SKILL-UP YOUR EMPLOYEES
With Up-To-Date Skills and Certifications

- Project Management Certification (PMP)
- Microsoft Office Certification
- Food Service Certification
- Real Estate Certifications
  - CDL Certification
  - Cybersecurity
  
  AND SO MANY MORE!

Inquire about Montgomery College coming to your site with customized training. See page 2 for details.
Upskill Your Employees with the Latest Skills and Certifications
Montgomery College Workforce Development & Continuing Education will elevate and engage your employees with expert and experienced faculty, and courses tailored to your company’s specific needs.

About Montgomery College
Through a range of program and career options, we serve students who are looking to expand their knowledge, attain certifications, or add in-demand skills that lead to employment. Our programs offer 12 nationally recognized certifications for Project Management, Human Resources, and Information Technology (IT) including the PMP®, CAPM®, PMI-RMP®, SHRM-CP®, SHRM-SCP®, CompTIA: Network+ and Security+, Cisco, Microsoft, Oracle, Tableau Qualified Associate, OCA, OCP, and Amazon Web Services (AWS) Certified Solutions Architect. Our program also provides certifications in Coaching Mediation.

Expert Faculty
All of our training programs ensure that you receive industry leading in-demand skills with the expertise of instructors who have real world experience.

Outstanding Reputation
WD&CE has provided customized training throughout Montgomery County and the Washington Metropolitan area for more than 40 years. Our current clients run the gamut from private sector companies such as Amarex (Clinical Trial Project Management), MedStar Montgomery Hospital (Excel and Sharepoint, and InfoSys (Java Programming bootcamps for new employees) to large public sector organizations such as City of Gaithersburg (management and leadership), Montgomery County Government (management and soft skills), and City of Rockville (instructor led and online management training.) Companies turn to Montgomery College to upskill employees, and to help create a culture of top flight management and a respectful workplace.

Competitive Pricing
We pack superior quality into hands-on courses that are a right fit for your budget, training timelines, and your corporate goals.

Location
Montgomery College can train your staff at your facility, or, can provide training at one of our great facilities throughout the county, including the Germantown, Rockville, and Takoma Park/Silver spring campuses, or, the Gaithersburg or Wheaton business training centers.

Most Popular Topics:
- PMP® Course
- SHRM Certification
- Conflict Management
- Coaching
- Effective Business Writing
- Leadership Skills for Supervisors and Project Managers
- Preventing Sexual Harassment in the Workplace
- Six Sigma Yellow Belt
- Workplace Ethics
- Data Science
- Cyber Security
- Cybersecurity
- Programming
- Desktop Applications
- Event Safety Management
- Event Management
- Commercial Truck Licensing (CDL)

If you want to inquire about a potential course topic not listed, but you have interest in or have additional training needs, please contact us.

We have worked with great partners
- Infosys
- NIH
- Dataprise
- Amarex
- FDA
- City of Gaithersburg
- City of Rockville
- Montgomery County Public Schools
- MedImmune, UC
- Maryland-National Capital Parks and Planning Commission
- United States Army
- Edelman
- MNCPPC
- Montgomery General Hospital
- BAE Systems
- Education Foundation
- American Gastroenterological Association
- Montgomery County Government
- Montgomery County Arts & Humanities Council
- Montgomery County Chamber of Commerce
- Department of Health and Human Services
- Department of Liquor
- Department of Corrections and Rehabilitation
- Department of General Services
- Department of Housing
- Department of Environmental Protection

For more information on what we can do for you, please contact:
Steve Greenfield
Dean of Business, Information Technology & Safety
240-567-2583
E-mail: steve.greenfield@montgomerycollege.edu
www.montgomerycollege.edu/wdce
real estate

Are you interested in becoming a licensed Real Estate salesperson, appraiser, or are you in need of continuing education hours? Let us support your needs.

Courses In:

- Appraisal
- Licensure
- Continuing Education

For more information, contact Marcy Jackson at 240-567-2592 or e-mail marcy.jackson@montgomerycollege.edu

www.montgomerycollege.edu/wdce/bits/realestate.html

contact information

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Hospitality ..........................240-567-2592
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Project Management ..............240-567-3828
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Writing ..................................240-567-2599
tracy.singleton@montgomerycollege.edu

room numbers

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
Computer Technology/ITI

Administrative Office Support

Microsoft Word and Excel Foundation Series
Novice users and those looking for formal training in MS Word and Excel will explore topics needed in the workplace or for personal business. Learn how to format and edit documents and spreadsheets, create labels, use shortcuts to work efficiently, use mathematical formulas in Excel spreadsheets, and create charts and graphs for presentations. Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP860 18 Hours
$99 + $177 fee = $276; NMR add $140

Rockville Campus
CRN#: 24981 6 Sessions T,R
9/25-10/11 9:30 a.m.-12:30 p.m.

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

Course: ITI153 12 Hours
$85 + $163 fee = $248; NMR add $140

Rockville Campus
CRN#: 25216 4 Sessions M,W
10/22-10/31 6:30-9:30 p.m.

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

Course: ITI154 12 Hours
$85 + $163 fee = $248; NMR add $140

Rockville Campus
CRN#: 25217 4 Sessions M,W
11/5-11/14 6:30-9:30 p.m.

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

Course: ITI080 12 Hours
$85 + $163 fee = $248; NMR add $140

Gaithersburg Business Training Center
CRN#: 25214 2 Sessions T,R
9/4-9/6 9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 25213 4 Sessions M,W
9/10-9/19 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25212 4 Sessions T,R
10/2-10/11 6:30-9:30 p.m.

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

Course: ITI091 12 Hours
$85 + $163 fee = $248; NMR add $140

Gaithersburg Business Training Center
CRN#: 25211 2 Sessions T,R
9/11-9/13 9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 25210 4 Sessions M,W
9/24-10/3 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25209 4 Sessions T,R
10/16-10/25 6:30-9:30 p.m.
### MS Excel—Level III
Excel 2016—Level III builds on the concepts and skills of our Level I and Level II courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, and introduction to Microsoft Power Business Intelligence (Power BI) using Power Pivot and the Power Pivot Data Model, what-if-analysis, and macros. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, & III. For more information about MOS please visit this link: [https://www.microsoft.com/en-us/learning/mos-certification.aspx](https://www.microsoft.com/en-us/learning/mos-certification.aspx). Prerequisites: MS Excel—Level II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP944**  
12 Hours  
$75 + $155 fee = $230; NMR add $140  

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| CRN#: 24984                        | 2 Sessions  
| W,F                                 |  
| 10/10-10/12                         | 9 a.m.-2:30 p.m. |

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

**Course: CMP944**  
10 Hours  
$75 + $155 fee = $230; NMR add $140  

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| W,F                                 |  
| 10/10-10/12                         | 9 a.m.-2:30 p.m. |

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

**Course: CMP227**  
8 Hours  
$69 + $117 fee = $186; NMR add $120  

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| CRN#: 24976                        | 2 Sessions  
| M,W                                 |  
| 9/17-9/19                          | 9:30 a.m.-1:30 p.m. |

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

**Course: CMP954**  
10 Hours  
$75 + $145 fee = $220; NMR add $140  

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| CRN#: 24986                        | 2 Sessions  
| W,F                                 |  
| 9/26-9/28                          | 9 a.m.-2:30 p.m. |

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

**Course: ITI284**  
8 Hours  
$45 + $80 fee = $125; NMR add $120  

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| CRN#: 25236                        | 2 Sessions  
| T,R                                 |  
| 9/4-9/6                            | 9:30 a.m.-1:30 p.m. |

### Basic Courses

See page 3 for textbook/materials information
Computer Basics
Learn basic computer operations and how to use web browsers. **Prerequisite:** Keyboarding skills. *Introduction to Keyboarding can be taken concurrently with Computer Basics.* You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP941** 10 Hours
$69 + $117 fee = $186; NMR add $120

**Rockville Campus**
CRN#: 24983 4 Sessions M,W 9/10-9/19 9:30 a.m.-12 p.m.

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

**Course: CMP226** 5 Hours
$42 + $76 fee = $118; NMR add $120

**Gaithersburg Business Training Center**
CRN#: 14267 1 Session R 8/30 9 a.m.-2 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 24975 1 Session S 9/29 9 a.m.-2 p.m.

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

**Course: CMP628** 18 Hours
$100 + $191 fee = $291; NMR add $140

**Rockville Campus**
CRN#: 24978 6 Sessions T,R 9/4-9/20 9:30 a.m.-12:30 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 24977 6 Sessions T,R 9/11-9/27 6:30-9:30 p.m.

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

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

**Rockville Campus**
CRN#: 25249 2 Sessions M,W 9/24-9/26 9:30 a.m.-12:30 p.m.

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

**Course: CMP073** 8 Hours
$35 + $115 fee = $150; NMR add $120

**Gaithersburg Business Training Center**
CRN#: 24965 2 Sessions T,R 10/9-10/11 9:30 a.m.-3:30 p.m.
MS Project—Introduction
MS Project 2016—Level I provides the basic tools to effectively plan, implement, and control projects using Microsoft Project 2016. Learn how to think through and organize your project details, develop a WBS, plan a schedule, sequence tasks, assign resources and costs, format Gantt charts, calendar schedules and management reports. At the conclusion of the course you will have produced a baseline project plan. This course is recommended for business owners, team members, and project managers. Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP846 12 Hours
$99 + $181 fee = $280; NMR add $140
Gaithersburg Business Training Center
CRN#: 24979 2 Sessions T,R
10/2-10/4 9 a.m.-3:30 p.m.

QuickBooks—Level I
Learn the fundamentals of using QuickBooks 2018 to track the finances of a small business. Set up a new company; manage bank account transactions; maintain customer, job, and vendor information; manage inventory; generate reports; and use the Company Snapshot window. You will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data. Prerequisites: Windows and some accounting knowledge or equivalent experience. CPA/CPE accredited. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP078 12 Hours
$99 + $198 fee = $297; NMR add $140
Rockville Campus
CRN#: 24968 4 Sessions M,W
9/24-10/3 9:30 a.m.-12:30 p.m.

QuickBooks—Level II
Expand your QuickBooks knowledge! Learn how to customize forms, use other QuickBooks accounts, set-up accounts to track inventory and track and pay sales tax, do payroll, estimate time and job costs, write letters, and other day to day transactions. Prerequisites: QuickBooks—Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP080 12 Hours
$99 + $198 fee = $297; NMR add $140
Rockville Campus
CRN#: 24969 4 Sessions M,W
10/8-10/17 9:30 a.m.-12:30 p.m.

QuickBooks—Level III
This course is a step-by-step overview of the payroll processing cycle using QuickBooks. You will learn how to reconcile and record journal entries using Excel and QuickBooks software. In addition to reviewing basic project management payroll and expenses cost accounting concepts, the topics included in the four sessions will feature how to handle manual check disbursement, reconciling payroll bank accounts, and generating Federal and state payroll reports. This course is designed for business owners handling their own payroll process, students seeking employment in payroll accounting, and who need to prepare for the Certified Public Bookkeeper Examination. Prerequisites: Basic accounting knowledge, MS Excel—Levels I and II, and QuickBooks—Levels I and II, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI175 12 Hours
$99 + $191 fee = $290; NMR add $140
Rockville Campus
CRN#: 25220 4 Sessions M,W
10/22-10/31 9:30 a.m.-12:30 p.m.

Cloud Computing
AWS: Amazon Web Services—Level I
Gain hands on experience with Amazon Web Services (AWS) products and services in this first in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect—Associate” certification. Learn how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances. Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud. Learn to understand pricing, security, and gain practical experience configuring a fault-tolerant systems environment that can scale automatically to meet changing resource demands. This course is for administrators, architects, and developers interested in using AWS services, as well as those interested in becoming AWS certified. All students are expected to have an AWS account, please visit: aws.amazon.com to create your account. A textbook is recommended for this class. Prerequisites: Experience with servers or the command line. TWA
Course: ITI362 18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 25261 6 Sessions T,R
9/4-9/20 6:30-9:30 p.m.

