reasonable and adequate supervision
Not Your Everyday Real Estate Deals

REC 177

Tax lien sales, foreclosure sales, and bankruptcy sales--time for you to muscle in on this market. Laws and procedures to get you going are covered in this course. Approved: 3 hours. Tuition waiver applies; seniors pay fee only.

Course Outcomes:
1. List the differences between Federal and state laws regarding estate, tax lien, and foreclosure sales.
2. Define the process of trustee sale procedures.
3. Identify the various foreclosure auction procedures.
4. Differentiate between creditor an

Real Estate Auctions

REC 188

This course is designed to teach students how to participate in a real estate auction. Students will learn about private auctions and bank foreclosures, as well as what steps they should take in preparing to attend an auction.

Course Outcomes:
1. List the terms and conditions of auction sales
2. Evaluate the various types of auctions and how they differ
3. Analyze the steps necessary before attending

Real Estate Investment Analysis

REC 187

This course is designed to teach the benefits of investing in Real Estate, and investigate the importance of timing. Students will explore alternate investment choices and strategies, as well as acquiring financing.

Course Outcomes:
1. Discuss the benefits of investing in real estate
2. Determine how to finance the acquisitions
3. List the different types of ownership forms
4. Evaluate the multiple tenant considerations

Real Estate Legislative Update

REC 149

This course will cover legislative issues of particular interest that have been introduced and passed during the past three years. This course has been approved for certification by MD and DC Real Estate Commissions.

Course Outcomes:
1. Determine the disclosure statement for leasing a residential dwelling.
2. Demonstrate an understanding of the distribution of trust money.
3. List the penalties of licensing.
Real Estate Market Analysis and Highest and Best Use

**REC 014**

Identifying and analyzing market forces affecting buyers' and sellers' behavior is key to understanding and reporting values. Do you have the tools required to properly collect and analyze market data? This course will focus on markets, submarkets, and the importance of market analysis to the appraisal process. The theory of highest and best use will also be explored. Textbook is required at first class and is available at the Germantown Campus Bookstore.

**Course Outcomes:**
1. List the differences between market fundamentals and market analysis.
2. Differentiate between supply side analysis and demand side analysis.
3. Recognize when to use highest and when to use best use.
4. Explain how to consider, test, and apply

Real Estate: Appraisal Standards and Ethics

**REC 069**

This state-approved course is the final prelicensing trainee course designed to meet the requirements for real estate appraisal trainee licensure as required and approved by the Maryland Real Estate Appraisers Commission. Topics include state licensing and certification requirements, examination contents, federal and state laws and agencies, appraisal organizations, and uniform standards of professional appraisal practice. Textbooks: Uniform Standards of Professional Appraisal Practices (USPAP) and 15-hour Student Manual for USPAP are required and available only at the Appraisal Foundation, 800-348-2831 and are required at first class. All minutes of the course must be attended and course exam passed to receive class certification. Prerequisites: Real Estate: Basic Appraisal Principles and Real Estate: Basic Appraisal Procedures.

**Course Outcomes:**
Outcomes are not available.

Rentals, Renters, and Landlords

**REC 189**

This course is designed as a comprehensive overview of how to deal with rentals and renters. Students will learn how to qualify renters and what procedures have to be followed by the law.

**Course Outcomes:**
1. List the necessary application requirements renters must complete
2. Review the application to determine its legalities
3. Describe the Federal, local, and Fair Housing laws that must be followed
Residential Report Writing
REC 180
This basic appraisal course introduces theories, techniques, and procedures to help students understand the appraisal process and how to use various residential forms and reports for appraisal.

Course Outcomes:
1. Collect data for the URAR (form 1004).
2. Complete exterior only reports for drive-by appraisals (form 2055).
3. Determine cost and income approaches for the URAR (form 1004).

Residential Sales Comparison and Income Approaches
REC 179
This course includes the valuation principles and procedures applicable to residential sales comparison and income approaches and will introduce you to the methods of appraising income properties. A HP12C calculator is required. Textbook required at first class is available at the Germantown Campus Bookstore.

Course Outcomes:
1. Apply and defend the rationale behind market adjustments.
2. Develop techniques for market analysis.
3. Determine final sales comparison analysis.
4. Select and adjust comparable sales data.

