Affordable, practical, and convenient classes at locations throughout Montgomery County, Maryland

Registration Opens 4/6

SCHEDULE OF NONCREDIT CLASSES

SUMMER 2016
What's New!

ITI Networking Academy
The ITI Networking Academy at the Information Technology Institute at Montgomery College is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led, hands-on course provides you with 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 Network+ and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. This program also provides the foundation for more advanced IT certifications such as Cisco CCNA.

The ITI Networking Academy includes the following courses:
- Networking Fundamentals
- Network+ Certification Exam Preparation
- Security+ Certification Exam Preparation

Students in program will also be provided with:
- Career advice and resume building workshops
- Academy priced vouchers for certification exams
- Virtual labs and additional learning resources

Computer Networking related positions:
- IT Help Desk
- Desktop Support Specialist
- Network System Administrator

Median salary for computer support specialists in the DC Metro Area: $79,110.
Nationally, employment for computer support specialists is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations.
Source: Bureau of Labor and Statistics, U.S. Department of Labor

See page 19 for course information.

2016 Summer Youth Programs
Over 200 Fun-Filled Classes for Grades K–12!

Montgomery College Youth Programs provide high quality summer courses that offer a variety of fun, educational, and engaging learning activities in a safe and nurturing environment.

Before and After Care Offered

Register Today!

Art, Biotechnology, Chemistry, Circus Camp, Computer Graphics, Electronics, Legos®,
Math, Minecraft®, Music, Reading, Robotics, Science, Sports, Theatre, Web Design,
Writing, AND SO MUCH MORE!!!

SCHEDULE OF NONCREDIT CLASSES
SUMMER 2016
CONTACT WD&CE

If you need more information about course offerings, registration, or special programs available through Workforce Development & Continuing Education, call us between 8:30 a.m. and 9 p.m., Monday through Friday, or 8:30 a.m. to 4 p.m., Saturday, at 240-567-5188 or e-mail wdce@montgomerycollege.edu.

General information about programs in this schedule ............................................ 240-567-5188
Registration information ............................................ wdce@montgomerycollege.edu 240-567-5188
Fax ............................................ 240-567-7937
Web ............................................ montgomerycollege.edu/wdce

Montgomery College credit courses ............................................ 240-567-5000

Off-Campus Credit/Assessment of Prior Learning ............................................ 240-567-3820