AWS: Amazon Web Services—Level II
Gain hands on experience with Amazon Web Services (AWS) products and services in this second in a series of three AWS courses that will help students prepare for the AWS “Certified Solutions Architect—Associate” certification. This course progresses students who are already familiar with Amazon Web Services (AWS) by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS I—Level I class. Students will learn how to configure and manage the AWS environment with greater efficiency and automation. They will use the command line, SDKs, and templates to use infrastructure as code, they will use CloudFormation, Elastic Beanstalk, and OpsWorks to automate deployment, and they will learn about AWS data storage
techniques, and will be introduced to relational database services. This course is for administrators, solution architects and developers interested in using AWS services, and those interested in becoming AWS network administrators. All students are expected to have an AWS account, please visit: aws.amazon.com. Prerequisites: AWS Level I or equivalent experience. A textbook is recommended for this class. TWA

Course: ITI363
18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 25262 6 Sessions T,R
9/25-10/11 6:30-9:30 p.m.

AWS: Amazon Web Services—Level III
Gain hands on experience with Amazon Web Services (AWS) products and services in this third in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect—Associate” certification. This course progresses students who are already familiar with AWS by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS Level I & Level II classes. Students will learn how to create a Content Delivery Network (CDN), configure DNS services using Route 53, and how to set up and use applications services like the Simple Queue Service (SQS), Simple Workflow Service (SWS), Elastic Transcoder, the API Gateway, and streaming with Kinesis. Certification exam topics will be reviewed and key Amazon white papers will be reviewed and discussed. All students are expected to have an AWS account; please visit aws.amazon.com. A textbook is recommended for this class. Prerequisites: AWS Level 1, and AWS Level II courses or equivalent experience. TWA

Course: ITI364
18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 25263 6 Sessions T,R
10/16-11/1 6:30-9:30 p.m.

AWS: Amazon Web Services DevOps—Introduction

Begin to prepare for the “AWS Certified Developer—Associate” and “AWS Certified SysOps Administrator—Associate” certifications with this introductory course that focuses on the fundamentals of DevOps in the AWS environment. Get an overview of the cloud and DevOps concepts, gain hands on experience deploying web applications, knowledge of how to treat infrastructure as code, methodology and experience scaling an infrastructure, and experience running containers in AWS. The “AWS Certified Developer—Associate” and “AWS Certified SysOps Administrator—Associate” certifications are perquisites for the “AWS Certified DevOps Engineer—Professional” certification. Prerequisites: AWS Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI371
16 Hours
$99 + $205 fee = $304; NMR add $160
Gaithersburg Business Training Center
CRN#: 25267 4 Sessions S
9/8-9/29 9 a.m.-1 p.m.

Microsoft Azure—Introduction
Learn to how to host, backup and maintain servers and Microsoft Azure services using the Azure platform. This course is for administrations and developers interested in using Microsoft Azure and those interested in becoming Azure administrators. Prerequisites: Experience implementing, developing or managing IT systems. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI356
18 Hours
$199 + $106 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 25260 6 Sessions M,W
11/5-11/28 6:30-9:30 p.m.
No class 11/19, 11/21

Computer Networks

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

Course: ITI277
100 Hours
$519 + $1384 fee = $1903; NMR add $800
Gaithersburg Business Training Center
CRN#: 25235 27 Sessions M,W
9/5-11/28 6-9:45 p.m.
Last class on 12/12 meets 6-8:30 p.m.
No class 11/19, 11/21

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

Course: ITI300
40 Hours
$15 + $55 fee = $70; NMR add $50
Gaithersburg Business Training Center
CRN#: 25238 10 Sessions S
9/8-10/10 9 a.m.-1 p.m.
The ITI Networking Academy at the Information Technology Institute at Montgomery College is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led hands-on course provides you the entry level skills necessary to start a career in Information Technology. Our instructors are IT professionals who combine technical and real world experience so you can build the solution-based skills employers seek. This program will prepare you to get certified in the recognized CompTIA IT Fundamentals, Network+, and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. The ITI Networking Academy includes the following courses: IT Fundamentals Exam Preparation (32 hours), Network+ Certification Exam Preparation (42 hours), Security+ Certification Exam Preparation (20 hours). Other added benefits: Career advice and resume building workshops, academy priced vouchers for certification exams, virtual labs and additional learning resource. Prerequisites: Computer Basics, File Management Skills, or equivalent experience. Basic understanding of computer networking highly recommended. Textbook access and purchase information will be available at the first class. TWA

Course: ITI294 94 Hours
$200 + $899 fee = $1099; NMR add $650

Gaithersburg Business Training Center
CRN#: 25237 27 Sessions T,R
8/28-12/4 6-9:30 p.m.
Last class on 12/4 meets 6:30-9:30 p.m.
No class 11/20, 11/22

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

Course: CMP212 12 Hours
$99 + $191 fee = $290; NMR add $140

Gaithersburg Business Training Center
CRN#: 24972 4 Sessions M,W
9/10-9/19 6:30-9:30 p.m.

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

Course: CMP214 12 Hours
$99 + $181 fee = $280; NMR add $140

Gaithersburg Business Training Center
CRN#: 24974 4 Sessions M,W
10/8-10/17 6:30-9:30 p.m.

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

Course: ITI223 42 Hours
$200 + $604 fee = $804; NMR add $400

Gaithersburg Business Training Center
CRN#: 25224 14 Sessions M,W,S
10/8-10/17 6:30-9:30 p.m.

Microsoft Certified Specialist in Windows 10
Get trained for entry-level jobs in Information Technology! This course will prepare you for the Microsoft certification exams 70-697 and 70-698 and become a Certified Microsoft Specialist in Windows 10. Obtain the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. Learn how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity and storage, and to configure

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data security, device security, network security, and integrate Azure features. This course is intended for IT professionals who administer and support Windows 10 desktops, devices, users, and associated network and security resources. This course is also intended to provide skills for Enterprise Desktop/Device Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment in medium to large enterprise organizations. **Prerequisites:** Networking Fundamentals or equivalent experience, and knowledge of and experience with the Windows operating system. You must purchase textbook(s)/materials and bring them to the first class. TWA

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

**Gaithersburg Business Training Center**
CRN#: 25239  20 Sessions  M,W,S
8/27-10/15  6:30-9:30 p.m.(M,W)
9:30 a.m.-12:30 p.m.(S)

No class 9/1, 9/3

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

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

**Gaithersburg Business Training Center**
CRN#: 25228  12 Sessions  T,R
9/11-10/18  6-9:30 p.m.

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

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

**Rockville Campus**
CRN#: 25249  2 Sessions  M,W
9/24-9/26  9:30 a.m.-12:30 p.m.

**Networking Fundamentals**
Build a solid foundation in computer networking concepts. Discover the building blocks of modern networks and how they function, and find out how to put the many pieces together to build a functional and secure network. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for the Network+ course. **Prerequisites:** Networking Fundamentals or equivalent experience. TWA

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

**Gaithersburg Business Training Center**
CRN#: 14263  4 Sessions  T,R
8/21-8/30  6:30-9:30 p.m.

**Security+ Certification Training and Exam Prep**
The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to either enter or advance in the security field is the CompTIA Security+ (SYO-501). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam’s six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks and Vulnerabilities. Upon completion of the course, students will be able to sit for the Security+ certification exam. **Prerequisites:** Network+ or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

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

**Gaithersburg Business Training Center**
CRN#: 25227  8 Sessions  S
9/29-11/17  9 a.m.-2:30 p.m.

**Splunk for Power Users**
Splunk is a fully featured, searching, analyzing, monitoring and reporting platform for collecting data. Splunk is easy to use and deploy. It turns machine data into intelligence, rapid visibility and insight. Splunk basically processes all of your text-based log data, and presents a simple way to going over it. It started out as “Google for your logs”, but now, it’s more than that. Learn how you can easily examine for specific patterns, or develop all manner of graphical reports. Learn how to search, navigate, and create reports, manage knowledge objects, and extract knowledge from a sea of information. **Prerequisites:** Familiarity with basics of cybersecurity or equivalent experience. TWA

**Course: ITI331**  18 Hours
$99 + $186 fee = $285; NMR add $140

**Gaithersburg Business Training Center**
CRN#: 25245  6 Sessions  T,R
11/6-11/29  6:30-9:30 p.m.
No class 11/20, 11/22
**Computer-Aided Design**

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

**Course: ITI261**  
30 Hours  
$160 + $500 fee = $660; NMR add $300  
Rockville Campus  
CRN#: 25231 10 Sessions T,R  
10/9-11/8 6:30-9:30 p.m.

**Computer-Aided Design (CAD) 1**
Get acquainted with the fundamentals of AutoCAD 2018 software. This class will provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, you will have the basic knowledge required to create, edit, and print clean, accurate drawings. **Prerequisite:** Working with Windows or equivalent experience. Familiarity with drafting techniques. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP076**  
30 Hours  
$267 + $507 fee = $774; NMR add $350  
Rockville Campus  
CRN#: 24966 10 Sessions T,R  
9/4-10/4 6:30-9:30 p.m.

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**Questions?**
Do you have any questions about our ITI classes?  
If so, please call Mary Ann Behme at 240-567-5510 or e-mail maryann.behme@montgomerycollege.edu

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**CyberAdvantage Program**

The CyberAdvantage program at Montgomery College is specially designed to train people for a career in cybersecurity. In this program, students will receive hands-on training, job placement assistance, and the opportunity to meet decision-makers in the cybersecurity and information technology fields.  
Visit: [http://cms.montgomerycollege.edu/iti/cyberadvantage/]  

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**CyberAdvantage**

Students enrolling in the CyberAdvantage courses must register for all four courses (CYB029, CYB006, CYB007, and CYB003) as a package. Courses have to be taken at the same location where you start the first course; meaning if you take your first course at the Gaithersburg Business Training Center, then you must complete all the other courses at Gaithersburg. Likewise, if the location of your first course is Takoma Park, all the other courses must be taken in Takoma Park.

To enroll in the CyberAdvantage courses, students must register for Linux Fundamentals. The price of this course covers the package price for the remaining courses. Upon registration you will receive a confirmation email and information on how to access a set of online courses that must be completed before the first day of class. You will also receive confirmation of enrollment for the remaining three courses: Cybersecurity-Web Security Levels I & II, and Security+ Training and Exam Preparation. For more information about CyberAdvantage visit: [http://cms.montgomerycollege.edu/iti/cyberadvantage/]

**Linux Fundamentals**

Students enrolling in the CyberAdvantage courses must register for this class. Upon registration you will receive a confirmation email and information on how to access a set of online courses that must be completed before the first day of class. You will also receive confirmation of enrollment for the remaining three courses: Cybersecurity-Web Security Levels I & II, and Security+ Training and Exam Preparation. For more information about CyberAdvantage visit: [http://cms.montgomerycollege.edu/iti/cyberadvantage/]

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

**Course: CYB029**  
6 Hours  
$200 + $599 fee = $799; NMR add $350  
Takoma Park/Silver Spring Campus  
CRN#: 24997 2 Sessions T,R  
9/4-9/6 6:30-9:30 p.m.
Cybersecurity—Web Security I
This is an introductory course in penetration testing. Learn to identify web applications with vulnerabilities and to exploit those vulnerabilities the same way that hackers do. Learn to use the tools used by hackers, penetration testers and security researchers to ascertain if your application is vulnerable to attack. Explore SQL injections, cross-site scripting, cross site request forgery and more. Learn to modify web requests, cookies and remote databases. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Basic understanding of how the web works and what cybersecurity is. TWA
Course: CYB006
Takoma Park/Silver Spring Campus
CRN#: 24995 5 Sessions T,R
9/11-9/25 6:30-9:30 p.m

Cybersecurity—Web Security II
This is an intermediate course in penetration testing. Learn to use automated security scanners to assess web applications with vulnerabilities and to exploit those vulnerabilities in batches. Explore more complex techniques for exploiting web vulnerabilities. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Cybersecurity I or equivalent experience. TWA
Course: CYB007
Takoma Park/Silver Spring Campus
CRN#: 24996 5 Sessions T,R
9/27-10/11 6:30-9:30 p.m

Security+ Certification Training and Exam Prep
The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to either enter or advance in the security field is the CompTIA Security+ (SYO-501). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam’s six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks and Vulnerabilities. Upon completion of the course, students will be able to sit for the Security+ certification exam. TWA
Course: CYB003
Takoma Park/Silver Spring Campus
CRN#: 24994 13 Sessions T,R
10/16-12/4 6:30-9:30 p.m.
Last class on 12/4 meets 6-10 p.m.
No class 11/20, 11/22

Cybersecurity—Web Security I
This is an introductory course in penetration testing. Learn to identify web applications with vulnerabilities and to exploit those vulnerabilities the same way that hackers do. Learn to use the tools used by hackers, penetration testers and security researchers to ascertain if your application is vulnerable to attack. Explore SQL injections, cross-site scripting, cross site request forgery and more. Learn to modify web requests, cookies and remote databases. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Basic understanding of how the web works and what cybersecurity is. TWA
Course: ITI172 15 Hours
$99 + $191 fee = $290; NMR add $140
Rockville Campus
CRN#: 25218 5 Sessions M,W
9/24-10/8 6:30-9:30 p.m.