Settlement Procedures
REC 010
Are you thinking of buying or selling a home? Are you a real estate agent who is unsure of the full real estate settlement process? Do you know what procedures to follow before going to settlement? Do you know what requirements the real estate agent has to go through to ensure the buyer or the seller a smooth settlement? Learn the answers to these and other questions and gain the confidence you need to ensure your settlement goes off without a hitch. Approved: 3 hours.

Course Outcomes:
1. Explain the settlement process to their buyers or the general public.
2. Define the types of titles and what they mean for the buyers and sellers.
3. Explain the procedure required for completing settlement forms.
4. Discuss any potential problems.
Single Family Real Estate and Federal Income Tax

REC 196

This continuing education course is designed for Real Estate licensees to satisfy their continuing education hours required by the Maryland Real Estate Commission. Topics include: property acquisition; occupancy; use and disposition and how they are treated for federal income tax purposes; taxable gain or loss.

Course Outcomes:
1. List events occurring during the purchase of residential property.
2. Identify acquisition related matters.
3. Differentiate between rental income and rental expense.
4. Explain the difference between cost of sale expenses and year of sale expenses.

Understanding and Using Short Sales

REC 182

What exactly is a "short sale" and how/when should it be used? What is the homeowners financial responsibility, if any, and what is the effect of a short sale on the homeowners credit? Do you know what the debtor and lender rights are when loan default occurs? These questions as well as how to prepare and process a short sale offer will be covered. Approved: 3 hours.

Course Outcomes:
1. Explain the residential foreclosure process
2. Evaluate a property to determine the maximum offering price supported by fair market value
3. Prepare and process a short sale offer

Working with Investments

REC 008

This course will provide the Maryland real estate professional with knowledge of how to use real estate as an investment and how it compares with other investments.

Course Outcomes:
1. Demonstrate an understanding of what an investment means.
2. Distinguish between investment opportunities and investment objectives.
3. List which types of properties are income producing.
Business Education classes offer a wide variety of valuable skills to ensure your small business is a success. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/bits/businesseducation.html

**Accounting Principles for Small Business**

**SMB 029**

Is your small business lost in the black hole of accounting? If you're interested in increasing your financial awareness and accountability, then this course is for you. Learn the basics of accounts receivable, accounts payable, debits, credits, and more. Students who take this class may also be interested in Quickbooks.

**Course Outcomes:**

1. Demonstrate an understanding of the difference between debits and credits.
2. Interpret a balance sheet and profit and loss statement.
3. Prepare basic level journal entries.
4. Explain the difference between cash vs. accrual basis accounting.

**Constructing a Sound Business Plan**

**SMB 286**

Learn how to maximize your chances of success in your business by constructing a sound business plan. Whether you are starting a business or have already established one, a good business plan will help you discover how to determine your market in terms of customers, competitors, contents, financial management, purposes, and process.

**Course Outcomes:**

1. Assess their share of the market place in terms of identifying who are their customers and competition.
2. Establish a plan for financial management that will include pricing and sales, profit and loss, and cash flow forecasts.
3. Describe variation

**FastTrac “The Intentional Entrepreneur”**

**SMB 958**

This continuing education course is designed for aspiring entrepreneurs and will provide instruction on identifying skills needed to start a business. Topics include: business concept; business objectives; and a plan for launching a business.

**Course Outcomes:**

1. Identify entrepreneurial readiness.
2. Determine and define a business concept.
3. Prioritize and formalize the business objectives.
4. Develop a transition plan to launch the business.
FastTrac NewVenture
SMB 954
This continuing education course is designed for entrepreneurs in the early stages of business development, provides answers and helps develop questions needed to ask before launching a business. Topics include: Identifying and meeting market needs; setting financial goals; building an organization and team.

Course Outcomes:
1. Recognize what questions need to be answered before starting a business.
2. Identify market needs.
3. Develop a working knowledge of business fundamentals such as marketing, product/service development, management and financials.
4. Identify the risk and success factors in the marketplace.

Home Improvement License Law and Business Basics
SMB 181
Course description is not available.

Course Outcomes:
Outcomes are not available.