Adult Literacy and GED Test Prep ............................................ GED@montgomerycollege.edu 240-567-8950
Advanced Placement Institute ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
APPE (ESL) ............................................ annette.greene@montgomerycollege.edu 240-567-7262
Art + Design ............................................ marcella.florence@montgomerycollege.edu 240-567-5806
Automotive ............................................ debra.anderson@montgomerycollege.edu 240-567-7620
Building and Construction ............................................ john.phillips@montgomerycollege.edu 240-567-7942
Challenge Program for Adults with Developmental Disabilities ............................................ jill.kephart@montgomerycollege.edu 240-567-7720
CLEP ............................................ clep@montgomerycollege.edu 240-567-1862
Computer Publishing ............................................ william.humphrey@montgomerycollege.edu 240-567-5026
Computer Repair/A+ Certif ............................................ eric.jeffers@montgomerycollege.edu 240-567-7902
Computer Technology/ITI ............................................ maryann.behme@montgomerycollege.edu 240-567-5510
Cosmetology ............................................ tracee.matthias@montgomerycollege.edu 240-567-2595
Early Childhood Education ............................................ betty.mcLeod@montgomerycollege.edu 240-567-2596
Adult ESOL ............................................ ESOL@montgomerycollege.edu 240-567-8950
English for Occupational Purposes (ESL) ............................................ gayle.weisbaum@montgomerycollege.edu 240-567-5252
Food Safety ............................................ liliana.arango@montgomerycollege.edu 240-567-3824
Health Sciences Institute ............................................ lisa.bouknight@montgomerycollege.edu 240-567-5507
Hospitality ............................................ liliana.arango@montgomerycollege.edu 240-567-3824
Human Resources ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
Income Tax ............................................ tracee.matthias@montgomerycollege.edu 240-567-2595
Instituto Hispano de Negocios ............................................ liliana.arango@montgomerycollege.edu 240-567-3824
Insurance ............................................ karen.ambrose@montgomerycollege.edu 240-567-2592
Interior Design ............................................ pamela.gragg@montgomerycollege.edu 240-567-7597
LEED AP ............................................ karen.ambrose@montgomerycollege.edu 240-567-2592
Life Sciences Biotechnology ............................................ michael.smith@montgomerycollege.edu 240-567-7785
Life Sciences Leadership ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
Lifelong Learning Institute ............................................ natasha.sacks@montgomerycollege.edu 240-567-1828
Management and Supervision ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
Mediation/Conflict Management ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
Nonprofit Training Institute ............................................ tracee.matthias@montgomerycollege.edu 240-567-2595
Online Courses/ed2go ............................................ janet.lane@montgomerycollege.edu 240-567-6938
Performing Arts ............................................ marcella.florence@montgomerycollege.edu 240-567-5806
Personal Finance ............................................ lynda.schrack@montgomerycollege.edu 240-567-7809
Professional/Career Development ............................................ natasha.sacks@montgomerycollege.edu 240-567-1828
Project Management ............................................ transcie.almonte@montgomerycollege.edu 240-567-3828
Real Estate ............................................ karen.ambrose@montgomerycollege.edu 240-567-2592
SAT/ACT Prep ............................................ camille.cauley@montgomerycollege.edu 240-567-5515
Start Your Own Business ............................................ karen.ambrose@montgomerycollege.edu 240-567-2592
Teacher Education ............................................ tracy.singleton@montgomerycollege.edu 240-567-2599
TechLEAP/WebLEAP ............................................ raymond.kimball@montgomerycollege.edu 240-567-3825
Test Preparation ............................................ camille.cauley@montgomerycollege.edu 240-567-5515
Transportation Safety Institute ............................................ marcy.jackson@montgomerycollege.edu 240-567-2589
CDL ............................................ shanynn.carroll@montgomerycollege.edu 240-567-7744
Driver Education ............................................ alejandra.isai-a-herrera@montgomerycollege.edu 240-567-1895
Motorcycle ............................................ kizzy.hoy@montgomerycollege.edu 240-567-1864
Veterinary Asst. Training ............................................ vet@montgomerycollege.edu 240-567-2599
Workforce Technologies ............................................ eric.jeffers@montgomerycollege.edu 240-567-7902
World Languages ............................................ camille.cauley@montgomerycollege.edu 240-567-5515
Writing ............................................ tracy.singleton@montgomerycollege.edu 240-567-2599
Youth Programs ............................................ sandi.harris@montgomerycollege.edu 240-567-7939/7917

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The Advanced Placement Institute is for teachers that are interested in teaching Advanced Placement courses. Through a series of hands-on activities and group discussions, participants will learn how Advanced Placement classes can be centered around and driven by content. Participants will understand the benefits of a streamlined and connected curriculum for both teachers and students. These courses focus on helping experienced participants explore and articulate a High School curriculum anchored in the skills, knowledge, and habits of mind needed for AP courses. Tuition waiver applies; seniors pay fee only.

$450 + $245 fee = $695; Non-Md. residents add $200

8:30 a.m.–5 p.m.

Locations and rooms to be determined.

<table>
<thead>
<tr>
<th>AP Art History</th>
<th>AP Environmental Science</th>
<th>AP Psychology</th>
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<tr>
<td>Course: MGT413 • CRN#: 42164</td>
<td>Course: MGT414 • CRN#: 42165</td>
<td>Course: MGT390 • CRN#: 42159</td>
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<td>AP Biology I</td>
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<td>AP US Government and Politics</td>
<td>AP Statistics</td>
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<td>AP Human Geography</td>
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<td>Course: MGT433 • CRN#: 42170</td>
<td>Course: MGT457 • CRN#: 42173</td>
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<td>AP Computer Science Principles</td>
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<td>Course: MGT455 • CRN#: 42171</td>
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<td>AP European History</td>
<td>AP Physics 1: Algebra-Based</td>
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<tr>
<td>Course: MGT415 • CRN#: 42166</td>
<td>Course: MGT432 • CRN#: 42169</td>
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</tbody>
</table>

Montgomery College now offers UGotClass!