Cybersecurity—Web Security II
This is an intermediate course in penetration testing. Learn to use automated security scanners to assess web applications with vulnerabilities and to exploit those vulnerabilities in batches. Explore more complex techniques for exploiting web vulnerabilities. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Cybersecurity I or equivalent experience. TWA
Course: ITI173 15 Hours
$99 + $191 fee = $290; NMR add $140
Rockville Campus
CRN#: 25219 5 Sessions M,W
10/15-10/29 6:30-9:30 p.m.

Network+ Certification Training and Exam Prep
See course on page 10.

Security Fundamentals
This course is designed for students who have no prior knowledge of security and for non-IT managers who need to learn the basics of information security and the security core terminology. This course is also designed for career changers and those who want to start a career in information security and need formal training. You will learn about the most common security threats, gain basic understanding of best security practices, and will learn how to prevent basic computer security problems and risks. Prerequisites: Knowledge of how computers and the internet work. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI307 18 Hours
$99 + $181 fee = $280; NMR add $140
Rockville Campus
CRN#: 14264 6 Sessions M,W
8/27-9/17 6:30-9:30 p.m.
No class 9/3

Splunk for Power Users
See course on page 10.
**Data Analysis BootCamp**

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

**Course: ITI340 60 Hours**
$129 + $370 fee = $499; NMR add $225

**Gaithersburg Business Training Center**
CRN#: 25251 11 Session S
9/8-11/10 9 a.m.-1 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 25250 11 Session S
9/22-12/1 9 a.m.-1 p.m.

No class 11/24

**Data Analysis Fundamentals**

Whether you are considering a career in data, or you would like to analyze data for your own insight, this course should be your starting point. Understand where data comes from, how to find it, and the different types available. Learn how to identify missing observations in a data table and how to handle missing observations using various techniques. Apply statistics methods to analyze data, create charts, graphs, and other methods to visualize data table, and gain an understanding on how to formulate a hypothesis and interpret results. Three hours (1 session) of this course consist of online instruction/projects. **Prerequisites: File management skills, Working with Windows or equivalent experience. TWA**

**Course: ITI339 15 Hours**
$99 + $191 fee = $290; NMR add $140

**Gaithersburg Business Training Center**
CRN#: 14265 4 Sessions T,R
8/28-9/6 6:30-9:30 p.m.

**Tableau Level I: Introduction**

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

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

**Gaithersburg Business Training Center**
CRN#: 25252 6 Sessions T,R
9/11-9/27 6:30-9:30 p.m.

**Tableau Level II: Building Dashboards**

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

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

**Gaithersburg Business Training Center**
CRN#: 25253 6 Sessions T,R
10/2-10/18 6:30-9:30 p.m.

**Tableau Level III: Advanced Techniques**

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

**Course: ITI347 18 Hours**
$199 + $105 fee = $304; NMR add $160

**Gaithersburg Business Training Center**
CRN#: 25254 6 Sessions T,R
10/23-11/8 6:30-9:30 p.m.
**Databases**

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

**Course: ITI351 18 Hours**
$99 + $219 fee = $318; NMR add $160

**Gaithersburg Business Training Center**
CRN#: 25255 6 Sessions M,W
11/5-11/28 6:30-9:30 p.m.
No class 11/19, 11/21

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

**Course: ITI352 12 Hours**
$99 + $219 fee = $318; NMR add $160

**Gaithersburg Business Training Center**
CRN#: 25256 4 Sessions M,W
12/3-12/12 6:30-9:30 p.m.

**Oracle Database 12c: Introduction to SQL ▲**
Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-071, Oracle Database 12C: SQL Fundamentals and can upgrade Oracle database users of previous versions. TWA

**Course: ITI212 39 Hours**
$289 + $694 fee = $983; NMR add $400

**Gaithersburg Business Training Center**
CRN#: 25222 12 Sessions T,R
8/28-10/4 6:15-9:30 p.m.

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

**Course: ITI215 39 Hours**
$389 + $594 fee = $983; NMR add $400

**Gaithersburg Business Training Center**
CRN#: 25223 12 Sessions T,R
10/9-11/15 6:15-9:30 p.m.

**Digital Graphics**

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

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

**Takoma Park/Silver Spring Campus**
CRN#: 25215 5 Sessions M,W,S
10/8-10/17 6:30-9:30 p.m.(M,W)
9:30 a.m.-12:30 p.m.(S)

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

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

**Rockville Campus**
CRN#: 25244 2 Sessions M,W
10/1-10/3 9:30 a.m.-12:30 p.m.

**Room Numbers**
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
**Programming/Software Development**

**Android Development with Kotlin**
The Intro to Android Development with Kotlin is designed to teach students with little or no programming experience how to be app developers, capable of bringing their own ideas to life. This course introduces students to the world of app development and the basics of Kotlin and IntelliJ. The course culminates in a final project where they can choose one of two basic Android apps to build.

**Prerequisites:** Basic Computer Knowledge, knowledge of Mac OS X preferred. TWA

**Course: ITI337**  
**42 Hours**

$100 + $191 fee = $290; NMR add $140

**Gaithersburg Business Training Center**

CRN#: 25248  5 Sessions  T,R  
9/18-9/27  6:30-9:30 p.m.

**Java—Level II**
This course covers the practical concepts and skills needed for developing real-world Java applications. You will learn how to develop Windows-based and GUI-based Java applications using features such as event listeners, layout managers, list boxes, combo boxes, radio buttons, check boxes, menus, pop-up menus, and images. Both AWT and Swing packages will be covered and used in developing web applications and stand-alone applications. This course also introduces the applet life cycle, exception handling, arrays, vectors, string classes, and JAR files.

**Prerequisite:** Java—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP123**  
**15 Hours**

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

**Gaithersburg Business Training Center**

CRN#: 24970  5 Sessions  M,W  
10/8-10/17  6:30-9:30 p.m.

**Java—Level III**
This course presents an in-depth coverage of advanced Java skills. Topics include file operations, object serialization, database manipulation, and multithreading. Learn how to work with text files, binary files, directories, databases, and threads. Gain a set of professional Java skills that you can use for developing business applications using features such as JDBC, directory manipulation, object serialization, random-access files, and multithreading.

**Prerequisites:** Java—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP128**  
**15 Hours**

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

**Gaithersburg Business Training Center**

CRN#: 24971  5 Sessions  M,W  
10/22-10/31  6:30-9:30 p.m.

**Programming Fundamentals**
This course is designed for people with no prior programming experience. Topics include programming languages (VB.NET, C#, and Java), numbering systems, character sets, constants and variables, and more. This course satisfies the prerequisite for Java—Level I, Python Programming, and Software Testing & QA courses.

**Prerequisites:** Working with Windows, File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP839**  
**18 Hours**

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

**Rockville Campus**

CRN#: 14268  6 Sessions  T,R  
08/28-09/13  6:30-9:30 p.m.

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

Three hours of this course (1 session) consist of online instructions/projects. **Prerequisite:** Programming Fundamentals or equivalent experience. Experience with an object oriented language such as C++, Java, or C# recommended but not required. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI337**  
**15 Hours**

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

**Gaithersburg Business Training Center**

CRN#: 25248  5 Sessions  T,R  
9/18-9/27  6:30-9:30 p.m.
Python Programming—Level II
Explore the object-oriented aspects of Python using Python 3.x. The course will also explore various IDEs (integrated development environments), unit testing, debugging, handling exceptions, installing packages, and accessing databases. Hands-on exercises will engage students with the training material. Three hours of this class (1 session) consist of online instructions/projects. Prerequisites: Python Programming I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI136 15 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 25247 5 Sessions T,R
10/2-10/11 6:30-9:30 p.m.

Software Testing and Quality Assurance (QA)—Level I
Learn automated software testing using Selenium. Prototype, develop and deploy automated test scripts and suites using Agile, iterative/spiral, and “waterfall” lifecycles. Learn industry best practices for test planning, design, and execution, including support and integration of test automation through the phases of software projects. Prerequisites: Programming Fundamentals or equivalent experience. TWA
Course: ITI232 15 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 25225 5 Sessions T,R
10/16-10/30 6:30-9:30 p.m.

Software Testing and Quality Assurance (QA)—Level II
Use Selenium WebDriver and Python to deploy repeatable automated tests of websites and website security. Simulate “client side” tests using Selenium WebDriver. Integrate Python scripts, macros, and bindings into WebDriver to enhance control, management, and execution of automated test suites. Learn web site security basics. Implement rigorous automated security testing of website functions, forms, and interfaces. Prerequisites: Software Testing and Quality Assurance Level I and Python Programming or equivalent experience. TWA
Course: ITI233 15 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 25226 5 Sessions T,R
11/6-11/27 6:30-9:30 p.m.
No class 11/20, 11/22

Salesforce Administrator Training NEW
Learn and master the concepts of being a Salesforce Administrator and a Salesforce Platform App builder. This training will help you learn how to configure Salesforce, so you are able to collect, analyze and retrieve all of the vital information associated with your customer base. Moreover, you will use Force.com fundamentals to understand Salesforce online application development and the deployment of next-generation cloud apps. We offer practical hands-on learning that will ensure your job success, as well as the theoretical knowledge needed to pass both Salesforce certification exams. Prerequisites: Understanding of basic Salesforce concepts. TWA
Course: ITI370 40 Hours
$300 + $399 fee = $699; NMR add $300
Rockville Campus
CRN#: 25266 10 Sessions S
9/15-11/17 9 a.m.-1 p.m.

Enterprise SharePoint Bootcamp
This weekend, two day “Bootcamp” approach will laser focus students to quickly prepare for immediate new or existing job opportunities. This course includes a hands on overview of SharePoint features and capabilities. After completing this course students will have complete confidence with the most commonly used functions of SharePoint and all Microsoft office applications (Word, Excel, PowerPoint, and Access) Prerequisites: Computer Basics, File Management Skills, Working with Windows, or equivalent experience. No prior programming language is required. TWA
Course: ITI310 15 Hours
$99 + $205 fee = $304; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 25242 2 Sessions S,U
11/10-11/11 9 a.m.-5 p.m.

Microsoft SharePoint Technologies I—Introduction
This course introduces the basic functionality of technologies from an end-user perspective. This course includes a basic overview of commonly used SharePoint features and capabilities. This course also provides a “hands-on” approach to learn the most commonly used functions of SharePoint with all Microsoft Office applications (Word, Excel, PowerPoint, and Access) to prepare you with a solid knowledge of SharePoint capabilities. This is an excellent introduction for students interested in the Microsoft Certification: 20339-1A: Planning and Administering SharePoint 2016. Prerequisites: Computer Basics or equivalent experience and Introduction to Keyboarding skills. No prior programming language is required. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI274 15 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 25233 5 Sessions M,W
9/17-10/1 6:30-9:30 p.m.
Microsoft SharePoint Technologies II—Introduction
This course introduces “power-user” functions and a comprehensive overview of SharePoint administration. In this course you will learn how to develop custom SharePoint sites and Apps without prior knowledge of any programming language. It will provide the basic necessary skills to create and administer SharePoint solutions to become a “power-user” or SharePoint administrator. This is an excellent introduction for students interested in the Microsoft Certification: SharePoint 2016 Power User. Prerequisites: MS SharePoint Technologies I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI275 15 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 25234 5 Sessions M,W
10/8-10/22 6:30-9:30 p.m.