Home Inspection: Make It Your Business
SMB 322
This pre-licensure course meets the requirements and covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. The need for qualified home inspectors makes this one of the fastest growing businesses today. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook required at first class is available at the Rockville Campus Bookstore.

Course Outcomes:
1. Describe the different roofing types of residential properties.
2. Identify the components of the plumbing system of residential properties.
3. Analyze residential properties against the standards of construction for structural sy
How to Start a Global Business: Export Your Way to Success

SMB 338

This continuing education course is designed for the small business owner to assess export readiness and create an international business plan. Topics to include: Marketing a product or service; handling shipping; establishing payment methods and exploring financial arrangements.

Course Outcomes:
1. Identify the first step in exporting a product.
2. Prepare a marketing plan.
3. List the methods involved in financing an exported product.
4. Examine techniques for developing a secure and profitable international business.

How to Start a Nonprofit Corporation

SMB 247

Course description is not available.

Course Outcomes:
Outcomes are not available.

Legal and Tax Consequences of Starting a Business

SMB 006

Learn valuable tax saving tips and ways to avoid costly tax traps and pitfalls. Also examine the way of choosing a specific entity. These topics along with various federal, state, and local government regulations will be discussed with a lawyer and a CPA. If you enjoyed this course, consider enrolling in "Legal Issues Facing Small Business Owners" (SMB031)

Course Outcomes:
Outcomes are not available.
Personal Fitness Training

SMB 337

The course will focus on anatomy, exercise physiology and kinesiology. Students will learn key hands-on techniques by practicing and mastering the practical skills used by personal trainers. Topics include: identifying cells and tissues functions; mechanics and anatomy in relation to movement; fitness screenings; appropriate usage of equipment.

This course is approved for licensure by the American Council on Exercise.

Course Outcomes:
1. Identify the ways the cells and tissues of the body function
2. Demonstrate a working knowledge of the structure of the body and its relationships of the body parts to each other
3. Identify the principles of mechanics and anatomy in relation to human movement.
4. Perform fitness screenings, evaluate clients’ medical history, liability issues, goal selections and fitness testing protocols.
5. Demonstrate correct usage of appropriate equipment for the general population.

Registered Tax Return Preparer (RTRP) Continuing Education

SMB 336

According to the IRS, paid tax preparers are now required to obtain 17 hours of continuing education annually! Among the required topics covered are Ethics, MD Income Taxes, Federal Tax Law, and Federal Tax law Updates.

Course Outcomes:
1. Determine the difference between gains and losses.
2. List items excluded from gross income.
3. Distinguish between taxes and credits.
4. Explain the difference between withholding and reporting.

Registered Tax Return Preparer (RTRP) Exam Test Prep

SMB 335

Are you sure you are ready to take the IRS registered tax preparers competency exam? Let us help you gain the confidence and knowledge you need to pass this required exam! Topics include: Preliminary work and collection of tax payer data; Income and assets; property, real and personal.

Course Outcomes:
1. List the difference between income and retirement income.
2. Distinguish between deductions and credits.
3. Complete the filing process.
4. Explain the treatment of income and assets.
Starting a Successful Business

**SMB 022**

Transforming an idea into a live business venture requires preparation, information, and effective execution. Great ideas do not always translate into successful businesses. This course is designed to help you validate your idea, identify needed resources, and design your model for business success. At the end of this course, each aspiring entrepreneur will understand and have applied the principles of opportunity identification, opportunity validation, and strategic plan development for his/her unique business idea. If you enjoyed this course, consider enrolling in SMB006 or SMB031

**Course Outcomes:**

1. List the different types of entities and their pros and cons.
2. Explain the different types of financing and how to get it.
3. Demonstrate an understanding of the different licenses.
4. List the types of leases and their costs.

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Strategic Planning For Nonprofits

**SMB 331**

Course description is not available.

**Course Outcomes:**

Outcomes are not available.
TAX  Tax Preparer Training

Prepare for the Maryland individual tax preparer competency test. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/bits/marylandindividualtaxpreparer.html

Individual Tax Preparer Exam Test Prep

TAX 002

This continuing education course is designed for individuals interested in becoming tax preparers in Maryland and provides students with the information needed to successfully pass the Maryland individual tax preparer competency test. Topics include: current tax year form 1040 series; and its related schedules and Maryland form 502.