Skills for the 21st Century

Online certificates and courses in:
Business • Business Communication • Career Skills • Health • Human Resources • Leadership Management • New Media Marketing • Social Media for Business • Courses for Parents Training and Education • Training for K12 Teachers

For more information, please visit: http://cms.montgomerycollege.edu/wdce/nonlinecourses.html
**American Pre-Academic and Professional ESL**

APPE (ESL) offers many courses for students whose first language is not English. Courses include instruction in reading, writing, speaking, listening, grammar, pronunciation, and vocabulary. Beginning through advanced levels are available.

Students MUST register IN PERSON, at least **ONE WEEK BEFORE** the first class starts, at any one of the following locations:
- **Rockville Campus**—Campus Center Room 220 CC
- **Takoma Park/Silver Spring Campus**—Cafritz Foundation Arts Center, Room 230 CF
- **Gaithersburg Business Training Center**—Room 400
- **Germantown Campus**—Humanities and Social Sciences, Room 241 and 243 HS
- **Westfield South in Wheaton**—Room 306

**How to Register for Class**

**New Students**

You must take the Workforce Development & Continuing Education English as a Second Language Assessment (ESLA). No appointment is necessary for the test. Test results and placement information are given by appointment.

**Testing dates for the Rockville Campus**

Please come to Room 220 in Campus Center (2nd floor) at one of these times for testing:

- **Monday** May 23 6:30 p.m.
- **Wednesday** May 25 10:30 a.m.
- **Tuesday** May 31 10:30 a.m.
- **Wednesday** June 1 6:30 p.m.

**Testing dates for the Takoma Park/Silver Spring Campus**

Please come to Room 230 in the Cafritz Foundation Arts Center at one of these times for testing:

- **Tuesday** May 24 6:30 p.m.
- **Wednesday** June 1 10:30 a.m.
  - The test takes almost two hours.
  - You do not have to make an appointment to take the test.
  - There is no charge to take the test.
  - You will be asked to come back another day to get your test results and course-level placement.
  - Take the test as early as you can because ESL classes fill up early.

**Returning Students**

Bring your Instructor Placement form to Room 220, Campus Center, Rockville Campus, or to any of the registration sites listed above. This form was provided to you by your instructor after the end of your last class.

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**Degree-Speaking Students**

If you took the ESL Accuplacer and placed into Workforce Development & Continuing Education, call Rockville: 240-567-7262 or Takoma Park/Silver Spring: 240-567-5611 for a counseling appointment. Bring your ESL Accuplacer test scores to the appointment. If you already have a Counselor Placement form, you may use that form to register and you do not need to see a placement counselor. If you are interested in the credit program, call 240-567-5045 for more information.

**Remember, you MUST register in person. You cannot register online, by fax, or by mail.**

---

**All Levels**

**Individualized Computer Laboratory**

Study English in the computer lab at your own time and pace, concentrating on lessons that you choose. If you are enrolled in APPE ESL courses, you may use the lab without registering and paying for this course during the semester in which you are registered. Scheduled ESL classes meeting in the lab will receive priority seating.

**TWA**

- **Course: ESL057**
  - $45 + $58 fee = $103; NMR add $120
  - **Rockville Campus**
  - CRN#: 12245
  - Lab is open 9:30 a.m.-7 p.m. M,T,W,R and 9:30 a.m.-2:30 p.m. F,S
  - Lab will be closed 7/4

**BEGINNING ENGLISH**

**Communication Skills for English Language Learners 1**

Learn to communicate in English about your daily life and needs. Improve speaking, listening and pronunciation, and increase basic vocabulary.

**TWA**

- **Course: ESL187**
  - $340 + $70 fee = $410; NMR add $225
  - **Rockville Campus**
  - CRN#: 11864
  - 24 Sessions M,W,F 6/6-8/1 12:30-2:30 p.m.
  - No class 7/4

**Reading and Writing 1**

For beginning students with some basic knowledge of English. Learn basic English grammar, write simple sentences and paragraphs, and read short simple texts. You will also practice speaking and listening.

**TWA**

- **Course: ESL165**
  - $485 + $90 fee = $575; NMR add $250
  - **Rockville Campus**
  - CRN#: 11854
  - 27 Sessions M,T,R 6/7-8/9
  - Last class on 8/9 meets 6:30-9:30 p.m.
  - No class 7/4

---

**HIGH-BEGINNING ENGLISH**

**Communication Skills for English Language Learners 2**

Improve your listening comprehension and vocabulary while increasing your ability to communicate in daily situations in English. Practice pronunciation patterns and learn strategies to help better communicate in English.