Microsoft SharePoint Technologies III—Introduction
This course offers an overview of the functions of SharePoint “power-user” and introduces basic development lifecycle skills. This course will provide a hands on approach to set up a development environment using SharePoint Designer. It also provides an introduction to App development to publish to a SharePoint Farm. This is an excellent introduction for students interested in the Microsoft Certification: 20339-2A: Advanced Technologies of SharePoint 2016. Prerequisites: Microsoft SharePoint Technologies I & II, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI335 15 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 25246 5 Sessions M,W
10/29-11/12 6:30-9:30 p.m.

Social Media Networking
Facebook® and Twitter® for Business Success
Learn how to effectively manage a Facebook site and a Twitter account to market your business. Learn about effective Facebook site management; new techniques and emerging trends; tools; plug-ins; and third party applications customized for your business, non-profit, or association use. This course also explains how to best use Twitter. Learn how to create a great user name and profile, define your brand personality, and begin tweeting. We will also cover how to integrate Twitter into Facebook and how to manage your daily efforts, including how to monitor Twitter and schedule tweets. Plus, get tips for extending special offers on Twitter and tracking your results with analytics. All participants are expected to have active Facebook and Twitter accounts. Textbook is required at the first class. E-book and paperback versions available on Amazon: Bit.ly/ITI253. TWA

Course: ITI252 6 Hours
$29 + $74 fee = $103; NMR add $120
Gaithersburg Business Training Center
CRN#: 25229 1 Session W
10/24 9 a.m.-3:30 p.m.

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

Course: ITI311 6 Hours
$29 + $74 fee = $103; NMR add $120
Gaithersburg Business Training Center
CRN#: 25243 1 Session T
9/18 9 a.m.-3:30 p.m.

Optimizing LinkedIn® to Land Your Next Job
Effectively using LinkedIn is essential in today’s fast-paced, technology driven marketplace. Whether you’re looking to make your next big career move, simply curious about exploring open positions, and/or determined to find your dream job, this interactive work session will help you to turbo-charge your employment search by leveraging the power of LinkedIn for career success and professional development. Prerequisites: All participants will be expected to have an active personal LinkedIn account. Visit www.linkedin.com to join LinkedIn.

Who Should Take This Course
• Professionals in (or considering) a career change
• Job seekers who want to improve their job search results
• Recent graduates (undergraduate and MBA programs)
• Current undergraduate students
• Those re-entering the workforce

You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI267 6 Hours
$29 + $74 fee = $103; NMR add $120
Gaithersburg Business Training Center
CRN#: 25232 1 Session W
10/17 9 a.m.-3:30 p.m.

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

Course: ITI253 12 Hours
$95 + $135 fee = $230; NMR add $140
Gaithersburg Business Training Center
CRN#: 25230 2 Sessions T,R
9/25-9/27 9 a.m.-3:30 p.m.
WEB AND MOBILE DESIGN AND DEVELOPMENT

Creating Your Personal and Small Business Web Sites

See course on page 6.

Front-end Web Development with Angular
Build modern, component-based, reactive web applications with Angular. Put your knowledge of JavaScript to work to create robust front-end and mobile applications for projects of any scale. In this class, we’ll use WebStorm, Angular CLI, Git and Heroku to create and deploy an Angular 4 CRUD application that uses Angular services and components to access and display data from a web API. Prerequisites: HTML5, JavaScript & JQuery, or equivalent experience. TWA
Course: ITI355 18 Hours
$99 + $191 fee = $290; NMR add $140
Rockville Campus
CRN#: 25259 6 Sessions T,R
10/30-11/15 6:30-9:30 p.m.

HTML5
This is an introductory course on how to use HTML5 and CSS3 to build websites. Beginners as well as experienced web designers will benefit from this course. After you complete this course, you will be able to design web pages using HTML5 and CSS3. Prerequisites: Working with Windows, File Management Skills or equivalent experience; familiarity with the internet and keyboarding skills. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI353 18 Hours
$199 + $100 fee = $299; NMR add $140
Rockville Campus
CRN#: 25257 6 Sessions T,R
9/18-10/4 6:30-9:30 p.m.

JavaScript & JQuery
Today, JavaScript is the World Wide Web Consortium (W3C) standard client-side programming language. jQuery is the largest curated libraries of JavaScript Application Programming Interface (API) programming libraries used to provide interactivity to websites. This course will provide you with a familiarization of the JavaScript programming language and the jQuery API libraries. Prerequisites: HTML5 or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI354 18 Hours
$100 + $199 fee = $299; NMR add $140
Rockville Campus
CRN#: 25258 6 Sessions T,R
10/9-10/25 6:30-9:30 p.m.

Entrepreneurship and Small Business
For more information go to http://cms.montgomerycollege.edu/wdce/bits/businesseducation.html

Accounting Principles for Small Business
Business Operators: Reacquaint yourself with Accounting methodologies and successful practices used by professionals in the field. Novice Operators: Is your small business lost in the black hole of accounting? Review the various accounting forms needed run your small business; vocabulary, common terminology, and reference new trends. Learn accounting definitions such as accounts receivable, accounts payable, debits, credits, tax forms, and more. Explore accounting management processes, including fundamentals of planning, analysis and budgeting with tools such as QuickBooks. TWA
Course: SMB029 6 Hours
$54 + $45 fee = $99; NMR add $50
Rockville Campus
CRN#: 25755 1 Session S
9/15 9:30 a.m.-4:30 p.m.

Beyond Marketing—5 Ways to Grow Your Business
Already in business or just beginning? Learn how to achieve massive growth and develop an effective marketing plan. Acquire techniques that will generate leads, improve conversion rates, branding, and more!
Course: SMB962 3 Hours
$14 + $22 fee = $36; NMR add $30
Rockville Campus
CRN#: 25764 1 Session W
10/17 6-9 p.m.

Business Feasibility: Will Your Venture Work?
Take the first step in deciding whether to launch a new business. Learn to evaluate business opportunities, basic strategies, and resources required by specific businesses. Work closely with the instructor on business definition, objectives, and strategies in order to determine if your idea could grow into a profitable and sustainable business. A marketing analysis and research resources segment will be offered, as well as learning to evaluate sources of primary and secondary information. Culminating presentation to be presented by student, based on skills learned in course.
Course: SMB264 12 Hours
$108 + $81 fee = $189; NMR add $120
Rockville Campus
CRN#: 25761 4 Sessions M,W
11/28-12/10 6:30-9:30 p.m.

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

www.montgomerycollege.edu/wdce
Home Improvement License Law and Business Basics
If you plan to earn income from home improvements and remodeling, State law requires you to obtain a license. Prepare for the licensing exam with this review of the Maryland Home Improvement License Law. Learn planning and management techniques for a home improvement business, and for taking the exam. Textbook: Business and Project Management for Home Improvement Contractors, Maryland 6th. edition, is required at the first class and only available at psionlinestore.com. TWA
Course: SMB181 12 Hours
$85 + $71 fee = $156; NMR add $120
Rockville Campus
CRN#: 25757 2 Sessions S
9/22-9/29 9 a.m.-4 p.m.

Home Inspection: Make It Your Business ▲♥
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. 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. Topics include the following: Structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook: Principles of Home Inspection Systems and Standards is required at first class and is available at the Campus Bookstores. In order to obtain a certificate of completion, you MUST attend all required classroom sessions. TWA
Course: SMB322 72 Hours
$480 + $510 fee = $990; NMR add $400
Rockville Campus
CRN#: 25762 16 Sessions R,S
10/18-12/15 6:30-9:30 p.m.(R)
9 a.m.-4 p.m.(S)
No class 11/22, 11/24

How to Start Your Own Export/Import Business
Learn the basics of how to identify products, handle shipping, establish payment methods, and explore financing arrangements. Examine proven techniques for developing and maintaining a secure and profitable international business. Although geared primarily towards exporting, the skills learned can be used and applied to importing as well. This course also serves as an elective for the Entrepreneurship and Innovation C.E. Certificate Program.
Course: SMB236 4 Hours
$49 + $30 fee = $79; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 25775 1 Session S
10/27 9 a.m.-1:30 p.m.

Entrepreneurship and Innovation Continuing Education Certificate Program
Courses must be taken in the following order:
1. Entrepreneurship, an Introduction: Business Life-cycle and Feasibility Study
2. Entrepreneurship and Operations (Start-Up)
3. Entrepreneurship and Finance (Start-Up)
4. Entrepreneurship: Marketing & Public Communication

Entrepreneurship, an Introduction: Business Life-cycle and Feasibility Study
Ready Entrepreneurs will leap into the Entrepreneur Continuing Education Certificate Program by learning about the unique qualities of entrepreneurship. Explore the process of manifesting ideas to viable businesses with feasibility and development tools. You will learn the full life-cycle of a business and gain competencies in business development and strategic planning along with foundational documents to move you forward; explore tech-transfer opportunities. This course is the first in a series leading to a Continuing Education Certificate and is a hybrid learning model: classroom and online with highly qualified faculty and guest entrepreneur presenters. Continuing education certificate bound students must also register in the Entrepreneurship Cohort & Continuing Education Certification course ENT005. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA
Course: ENT001 24 Hours
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 25036 6 Sessions T,R
9/11-9/27 6:30-9:30 p.m.

Entrepreneurship and Finance (Start-Up)
The third course in the Entrepreneurship and Innovation Continuing Education Certificate Program series; this course is designed for Entrepreneurs wanting to learn about the financial demands and expectations of entrepreneurship. You will learn corporate formation options, understanding stockholder’s equity, raising money, and will gain competencies in the critical skills of financial statements and reporting, accounting, taxes, insurance, and practical QuickBooks skills. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA
Course: ENT003 24 Hours
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 25038 6 Sessions T,R
11/1-11/20 6:30-9:30 p.m.

Entrepreneurship and Operations (Start-Up)
In the second course for the Entrepreneurship and Innovation Continuing Education Certificate series; this course is for Entrepreneurs to learn about the operational demand and systems, in operating an innovative business. You will learn research and development, production, distribution/delivery, and operations. You will gain competencies in the critical skills of critical business skills of logistics and systems organization, and human resource functions of payroll and staffing; practical skills will be learned using the ADP tutorial.
Entrepreneurship Certificate: Cohort, Certification and Capstone (Continuing Education)

Ready to launch an entrepreneurial business? This cohort continuing education certificate course is designed for the Entrepreneurship and Innovation Continuing Education Certificate Program seekers. It is designed to identify and complete the certificate program expectations, earn a certificate and participate in a pitch presentation and referral process. Register and confirm your space today! Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class.

Course: ENT002 24 Hours
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 25037 6 Sessions T,R
10/9-10/25 6:30-9:30 p.m.

Entrepreneurship: Marketing & Public Communication

The fourth course designed to complete the Entrepreneurship Continuing Education Certificate; this course is for entrepreneurs to learn about the marketing and management of customer value. You will learn how to determine the 3M’s: Message, Medium, and Market. The critical skills of selling into markets with value proposition and managing customer value, along with the practical skills of MailChimp, business pitch, and branding. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

Course: ENT004 24 Hours
$25 + $15 fee = $40; NMR add $30
Takoma Park/Silver Spring Campus
CRN#: 25040 1 Session
9/28

Food Service Certification (ServSafe, National Restaurant Association)

Receive a nationally recognized training certificate in food safety. You will learn the 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 requirements 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% to receive a certificate enabling them to obtain a food manager’s certification ID card in the Montgomery, Prince George’s, Howard, and Baltimore counties and Baltimore City. Textbook: ServSafe Essentials 7th edition with the exam sheet is available at the Rockville Campus Bookstore and required at first class. TWA

Course: HOS013 16 Hours
$85 + $110 fee = $195; NMR add $120
Rockville Campus
CRN#: 25190 1 Session S
11/17 9-11 a.m.