Course Outcomes:

1. Demonstrate an understanding of license requirements and register for the competency exam.
2. Apply test taking techniques to complete all exam questions within the testing period.
3. Distinguish between course theory and real world industry practices.
4. Utilize the practice test to become familiar with the question format on the competency exam.

Maryland Individual Tax Preparer Continuing Education

TAX 005

This continuing education course is designed for tax return preparers and fulfills the continuing education in preparation for filing season. Topics include: annual federal tax refresher, federal tax law topics; ethics and Maryland state income tax.

Course Outcomes:

1. Explain recent federal and state law updates and filing practices.
2. Apply ethical practices to their work as tax preparers.
3. Identify issues and respond to client inquiries about Maryland and federal income taxes.
TII Translation & Interpretation Institute

The Translation and Interpretation Institute has been created to serve the growing Hispanic population of Montgomery County and the State of Maryland. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/bits/translationinterpretation.html

Analytical Skills of Spanish Interpreting

TII 009

This continuing education course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, and visual/auditory processing. Topics include: improving visual/auditory processing, thought organization and logic. Developing listening skills and semantic equivalence.

Course Outcomes:
1. Interpret consecutively non-technical topics from English to Spanish.
2. Apply standard code of ethics required of interpreters.
3. Use interpreting techniques and methods.

Intermediate Spanish for Native Speakers

TII 006

This continuing education course is designed for native and heritage speakers who have a Spanish background, speak Spanish at home and/or have studied it at school. This course will benefit those who want to polish their oral and improve their reading and writing skills to use the language in a formal work environment.

Course Outcomes:
1. Demonstrate reading better reading and writing skills in Spanish.
2. Demonstrate command of advance vocabulary in Spanish.
3. Communicate competency in academic Spanish reading, writing and speaking.

Introduccion to Spanish Translation

TII 005

This continuing education course is designed for students who are taking the Community Spanish Facilitator Certificate program. Topics include: translation of community documents from English into Spanish, translation techniques, and introduction to oral interpretation of written texts.

Course Outcomes:
1. Demonstrate the usage and understanding of the translation process.
2. Translate community documents from English into Spanish.
3. Demonstrate skills in the oral interpretation of written texts.
## Introduction to Spanish Interpreting

**TII 008**

This continuing education course introduces students in the field of interpretation models, cognitive process associated with interpretation, professional ethical standards and employment opportunities. Topics include: specialized jargon, code of ethics interpreter assessment/qualifications, and protocol associated with various settings.

**Course Outcomes:**

- Differentiate between consecutive interpreter and simultaneous interpreter
- Apply the standard code of ethics of the profession
- Differentiate interpretation models
- Explain the rationale for placement of interpreters in a variety of working situations.

## Review of Spanish Grammar

**TII 002**

This continuing education course is the second in a series of 6 courses designed to obtain a certificate as a "Community Spanish Facilitator". This program is addressed to bilingual individuals who wish to start a career in translation and interpretation. Topics include: review of common oral and written elements of Spanish grammar and fundamentals of grammatical concepts of the Spanish language.

**Course Outcomes:**

1. Demonstrate comprehension and correct use of grammatical concepts in Spanish language.
2. Demonstrate correct grammatical usage in oral and written communication.
3. Translation of basic documents using formal, neutral Latin American Spanish by avoiding "spanglish" word construction.

## Spanish Oral Proficiency Exam

**TII 004**

Course description is not available.

**Course Outcomes:**

Outcomes are not available.
Spanish Reading and Composition

TII 001

This continuing education course is the first of a series of 6 courses designed to obtain a certificate as a "Community Spanish Facilitator". This program is addressed to bilingual individuals who wish to start a career in translation and interpretation. Topics include: intensive reading and composition in Spanish, translation of short community materials into Spanish and explanation of reading and composition skills.

**Course Outcomes:**

1. Develop and increase better reading and writing skills in Spanish.
2. Demonstrate in writing an understanding of assigned readings.
3. Analyze and translate literary, cultural and community materials into Spanish.