**TWA**

- **Course: ESL188**
  - 48 Hours $340 + $70 fee = $410; NMR add $225
  - **Rockville Campus**
  - CRN#: 11865
  - 24 Sessions M,W,F 6/6-8/1 12:30-2:30 p.m.
  - No class 7/4

---

**Prereq: ESL187**

**Intermediate ESL**

- **Course: ESL103**
  - 24 Hours $215 + $65 fee = $280; NMR add $140
  - **Rockville Campus**
  - CRN#: 11852
  - 12 Sessions T,R 6/14-7/21 12:30-2:30 p.m.
  - CRN#: 11853
  - 12 Sessions T,R 6/14-7/21 7-9 p.m.

**Reading and Writing 2**

For high-beginning students who have already studied English and know some basic English vocabulary and grammar. Improve grammar knowledge, write paragraphs and read a book.

This course is helpful if you are planning to take the ESL Accuplacer test. TWA

**TWA**

- **Course: ESL166**
  - 68 Hours $485 + $90 fee = $575; NMR add $250
  - **Rockville Campus**
  - CRN#: 42040
  - 34 Sessions M,T,W,R,F 6/6-7/22 9:30-11:30 a.m.
  - No class 7/4
  - CRN#: 11850
  - 27 Sessions M,T,R 6/7-8/9 6:30-9 p.m.
  - Last class on 8/9 meets 6:30-9:30 p.m.
  - No class 7/4

---

**Prereq: ESL103**

**APPE (ESL)**

- **Course: ESL103**
  - 34 Hours $340 + $65 fee = $405; NMR add $225
  - **Rockville Campus**
  - CRN#: 11850
  - 27 Sessions M,T,R 6/7-8/9 6:30-9 p.m.
  - Last class on 8/9 meets 6:30-9:30 p.m.
  - No class 7/4
Intermediate English

Communication Skills for English Language Learners 3

Improve your speaking, listening and pronunciation skills to communicate better in daily social and work situations. Learn strategies to start conversations in English and keep them going. TWA
Course: ESL190
48 Hours
$340 + $70 fee = $410; NMR add $225
Rockville Campus
No class 7/4
CRN#: 11876 24 Sessions M,W,F 6/6-8/1 12:30-2:30 p.m.
No class 7/4
CRN#: 11877 19 Sessions T,R 6/7-8/9 6:30-9 p.m.
Last class on 8/9 meets 6:30-9:30 p.m.

Communication Skills for English Language Learners 4

Improve your speaking, listening and pronunciation to communicate more effectively in English. Practice using English to solve problems and learn to select appropriate vocabulary and intonation to better communicate your intended message. Discuss past and current events. TWA
Course: ESL191
48 Hours
$340 + $70 fee = $410; NMR add $225
Rockville Campus
CRN#: 11878 24 Sessions M,W,F 6/6-8/1 12:30-2:30 p.m.
No class 7/4
CRN#: 11880 19 Sessions T,R 6/7-8/9 6:30-9 p.m.
Last class on 8/9 meets 6:30-9:30 p.m.

Intermediate Writing

Learn to write and edit well-developed paragraphs. Review basic grammar and punctuation. This course is helpful if you are planning to take the ESL Accuplacer test. TWA
Course: ESL184
40 Hours
$340 + $70 fee = $410; NMR add $225
Rockville Campus
CRN#: 11859 16 Sessions T,R 6/14-8/4 12:30-3 p.m.
CRN#: 11860 16 Sessions T,R 6/14-8/4 6:30-9 p.m.
Takoma Park/Silver Spring Campus
CRN#: 11861 16 Sessions T,R 6/14-8/4 6:30-9 p.m.
CRN#: 11862 16 Sessions T,R 6/14-8/4 12:30-3 p.m.