Montgomery College Workforce Development and Continuing Education is proud to offer its Event Management Continuing Education Certificate Program.

This program offers the foundation for a successful career in the field of event management.

Event Management/Planning is among the most fun and exciting career options available. It will allow you to use your creativity to plan fabulous events and become a more effective event planner. Create marketing relationships for your client or employer with corporate, nonprofit, and/or governmental sponsors. Devise and manage the event develop process, including technical production. Project yourself into the event economy through establishing your own business or becoming a sought after professional by industry employers.

For more information, please contact 240-567-2592 or e-mail marcy.jackson@montgomerycollege.edu.
Food Service Recertification

This ServSafe course prepares certified food managers to take the required exam for recertification; this nationally recognized exam must be taken every three years in Montgomery County. The FDA Model Food Code is constantly faced with new science based challenges to food safety through food being contaminated. ServSafe also updates their Food Manager curricula to keep up with these ongoing valuable enhancements to food safety management. It is important that all Managers in food service operations be aware of, keep up with, and put into practice all changes. Students registering for this exam must have already completed the approved 15-hour Food Service Sanitation course and have a renewable Montgomery County Food Service manager’s ID card. A minimum score of 75% is required for passing; the exam is based on the ServSafe book, 7th Edition (we recommend that you bring the textbook to class). An exam answer sheet is required and can be purchased at Campus Bookstores; please bring exam answer sheet to class. TWA

Course: HOS049 8 Hours
$30 + $70 fee = $100; NMR add $120

Westfield South
CRN#: 25200 2 Sessions S
11/3-11/10 9 a.m.-1 p.m.

Event Management Continuing Education Certificate

Event Management Continuing Education Certificate: Cohort, Certification, and Graduation
EMC seekers must register for this section to be prepared, supported, and recognized as a participant in our amazing Event Management C.E. Certificate program! Cohort participants will identify certificate program expectations and learn of the virtual event management portfolio instructions. Successful EMC graduates will be recognized at a graduation event and presented with Event Management C.E. Certificate. There are 4 core Hospitality and Event Management courses and one elective course required for this program.

Core courses must be registered for in the following order:
1. Introduction to Event Management
2. Event Operation
3. Event Marketing
4. Case Study in Event Management Forum

After the core course are completed, you may choose from any of one of the following elective courses (Note: not all elective courses are offered every semester):
   - How to Gain Employment in Event Management
   - How to Open an Event Management Business

Course: HOS055 2 Hours
$15 + $10 fee = $25; NMR add $30

Rockville Campus
CRN#: 25169 4 Sessions S
9/29-10/20 9 a.m.-1:15 p.m.

Certificación para Manipulación de Alimentos (Food Safety)
Este curso incluye las 15 horas requeridas por el Departamento de Salud e Higiene Mental del Estado de Maryland. El curso está diseñado para entrenar en el cuidado y protección de alimentos. El curso incluye los siguientes temas: Enfermedades provenientes de los alimentos, importancia de la higiene y hábitos personales, procedimientos para la manipulación de alimentos, utensilios, y equipo. Para recibir un certificado de la Asociación de Restaurantes, el estudiante deberá pasar un examen con las bases establecidas por esta asociación con un mínimo de 75%. El examen se ofrecerá en la última clase del curso. Los alumnos deberán traer el libro de “ServSafe” (versión en español 7th edición) con la hoja del examen para la primera clase. El libro se vende en la librería del edificio Campus Center en Rockville. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI191 16 Hours
$85 + $105 fee = $190; NMR add $120

Rockville Campus
CRN#: 25169 4 Sessions S
9/29-10/20 9 a.m.-1:15 p.m.

Event Manager Internship Program (EMIP)
Event Management Certificate (EMC) Graduates will engage in an internship to prepare for a job in the event management industry. You will experience event management principles and practices such as budget and project management for planning, executing and closure of events. You will evaluate the risks associated with events and incorporate troubleshooting strategies and contingency plans. Major trends and methodologies will be taught to prepare you for the internship. Internship assignments will be made by the program for entertainment and arts venues like the Strathmore, or cultural, businesses and county organizations. You will be supported during the internship with small group and one on one coaching from the instructor. You will leave this program with a development plan, resume, and a wealth of experience and knowledge for job attainment within the industry. Prerequisite: EMC from Montgomery College or commensurate education with references and resume in the Events field. TWA

Course: HOS054 30 Hours
$45 + $30 fee = $75; NMR add $50

Distance Learning
CRN#: 25201 1 Session
9/10-12/14
Case Study in Event Management Forum
Explore the nuances of planning and executing an event through your participation in the case study method. Evaluate the risks associated with the case event and incorporate troubleshooting strategies and contingency plans. You should have basic knowledge of the event-development and budgeting process, market segmentation, and promotion tools. TWA

Course: HOS044 9 Hours
$80 + $85 fee = $165; NMR add $120
Rockville Campus
CRN#: 25198 3 Sessions M,W
11/7-11/14 6:30-9:30 p.m.

Event Marketing
Learn about market segmentation, market analysis, strategy, and advertising tools. Examine how to promote events and how to use these events to promote products, services, and causes. TWA

Course: HOS047 12 Hours
$109 + $120 fee = $229; NMR add $140
Rockville Campus
CRN#: 25199 4 Sessions M,W
10/22-11/5 6:30-9:30 p.m.
No class 10/24

Event Operation
Identify the steps and familiarize yourself with the process of event production. Acquire the successful concepts employed to produce content for live experience. TWA

Course: HOS030 12 Hours
$109 + $120 fee = $229; NMR add $140
Rockville Campus
CRN#: 25193 4 Sessions M,W
10/1-10/10 6:30-9:30 p.m.

Introduction to Event Management
Discover major trends, methodologies, and successful practices used by professionals in the field. Learn the event-development process, fundamentals of planning, evaluation, risk management, and more. TWA

Course: HOS034 12 Hours
$80 + $120 fee = $200; NMR add $140
Rockville Campus
CRN#: 25195 4 Sessions M,W
9/17-9/26 6:30-9:30 p.m.

How to Gain Employment in Event Management
Familiarize yourself with techniques and practice that prepare you to interview successfully. Refine your abilities to search, identify, and qualify employment opportunities in the event industry. Practice sharpening your written and verbal presentation skills. Equip yourself with strong assets in order to distinguish yourself in the job market.

Course: HOS040 6 Hours
$30 + $60 fee = $90; NMR add $50
Rockville Campus
CRN#: 25196 2 Sessions M,W
11/28-12/3 6:30-9:30 p.m.

How to Open an Event Management Business
Acquire knowledge of the start-up process including self-assessment, market volatility, and enterprise development. Relate competitive analysis, economic factors, and political ramifications to your enterprise aspirations. Position yourself to strategize, initiate, or expand your event management business. TWA

Course: HOS041 6 Hours
$30 + $60 fee = $90; NMR add $50
Rockville Campus
CRN#: 25197 2 Sessions M
11/19-11/26 6:30-9:30 p.m.
Certificación para Manipulación de Alimentos en Español

Certificación para Manipulación de Alimentos
Este curso incluye las 15 horas requeridas por el Departamento de Salud y Higiene Mental del Estado de Maryland. El curso está diseñado para entrenar en el cuidado y protección de alimentos. El curso incluye los siguientes temas: Enfermedades provenientes de los alimentos, importancia de la higiene y hábitos personales, procedimientos para la manipulación de alimentos, utensilios, y equipo. Para recibir un certificado de la Asociación de Restaurantes, el estudiante deberá pasar un examen con las bases establecidas por esta asociación con un mínimo de 75%. El examen se ofrecerá en la última clase del curso. Los alumnos deberán traer el libro de “ServSafe” (versión en español 7th edición) con la hoja del examen para la primera clase. El libro se vende en la librería del edificio Campus Center en Rockville. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI191 16 Hours
$85 + $105 fee = $190; NMR add $120
Rockville Campus
CRN#: 25169 4 Sessions S
9/29-10/20 9 a.m.-1:15 p.m.

Computación

Computación para el trabajo de oficina
Este curso está diseñado como una herramienta imprescindible para desarrollar habilidades básicas para el trabajo de oficina, al igual que para el manejo efectivo de un negocio. El curso está compuesto de 6 módulos: Microsoft Word, fundamentos básicos de Excel (hojas de cálculo), uso eficiente de internet, fundamentos básicos de PowerPoint, uso eficiente de comunicaciones electrónicas y manejo y almacenamiento de archivos tanto en el disco duro como en el web.

Course: HBI202 24 Hours
$80 + $125 fee = $205; NMR add $140
Rockville Campus
CRN#: 25173 6 Sessions S
9/8-10/13 9 a.m.-1 p.m.

Construcción

Instalación y diseño de paneles solares (Fotovoltaico PV) I
Este primer curso incluye el estudio y análisis de las diferentes formas de energías renovables y los componentes y funcionamiento del sistema fotovoltaico (PV). También la elaboración de prácticas esquemáticas y cálculos de conexiones de paneles solares en serie y paralelo, de acuerdo a la Ley de Ohm y la Ley de Watt. Evaluación de la composición interna de un módulo fotovoltaico, las celdas y su relación con los efectos en el voltaje y la corriente generada. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI177 20 Hours
$100 + $185 fee = $285; NMR add $140
Rockville Campus
CRN#: 25166 6 Sessions R,S
9/6-9/22 6-9 p.m.(R)
2-6 p.m.(S)

Instalación y diseño de paneles solares (Fotovoltaico PV) II
Este curso analiza los diferentes artefactos que hacen parte de un sistema fotovoltaico, su estructura y función (Baterías, Controladores de carga, Inversores). Determinación de la capacidad de los conductores eléctricos necesarios para efectuar la instalación eléctrica de cada uno de los componentes del sistema. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI178 20 Hours
$100 + $185 fee = $285; NMR add $140
Rockville Campus
CRN#: 25167 6 Sessions R,S
9/27-10/13 6-9 p.m.(R)
2-6 p.m.(S)

Instalación y diseño de paneles solares (Fotovoltaico PV) III
El estudiante aprenderá a realizar los cálculos de carga para sistemas fotovoltaicos. Este curso cubre la práctica de este entrenamiento y se usará el laboratorio para efectuar las prácticas de instalación de paneles solares. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI188 10 Hours
$30 + $95 fee = $125; NMR add $120
Rockville Campus
CRN#: 25168 3 Sessions R,S
10/18-10/25 6-9 p.m.(R)
2-6 p.m.(S - 10/20 only)

Introduction to Construction Estimating (Bilingual in Spanish/English)
Este es un curso bilingüe de español e inglés para enseñar habilidades básicas en la estimación de la construcción. El curso familiarizará a los estudiantes con la metodología para desarrollar habilidades de estimación para proporcionar propuestas de construcción. This is a Bilingual, Spanish/English course to teach basic skills in construction estimation. The course will familiarize the students with the methodology to develop estimating skills to provide construction proposals.

Course: HBI208 30 Hours
$99 + $90 fee = $189; NMR add $120
Rockville Campus
CRN#: 25174 6 Sessions S
11/3-12/15 9 a.m.-2 p.m.

Lectura de Planos (Overview of Blueprint Reading)
Este curso tiene como objetivo desarrollar en el estudiante la capacidad de análisis e interpretación de planos residenciales y comerciales, a fin de que adquiera los conocimientos básicos que le permitan comprender los símbolos, las gráficas, las abreviaturas y todos los elementos que se observan en un plano estructural o arquitectónico. Este proceso le permitirá tomar decisiones importantes, como también dirigir una construcción en todas sus etapas. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI154 33 Hours
$199 + $100 fee = $299; NMR add $140
Rockville Campus
Preparación para el exame de “Home Improvement”
Este curso está diseñado para ayudarle en la preparación del examen requerido por el estado de Maryland para obtener la licencia de remodelación de casas. El manual del curso y el examen se ofrecen ahora en español. El estudiante obtendrá conocimientos de las leyes de remodelación de casas, leyes laborales y regulaciones de seguridad en el trabajo que rigen en Maryland. También se verá el pago de salarios, derechos y obligaciones del propietario y del contratista y otros temas que rigen la remodelación de casas. Los estudiantes deberán adquirir el manual: Guía NASCLA sobre finanzas, legislación y gestión de proyectos para contratistas Maryland, 6ta edición a través de psionlinestore.com. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI195 30 Hours
$95 + $205 fee = $300; NMR add $160
Rockville Campus
CRN#: 25170 6 Sessions  M,R
9/6-10/8 6-9 p.m.

Contabilidad
Esta clase está diseñada para estudiantes que desean usar el programa financiero de QuickBooks para procesar la información contable y aplicar los conceptos básicos de la contabilidad en la administración de pequeñas empresas. Se requiere conocimientos de computadora: manejo y copiado de archivos; creación de carpetas o directorios. El curso incluye los siguientes temas: presupuestos, facturas, recibos de venta, pagos con cheques o tarjeta de crédito, reconciliación bancaria y de cuentas, impuestos, nomina de pago, etc. El estudiante necesita un USB Flash Drive/memory stick. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI153 18 Hours
$100 + $150 fee = $250; NMR add $140
Gaithersburg Business Training Center
CRN#: 25164 6 Sessions  M,W,F
10/22-11/2 6-9 p.m.

Electricidad
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 sepa en qué consisten las diferentes componentes eléctricos. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI134 20 Hours
$80 + $170 fee = $250; NMR add $140
Rockville Campus
CRN#: 25158 6 Sessions  F,S
9/7-9/22 6:30-9 p.m.(F)
8:30 a.m.-1 p.m.(S)

Electricidad II, Práctica
Desarrollar en el estudiante su capacidad de análisis mediante el conocimiento de los procesos, los materiales y las herramientas que se utilizan para elaborar instalaciones eléctricas residenciales, de tal forma que el alumno pueda manipular con propiedad y con seguridad la electricidad en su medio de trabajo. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI135 20 Hours
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 25159 6 Sessions  F,S
9/28-10/13 6:30-9 p.m.(F)
8:30 a.m.-1 p.m.(S)

Electricidad III, Práctica
Aplicar los conceptos teórico-prácticos mediante la elaboración de instalaciones eléctricas, que le permitirán conocer las diferentes formas de conexión para tomacorrientes, luces e interruptores que se instalan en una vivienda. El estudiante deberá estar en capacidad de efectuar instalaciones eléctricas básicas a través de las prácticas desarrolladas en el aula-taller. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI136 20 Hours
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 25162 6 Sessions  F,S
10/19-11/3 6:30-9 p.m.(F)
8:30 a.m.-1 p.m.(S)

Electricidad IV, Práctica
Efectuar instalaciones eléctricas en circuitos eléctricos residenciales a 120-240 voltios y conocer el proceso de conexión del tablero de control; incentivar en el alumno el estudio del Código Eléctrico Nacional y su aplicación en la práctica del medio de trabajo. Este proceso se orienta a mejorar su capacidad técnica para elaborar instalaciones eléctricas de calidad observando las respectivas normas de seguridad. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI137 20 Hours
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 25163 6 Sessions  F,S
11/9-12/1 6:30-9 p.m.(F)
8:30 a.m.-1 p.m.(S)

No class 11/23, 11/24

Need help looking for a career? Career Coach can help!
Career Coach is an online search tool that will help you find a good career by providing the most current data on wages, employment, job postings, and associated education and training for our region.
For more information, go to https://montgomerycollege.emsicareercoach.com/
NEGOCIOS

El ABC de comenzar un negocio
Las estadísticas demuestran que los negocios fracasan en los primeros 2 años ocasionando la pérdida de la inversión y del ahorro familiar. Esto se debe, en gran parte, a la falta de entrenamiento y conocimientos adecuados. Este curso diseñado para aquellas personas que desean comenzar un negocio ó están en las etapas iniciales de un emprendimiento, explicará los pasos adecuados para comenzar exitosamente. En el curso se analizarán las herramientas para definir la idea comercial y el mercado al cual se debe orientar. También se estudiarán las diferentes estructuras legales, los pasos para registrar su empresa, licencias, seguros, impuestos y conceptos básicos para llevar la contabilidad. Incluye además, temas de publicidad, mercadeo y venta usando las redes sociales. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI201 21 Hours
$80 + $140 fee = $220; NMR add $140

Germantown Campus
CRN#: 25171 7 Sessions M,W,F
12/3-12/17 6-9 p.m.

LIFE SCIENCE

LIFE SCIENCES LEADERSHIP

Clinical Trial Project Management
Increase your skills needed to lead domestic and global clinical trials for optimal performance. This 39-hour course will cover drug development and the regulatory process, clinical trial application and protocol, Project Management, Good Clinical Practices (GCP), Human Subject Protection (HSP) and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class. You will be engaged by our subject matter experts who will be presenting the course in a dynamic and interactive manner. TWA

Course: MGT392 39 Hours
$410 + $445 fee = $855; NMR add $400

Germantown Campus
CRN#: 25270 13 Sessions S
9/8-12/8 9 a.m.-12 p.m.
No class 11/2

ROOM NUMBERS

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

MANAGEMENT AND LEADERSHIP

COACHING AND MEDIATION

Coaching Certification Program
If you are motivated to learn foundational coaching skills as conveniently as possible, this is the training program for you!

This Coaching Certification Program introduces you to a coaching conversation structure, coaching core competencies, coaching best practices, and skills required to effectively coach others. After completing this introductory program, you will be able to facilitate a coaching conversation to support client development and potential. In addition, you will be provided with coaching forms, templates, and exercises to use in working with coaching clients, both within an organization and in private practice.

Completion of this program normally takes two semesters. Certificates are also awarded for each course. To earn course certificates, and the overall program certificate, you must attend 100% of the scheduled class hours as well as complete all requirements set by the instructor. This 60-hour program may be submitted for review as coach-specific training to apply for an ICF (International Coach Federation) Credential via the ICF Portfolio Path.

Required Courses (Must be taken in this order):
1. Coaching Clinic—Introduction (MGT502)
2. Coaching Essentials, Competencies, and Practices (MGT503)
3. Coaching Practicum (MGT529)
4. Coaching Mastery (MGT530)

40-Hour Basic Mediation Course
This 40-hour interactive and experiential training offers you a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists you in exploring your own conflict style and how that may help or hinder the process. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance 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 hours from the Maryland Board of Social Work Examiners, students must attend 100% of the class hours to receive their certificate. TWA

Course: MGT315 40 Hours
$420 + $500 fee = $920; NMR add $400

Germantown Campus
CRN#: 25268 5 Sessions F,S,U
10/12-10/21 8:30 a.m.-5:30 p.m. F,S,U
No class 10/19
Coaching, Introduction to
If you seek to inspire and motivate others, then coaching may be the skill set for you. This emerging field draws on numerous communication approaches and techniques you can use to support others in achieving short and long-term goals by developing a positive approach to all areas of their lives. In this experiential 3 1/2 hour introductory session, we will discuss what coaching is—and isn’t—distinguishing coaching from mentoring, consulting, therapy, training and athletic development, coaching core beliefs, qualities of an effective coach and the essential components of all coaching interventions. Additionally, the Montgomery College Coaching Certificate Program, the International Coach Federation coach credentialing process and the latest trends in the coaching industry will be addressed.

Course: MGT488 3.5 Hours
$50 + $59 fee = $109; NMR add $120
Gaithersburg Business Training Center
CRN#: 25274 1 Session S
9/8 9:30 a.m.-1 p.m.

Coaching Clinic—Introduction
Acquire a thorough understanding of the philosophical, historical, and ethical foundations of coaching. Explore similarities and differences between coaching and related disciplines and consider the scope of coaching’s potential. You will earn a defined coaching framework to structure a coaching session, practice using this process in real-time conversations, and observe the effect of these skills as a coachee. (Please note that there is pre-work required for this course so early registration is strongly recommended.)

Course: MGT502 15 Hours
$300 + $369 fee = $669; NMR add $300
Gaithersburg Business Training Center
CRN#: 25275 2 Sessions S
9/29-10/6 8:30 a.m.-4:30 p.m.

Coaching Essentials, Competencies, and Practices
Building on Introductory Coaching Clinic, this course explores various coaching competencies, operating assumptions, and practices. Continue to experiment with the language of coaching and distinguish between the effects of various techniques. You’ll deepen your learning of how to implement a defined coaching framework to structure a coaching session, learn its benefits, and employ a specific methodology to establish credibility and build trust with the coachee. Complete the course with the experience of coaching and being coached in a classroom setting, as well as working with a practice client between classroom sessions. Prerequisite: Introductory Coaching Clinic. TWA

Course: MGT503 15 Hours
$300 + $369 fee = $669; NMR add $300
Gaithersburg Business Training Center
CRN#: 25276 5 Sessions R
11/1-12/6 6:30-9:30 p.m.
No class 11/22

Coaching Mastery
Demonstrate your coaching knowledge and skills in a safe and supportive class environment. Feedback from a facilitator during a coaching interaction session clarifies strengths and identifies areas that require continued practice. The Coaching Certificate Program’s emphasis on real-world practice and experience is reflected in this review of coaching core competencies. Prerequisite: Coaching Clinic—Introduction, Coaching Essentials, Competencies, and Practices, Coaching Practicum. TWA

Course: MGT530 15 Hours
$300 + $369 fee = $669; NMR add $300
Gaithersburg Business Training Center
CRN#: 25277 2 Sessions S
9/15-9/22 8:30 a.m.-4:30 p.m.

Colloquium—Re-Learning Civil Discourse in the Face of Extreme Polarization
“How can you hate me if you don’t even know me?” is the question that Daryl Davis has asked Ku Klux Klan members over several decades. During this day-long engaging and interactive workshop, Daryl will share stories of his surprising success in opening dialogues with people, like Klan members, who hold beliefs in direct opposition to everything that he stands for. With workshop scenarios and engaging discussion, Daryl will guide the attendees in methods and strategies for conversing with people who hold opposing beliefs. His advice: “Establish dialogue. When two enemies are talking, they’re not fighting.” Attendees should expect to experience uncomfortable emotions and learn how to keep a civil conversation going in spite of them. TWA

Course: MGT541 6 Hours
$50 + $49 fee = $99; NMR add $50
Germantown Campus
CRN#: 25278 1 Session F
11/2 8:30 a.m.-4 p.m.

In partnership with

NEXT-GENERATION SHRM CERTIFICATION
SHRM-CP and SHRM-SCP
If you have already demonstrated your commitment to the HR profession by becoming certified, SHRM will continue to recognize your commitment and your investment in certification by providing a seamless and efficient process to earn the new SHRM certification. You will have the added benefit of competency-based education and alignment to the changing world of HR.

SHRM RECERTIFICATION PROVIDER
Montgomery College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.

Check our scheduled courses for the Fall! All courses that are considered PDC eligible courses, are noted in their description!

For additional information about certifications or recertification, contact Transcie Almonte at transcie.almonte@montgomerycollege.edu or call 240-567-3828.
**Human Resources**

**Conflict Resolution in the Workplace**
Learn best practices for developing healthy, effective approaches to resolving conflict in the workplace. This interactive course will provide you with practical guidance in utilizing respectful techniques to resolve and/or mitigate conflict and enhance workplace relationships. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

**Course:** MGT547  
3 Hours  
$50 + $49 fee = $99; NMR add $50  
**Distance Learning**  
CRN#: 25282  
1 Session  
10/25  
10 a.m.-1 p.m.

**Legal Rights & Responsibilities in the Workplace**
There are a myriad of legal requirements governing the employment relationship. This course will aid managers, leaders, and employees in understanding federal statutes and judicial precedent which create the framework for human resources management and how to avoid legal pitfalls and/or protect your rights as an employee. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

**Course:** MGT546  
3 Hours  
$50 + $49 fee = $99; NMR add $50  
**Distance Learning**  
CRN#: 25281  
1 Session  
10/11  
10 a.m.-1 p.m.

**SHRM Essentials® of Human Resources**
Human resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this course covers the key HR topics you need to know: human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management. This course qualifies for recertification hours upon completion. TWA

**Course:** MGT352  
18 Hours  
$260 + $335 fee = $595; NMR add $250  
**Rockville Campus**  
CRN#: 25269  
6 Sessions  
10/11-11/15  
6:30-9:30 p.m.

**The SHRM Learning System for SHRM-CP™ and SHRM-SCP™ Certification Preparation Course ▲**
Enrich your HR Skills and Competencies to Succeed! Our SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential establishes you as a recognized expert in the HR field. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership and Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global and Cultural Effectiveness, and Communication. For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. As an added advantage, we use the SHRM Learning System for certification preparation. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. TWA

**Course:** MGT430  
36 Hours  
$599 + $619 fee = $1218; NMR add $650  
**Gaithersburg Business Training Center**  
CRN#: 25273  
12 Sessions  
9/17-12/3  
6-9 p.m.  
This is a hybrid course and will be meeting in-person only on the following dates: 9/17, 9/24, 10/15, 11/5, 11/19, and 12/3

**Rockville Campus**  
CRN#: 25272  
12 Sessions  
9/14-12/7  
6-9 p.m.  
No class 11/23

**Workplace Ethics**
How can you help your organization foster a culture that values ethics? How can you prevent #metoo incidents and foster respect in the workplace? This course will aid managers, leaders, and employees in understanding the importance of integrity in the workplace, recognizing the ethical components of everyday workplace choices, and understanding the various tools available to promote ethical awareness. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

**Course:** MGT545  
3 Hours  
$50 + $49 fee = $99; NMR add $50  
**Distance Learning**  
CRN#: 25280  
1 Session  
10/4  
10 a.m.-1 p.m.

**Workplace Investigations & Employee Discipline**
This course will assist you in understanding when and how to conduct a workplace investigation. In the event employee misconduct is substantiated, this course will also assist you in determining and/or challenging disciplinary penalties. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

**Course:** MGT544  
3 Hours  
$50 + $49 fee = $99; NMR add $50  
**Distance Learning**  
CRN#: 25279  
1 Session  
9/20  
10 a.m.-1 p.m.

**Room Numbers**
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
Management and Supervision

Business Process Management
A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will enable you to develop a strategic plan supporting the organizations values, vision and mission. Business process management best practices learned will help you and your organization leverage processes to achieve your goals and be successful. TWA

Course: PMC023 8 Hours
$199 + $90 fee = $289; NMR add $140

Distance Learning
CRN#: 25665 4 Sessions T,R
11/8-11/20 6-8 p.m.

Leadership Skills for Supervisors and Project Managers
Supervisors and Project Managers represent an important force in their organizations. You have the power to turn on or turn off the productivity of the people who report to you. You are the crucial interface between the employee and the senior managers of the organization. This course takes a unique perspective on the hot topic of leadership and will give you the skills in communication, coaching, and conflict that you need to be successful. TWA

Course: PMC022 8 Hours
$199 + $90 fee = $289; NMR add $140

Gaithersburg Business Training Center
CRN#: 25664 2 Sessions M,R
12/3-12/6 6-10 p.m.

Lean/Six Sigma Yellow Belt
This course prepares you to participate in process improvement events and projects, and is the first stepping stone towards Green and Black Belt Certifications. The Yellow Belt certification provides an introduction to the techniques of Continuous Process Improvement (CPI), its metrics, and basic improvement methodologies. Learn the Theory of Constraints as a toll for identifying bottlenecks and constraints that keep systems/processes from achieving a desired level of performance. Experience the effects of system dynamics by participating in several hands-on simulations. TWA

Course: MGT412 15 Hours
$320 + $100 fee = $420; NMR add $225

Rockville Campus
CRN#: 25271 2 Sessions S
12/8-12/15 8:30 a.m.-5 p.m.

Professional and Career Development

For more information please visit: http://www.montgomerycollege.edu/wdce/ce/careerworkskills.html.

Employment Search Boot Camp
Learn traditional and innovative job search techniques to help you land the job you want. This class provides a comprehensive approach to employment search, including résumé writing, interviewing, and the latest self-marketing and networking techniques. You will explore how to distinguish yourself from others competing for the same jobs, try new job search strategies and get feedback on your practice interviews. You will also learn how to use career and job search resources, such as Career Coach, and networking and employment resources such as social media and LinkedIn. TWA

Course: CRP107 15 Hours
$25 fee only

Rockville Campus
CRN#: 24993 5 Sessions M,W
10/29-11/12 6:30-9:30 p.m.
This course is made possible with generous support from a donor.

Project Management

Certification Course Track

PMP®
Project Management Fundamentals (PMC019)
▼ A Practical Approach to Project Management (PMC013)
▼ Project Management Professional (PMP®) Certification Prep (PMC004)
OR Project Management Professional (PMP®) Boot Camp (PMC008)

CAPM®
Project Management Fundamentals (PMC019)
▼ A Practical Approach to Project Management (PMC013)
▼ Certified Associate in Project Management (CAPM®) Prep (PMC002)

Project Management Fall PDU Opportunities
Introduction to Agile, PMC-011
Leadership Skills, PMC-022
Business Process Management, PMC-023
Six Sigma Yellow Belt, MGT412
Mind Mapping, PMC-015
How to Build Dynamic Teams, PMC-025
Strategic Planning, PMC-031

A certification is not required to take these courses

Room Numbers
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A Practical Approach to Project Management ♥ ▲
This course is intended as a prerequisite to the Project Management Professional (PMP)® Certification Prep course and the Certified Associate in Project Management (CAPM)® Prep. It provides mandatory classroom hours as well as important preparatory knowledge for the PMP® prep course. Project Management Fundamentals is a prerequisite to this course for students with no prior PM training. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus bookstore. TWA
Course: PMC013 36 Hours
$597 + $348 fee = $945; NMR add $400
Distance Learning
CRN#: 25648 12 Sessions M, W, R, F
11/26-12/20 6-9 p.m. (M, W, F)
6-9 p.m. (R - 12/20 only)
This is a hybrid class meeting all online except for the last day of class on Dec. 20 that will be meeting in-person
Rockville Campus
CRN#: 25642 6 Sessions T, S
9/15-10/2 6-10 p.m. (T)
8:30 a.m.-5 p.m. (S)
CRN#: 25645 9 Sessions M, W
10/8-11/5 6-10 p.m.
Certified Associate in Project Management (CAPM)® Prep ♥
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 library of global standards, A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute. Upon completion of this course, you may apply to take the CAPM® Certification exam. Prerequisites: Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus bookstore. TWA
Course: PMC002 24 Hours
$354 + $305 fee = $659; NMR add $300
Gaithersburg Business Training Center
CRN#: 25617 3 Sessions S
10/6-10/20 8:30 a.m.-5 p.m.
Rockville Campus
CRN#: 25619 3 Sessions S
12/1-12/15 8:30 a.m.-5 p.m.
Project Management Fundamentals
In this course, you will learn 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 intra-functional organizations, cross-functional matrix, and task force organizations. You will learn how to construct a work breakdown structure and create a project task network. This is a prerequisite course for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM)® certification course. Students without prior PM training should register for this course before taking the Practical Approach to PM. TWA
Course: PMC019 15 Hours
$217 + $132 fee = $349; NMR add $160
Distance Learning
CRN#: 25661 5 Sessions M, T, W, R, F
9/24-9/28 6-9 p.m.
Takoma Park/Silver Spring Campus
CRN#: 25660 2 Sessions S, U
9/8-9/9 8:30 a.m.-5 p.m.
CRN#: 25662 2 Sessions S, U
11/17-11/18 8:30 a.m.-5 p.m.
Project Management Professional (PMP)® Certification Prep ♥
Prepare 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. Prerequisites: Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. Textbooks are available at the Rockville Campus bookstore. TWA
Course: PMC004 48 Hours
$1,039 + $710 fee = $1,749; NMR add $800
Distance Learning
CRN#: 25622 15 Sessions T, W, S
10/6-11/3 7-9 p.m. (T, W)
8:30 a.m.-5 p.m. (S)
This is a hybrid course that will meet in person on the following dates: 10/6, 10/13, 10/20, 10/27, 11/3. No class 10/10, 10/16, 10/23, 10/30
Rockville Campus
CRN#: 25626 8 Sessions T, S
11/10-12/8 6-10 p.m. (T)
No class 11/24 8:30 a.m.-5 p.m. (S)
This will be offered again 1/5-1/26, 2019.
CRN#: 25636 6 Sessions M, T, W, R, F, S
12/10-12/15 8:30 a.m.-5 p.m.
This is a week long Bootcamp.

Position yourself for a big career move with PMP® certification.
Risk Management Professional (PMI-RMP)® Certification Exam Prep
If you manage projects, you manage risk. The PMI-RMP® credential will make you stand out as an accomplished risk management professional, or as an added specialization to the PMP® certification. This interactive and engaging course provides the knowledge you need to pass the PMI-RMP® exam. Montgomery College’s PMI-RMP® instructor is credentialed and has both real-world project risk management and adult education experiences. TWA
Course: PMC028 32 Hours
$400 + $429 fee = $829; NMR add $400
Rockville Campus
CRN#: 25668 8 Sessions M,R
9/17-10/11 6-10 p.m.
CRN#: 25667 8 Sessions M,R
11/1-12/3 6-10 p.m.
No class 11/22, 11/26

PM Elective Courses

Business Process Management
A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will enable you to develop a strategic plan supporting the organizations values, vision and mission. Business process management best practices learned will help you and your organization leverage processes to achieve your goals and be successful. TWA
Course: PMC023 8 Hours
$199 + $90 fee = $289; NMR add $140
Distance Learning
CRN#: 25665 4 Sessions T,R
11/8-11/20 6-8 p.m.

How To Build Dynamic (Effective) Teams
Do you want to develop your team leadership skills and unleash the talent of your team members? This class will focus on how to identify your strengths, interests, and needs through self-assessments and how to use this knowledge to build better teams. We will discuss your results and actions needed to connect better with others to build strong and effective teams. This 15-hour class is highly interactive and will involve the introduction of actionable steps to continue the process after the class is over. Teams are an important building block of successful organizations. With teams at the core of corporate strategy, an organization’s success can depend on how the team members operate together. Course: PMC025 15 Hours
$200 + $299 fee = $499; NMR add $225
Rockville Campus
CRN#: 25666 2 Sessions S
10/20-10/27 8:30 a.m.-5 p.m.

Leadership Skills for Supervisors and Project Managers
Eligible for 8 PDUs. See course on page 28.

Lean/Six Sigma Yellow Belt
Eligible for 15 PDUs. See course on page 28.

Introduction to Agile Project Management
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 an individual 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. This course is certified by the Project Management Institute (PMI®). Textbooks are available at the Rockville Campus Bookstore. (15 PDUs) TWA
Course: PMC011 15 Hours
$217 + $122 fee = $339; NMR add $160
Distance Learning
CRN#: 25638 5 Sessions M,T,W,R,F
9/17-9/21 6-9 p.m.

PMP® Application Workshop
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: PMC017 3.5 Hours
$50 + $35 fee = $85; NMR add $50
Gaithersburg Business Training Center
CRN#: 25652 1 Session W
9/19 6-9:30 p.m.
CRN#: 25655 1 Session T
10/30 6-9:30 p.m.
CRN#: 25657 1 Session W
12/12 6-9:30 p.m.

PROJECT MANAGEMENT FALL 2018 OPEN HOUSE:
September 7, 2018 • 6–9 p.m.
Gaithersburg Business Training Center
FREE TO ATTEND
Discover project management with MC and see what it can do for your career whether you are a current project manager or are considering a project management career!
Contact John Amoroso at john.amoroso@montgomerycollege.edu to register for the Open House.
Montgomery College is approved by PMI as a Registered Education Provider.
Strategic Planning: Refining Your Organization’s Values, Vision & Mission

Understanding where the company is going is critical in today’s complex economic environment. Creating a strategic plan complete with organization’s values, vision, and mission. Bringing these principles together in a way that people can relate to. This course will give you an opportunity to help you describe what you want to do and get people where you want to go. TWA

Course: PMC031 7 Hours
$189 + $90 fee = $279; NMR add $140
Takoma Park/Silver Spring Campus
CRN#: 25670 2 Sessions M,T
9/10-9/11 6-9:30 p.m.

TRANSPORTATION SAFETY INSTITUTE

For more information, please visit: http://cms.montgomerycollege.edu/wdce/bits/transportationsafety.html

CDL B P & S
Get prepared and licensed for a career in transportation! You can become a school bus driver, motor coach operator, dump truck operator and delivery services professional, all with a Class B Commercial Driver’s License! This course is designed to teach the skills necessary to pass the Maryland MVA CDL B w/P&S Exam. One transport to Gaithersburg MVA and one MVA exam is included in price pending safety pass authorization from instructor. Students must have DOT, LP (CDL B w/P&S), DOT drug & alcohol referral. All materials included. Program approval required for registration. Call for requirements and to schedule 240-567-1895. TWA

Course: CDL109 70 Hours
$1,205 + $995 fee = $2,200; NMR add $1,050
Germantown Campus
CRN#:25950 10 Sessions M,F,S,U
10/5-10/29 10 a.m.-1 p.m. (M,F)
8 a.m.-4:30 p.m. (S,U)

CDL B P&S—24 hours
Fast Track CDL B Skills Course! Are you a fast learner? Do you have previous CDL training and/or driving experience? Do you have employees to train? This 24 hour technical skills course may be right for you! Learn the basic principles and practices of CDL operation: 3 hours of Theory in the classroom, along with 21 hours of Behind the Wheel and Road practice. This course is designed for students who will also apply self-study practices as part of their training and preparation for CDL Licensure. You must be a self-motivated student to be successful in this course. Students must also register for CDL014 to be transported to the Gaithersburg MVA for testing. Students must have DOT, LP (CDL B w/P&S), DOT drug & alcohol referral. All materials included. Program approval required for registration. Call for requirements and to schedule 240-567-1895. TWA

Course: CDL112 24 Hours
$700 + $500 fee = $1,200; NMR add $650
Germantown Campus
CRN#: 24964 (Flexible schedule)

CDL Learner Permit Prep
The Maryland MVA Commercial Driver License Learner Permit Exam is a requirement before you can practice on commercial driving equipment in preparation for a CDL License. This course provides an introduction to Commercial Drivers Licensing with Maryland state licensing requirements for Class A and B, industry outlook, and practice tests. You will receive instruction on the T, P, X, and S endorsements. TWA

Course: CDL010 6 Hours
$40 + $40 fee = $80; NMR add $50
Gaithersburg Business Training Center
CRN#: 24960 1 Session S
9/8 9 a.m.-3 p.m.

Germantown Campus
CRN#: 24961 1 Session S
10/27 9 a.m.-3 p.m.

Takoma Park/Silver Spring Campus
CRN#: 24962 1 Session S
12/15 9 a.m.-3 p.m.

CDL-DIL Refresher Course
This course is designed to provide additional practice and reinforcement of skills as needed. It is also to be used for Gaithersburg MVA transport for testing.

Course: CDL014 3 Hours
$185+ $70 fee = $255; NMR add $140
Flexible schedule

WRITING

For more writing courses, please visit: www.montgomerycollege.edu/wdce/ce/writing.html.

Grammar: Correct Usage for the Writer
Do you need to write on the job but lack sufficient knowledge of grammar? In this course you will review the basic rules of English and apply them to your business writing. Learn the tools to gain confidence in recognizing and correcting grammatical errors, and better understand the fundamentals of sentence construction, punctuation, and word usage. Textbook: How Grammar Works (John Wiley & Sons) is available at the Rockville Campus Bookstore. TWA

Course: WRT205 12 Hours
$135 + $52 fee = $187; NMR add $120
Rockville Campus
CRN#: 25951 4 Sessions S
9/8-9/29 9:30 a.m.-12:40 p.m.

ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
Inspire Yourself and Others by Publishing Your Writing in Multiple Formats
Learn different methods of writing inspirational prose and poetry, while also learning ways to self-publish and repurpose your content into different formats, such as paperback, digital, cards, apps, and calendars to create multiple streams of income. Students will also learn about the psychological benefits of inspirational writing, for themselves and others. TWA
Course: WRT197 6 Hours
$75 + $50 fee = $125; NMR add $120
Rockville Campus
CRN#: 25646  2 Sessions  T,R
11/27-11/29  6:30-9:30 p.m.

Technical Writing for the IT Sector
This course will focus on the tenets of effective writing used in the Information Technology (IT) sector. Course content will involve lectures, question & answers, and hands-on writing exercises to learn the fundamentals of technical documentation, including approaches for content research and development, organizing information, writing, editing, imaging, and formatting, along with common IT vocabulary integral to technical writing. These are all essentials tools needed for the high-paying and fast growing field of technical writing. TWA
Course: WRT198 8 Hours
$95 + $58 fee = $153; NMR add $120
Rockville Campus
CRN#: 25653  4 Sessions  T,R
9/25-10/4  7-9 p.m.

Writing for Business
Blogging for Beginners
Have you always wanted to create a blog and just didn’t know where to begin or have you started a blog and don’t know what to do next? Then this course is for you. In this course, you will learn how to create, manage, and promote your own blog, by developing a plan for the content, setup, and long-term maintenance. You will learn how to obtain and use free blogging software like Blogger and WordPress to put your plan into action. TWA
Course: WRT201 8 Hours
$80 + $50 fee = $130; NMR add $120
Distance Learning
CRN#: 25663  4 Sessions  W
9/26-10/17  6-8 p.m.

How to Write a Winning Resume
This course covers the fundamentals and advanced techniques of resume writing for professional jobs. Emphasis is placed on developing content that bridges a job candidate’s past with their career direction. Instruction will cater to identifying significant and relevant knowledge, skills, qualities, responsibilities, and accomplishments. Instruction is provided by a professional resume writer and the author of Resumes That Impress! TWA
Course: WRT203 8 Hours
$95 + $58 fee = $153; NMR add $120
Gaithersburg Business Training Center
CRN#: 25672  4 Sessions  T,R
11/27-12/6  7-9 p.m.
Rockville Campus
CRN#: 25671  4 Sessions  T,R
10/16-10/25  7-9 p.m.

The 5 Essential Skills to Find or Create Your Own Opportunities
Have you ever wanted to create your own opportunities in life whether it be income, or a career change? Then this is the course for you! This course is designed to help you develop and apply the five basic skills needed to change for new opportunities. You will learn to individually analyze and focus on each skill, learn how each skill is essential, and how to apply each skill to create new opportunities for yourself and how to assess your strengths in each individual skill. TWA
Course: WRT196 6 Hours
$76 + $35 fee = $111; NMR add $120
Rockville Campus
CRN#: 25640  2 Sessions  M,W
12/10-12/12  6:30-9:30 p.m.

Let us bring the training to you!
Customized Training for Businesses—
Montgomery College provides contract training programs for more than 75 organizations each year.

These custom designed programs are tailored to meet individual business needs or development goals. To explore the possibilities of growing your organizations’ understanding of new and existing policies, or to stay current with ever-changing technology, visit:

Room Numbers
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
Payments
Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

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

Registration will not be processed without appropriate payment.

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

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

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

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

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

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

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

A. Students attending Montgomery College will pay tuition according to their residency.

B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.

C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

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

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

4 Easy Ways to Register

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

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

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

Walk–In
A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400
8:30 a.m.–9 p.m. (Mon–Fri); 8:30 a.m.–4 p.m. (Sat)

Germantown Campus
Humanities and Social Sciences Building,
Room 241 and/or 243
8:30 a.m.–4 p.m. (Mon–Fri)

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri)
8:30 a.m.–12 p.m. (Sat)

Takoma Park/Silver Spring Campus
CF 230, Customer Service
8:30 a.m.–5 p.m. (Mon–Fri)

Westfield South, Suite 306 **
8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)

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

Payments due at time of registration

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

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188. FAX completed registration form with credit card information to 240-567-7860 or 240-567-1877 or 240-567-7937. Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

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Have you attended MC before?   □ Yes   □ No

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.

How did you hear about us?   □ Received brochure in mail   □ Website   □ Social media   □ Advertisement   □ On campus   □ Other__________

Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

Students with disabilities:
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

Ethnicity: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)
□ Not Hispanic or Latino   □ Hispanic or Latino

Race: Choose all that apply. You may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)
□ American Indian or Alaskan Native   □ Asian   □ Black or African American   □ Native Hawaiian and other Pacific Islander   □ White

□ U.S. Citizen   □ Permanent Resident (Circle one: Green Card / Working Card)   □ Other Immigration Status ______________ (Used for tuition-setting purposes only)

Check all that apply:
□ I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.
□ I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)
□ I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general’s office.

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Refunds will go to the registered student of record.

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.

I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Student Signature Required ____________________________ Date ________________________

Please indicate payment by: □ Check (payable to Montgomery College)   ☐ Credit card: □ MasterCard   ☐ Visa   □ Discover

Credit Card Information: Expiration date on card □ 3 or 4 digit Security code on your card □

Credit Card Number □

Name on Card □

Card holder signature required ____________________________ Date ________________________

Credit Card Information will be detached and disposed of promptly and properly after payment is approved.

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.

4/28/16
On-site Training for Your Employees in Mission-Critical Skills

Montgomery College Offers Corporate and Public Sector Group Rates
— Cost-Effective Training By Top Industry Professionals —

Our team of expert professionals will meet with you to assess your needs, and customize training designed for your employees.

- Business Writing for Technology and Science Professionals
- Professional and Workplace Writing
- Project Management Professional Certification Training—PMP®
- Management and Leadership Training Program
- Cybersecurity Breach-Prevention Training for Employees
- Cybersecurity Skills and Certifications
- Interpersonal Communication Skills
- Powerpoint and Prezi Presentation Skills
- Human Resources for Supervisors
- Supervisory Skills Program
- Encouraging Innovation in the Workplace

Most of the courses offered by Workforce Development & Continuing Education can be customized for specific business or government needs.

Call today to see how we can help you and your employees.

For more information, contact: Steve Greenfield, Dean
Montgomery College Workforce Development & Continuing Education,
Business Information Technology & Safety
steve.greenfield@montgomerycollege.edu    •    240-567-2583

NEED HELP LOOKING FOR A CAREER?
CAREER COACH CAN HELP!

Career Coach is an online search tool that will help you find a good career by providing the most current data on wages, employment, job postings, and associated education and training for our region.

For more information, go to cms.montgomerycollege.edu.

For more information, visit https://montgomery.edu.ednet.com/
Fall 2018
BUSINESS AND INFORMATION TECHNOLOGY
COURSE CATALOG

Smart Phone Users
Scan the QR code for a direct link to
the B.I.T.S. mobile website.
http://cms.montgomerycollege.edu/
wdce/mobile/business.html

Like us on Facebook and connect to
all of our WD&CE Facebook pages!
www.facebook.com/mcwdce.

Computer Technology/ITI............................4
Entrepreneurship and Small Business......18
Hospitality, Food Safety, and Event
Management ............................................20
Instituto Hispano de Negocios y
Ensenanza ............................................22
Life Science..............................................25
Management and Leadership ...........25
Coaching and Mediation ....................25
Human Resources .................................27
Management and Supervision ............28
Professional and Career Development....28
Project Management............................28
Transportation Safety Institute ...........31
Writing .......................................................31

Coming THIS FALL to Montgomery College!

SAFETY TRAINING

- Silica Train the Trainer (Oct. 2018)
- Principles of Occupational Safety and Health (POSH) (Oct. 2018)
- OSHA 510 Trainer Course in Occupational Safety and Health
  Standards for the Construction Industry (Nov. 2018)
- OSHA 500 Trainer Course in Occupational Safety and Health
  Standards for the Construction Industry (Dec. 2018)

To Register for Montgomery College Safety Training Classes:
https://chesapeake-sc.org

240-567-5188
www.montgomerycollege.edu/wdce/bits.html