Reading and Writing 3
For low-intermediate students who have already studied English in school. Review basic English verb tenses and practice writing well-developed paragraphs. Learn to use various reading strategies to help you understand texts. This course is helpful if you are planning to take the ESL Accuplacer test. TWA
Course: ESL168
68 Hours
$485 + $90 fee = $575; NMR add $250

Reading and Writing 4
For intermediate students. Read, discuss and respond to readings in writing. Develop and practice skills needed for academic study in the United States. This course is helpful if you are planning to take the ESL Accuplacer test. TWA
Course: ESL176
68 Hours
$485 + $90 fee = $575; NMR add $250

High-Intermediate English

Communication Skills for English Language Learners 5
Learn to participate more fully in discussions about life, work and current events by telling and listening to stories, giving detailed descriptions and using appropriate stress and intonation patterns. Learn to use English to deal with unexpected or stressful situations. TWA
Course: ESL192
48 Hours
$340 + $70 fee = $410; NMR add $225
Rockville Campus
CRN#: 11882 24 Sessions M,W,F 6/6-8/1 12:30-2:30 p.m.
No class 7/4
CRN#: 11881 19 Sessions T,R 6/7-8/9 6:30-9 p.m.
Last class on 8/9 meets 6:30-9:30 p.m.

Discussing Issues in Depth
Read, analyze and discuss current cultural and social issues while building vocabulary. Learn how to express and support your opinion, to agree and disagree with opinions of others respectfully in English. TWA
Course: ESL219
40 Hours
$340 + $70 fee = $410; NMR add $225
Rockville Campus
CRN#: 11883 16 Sessions T,R 6/14-8/4 6:30-9 p.m.

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.
Drawing the Portrait

Portraiture requires a combination of skills: facial anatomy, proportion of the face, ability to use specific media, appreciation of the essence and psychology of the person, and an understanding of the organizing principles of good composition. Learn the skills in order to complete at least one finished major portrait. General art composition principles are addressed. TWA
Course: ADS344  25 Hours
$200 + $100 fee = $300; NMR add $160

Introduction to Oil Painting

Learn to paint with oils in this technique-focused class. In this introductory course you will focus on techniques and material: mixing paint, color relationships, composition, brushwork, how to create depth, and close study of perspective. Instructor: Maroufi-Colle. TWA
Course: ADS401  25 Hours
$250 + $100 fee = $250; NMR add $140

Landscape Painting

Explore the landscape as a means of expressing our contemporary world via realism or abstraction. Work outdoors at sites on and off Campus, including the rural landscape, city scape, and other outdoor locations. Develop ideas using source material such as sketches, props, classical documents and photographs. Work in your preferred color medium/media, including oil, acrylic, pastel, and watercolor. Students are responsible for their own transportation to off-Campus locations. Instructor: Maroufi-Colle. TWA
Course: ADS380  25 Hours
$200 + $100 fee = $300; NMR add $160

Open Studio with Model

Open model studio offers the opportunity to work independently from life in the drawing or painting medium of your choice. Models will take several poses during each class. An instructor will be present to give suggestions/critiques and to offer individualized attention if needed.
Course: ADS381  12.5 Hours
$30 + $30 fee = $60; NMR add $50

Painting: Beginning Watercolor

Learn the basic tools and techniques of watercolor painting in this introductory class. Emphasis on how to utilize color in creating an effective composition. Demonstration, discussion, and critiques will augment studio work. Bring tubes of red, blue, and yellow watercolor paint, a one-inch flat watercolor brush, and a jar for water to the first class. Subject matter includes still-life, landscape, and portrait painting. Model fees included. Instructor: Daniels. TWA
Course: ADS350  25 Hours
$190 + $95 fee = $285; NMR add $140

Painting: Intermediate Watercolor

Learn watercolor painting as a process that begins with design, composition, and thoughtful color selection, and ends with a series of finished paintings that reveal personal stylistic expression. You will select subject matter of individual interest and develop personal style through the process of creative expression. Bring to the first class: 1 full sheet (22" x 30") of 140 lb or 300 lb cold pressed watercolor paper; scraps of paper for sampling color; palette, tubes of watercolor paint, and brushes that you have; and a container for water. Instructor: Daniels. TWA
Course: ADS349  25 Hours
$210 + $100 fee = $310; NMR add $160

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.
**Special Topics in Drawing: Pen and Ink**

Improve your mastery of pen and ink as drawing tools. In this class you'll learn techniques for capturing the values, textures and contours you see in the world around you. Explore the expressive power of ink washes and use fine-tipped pens for a variety of hatching techniques to create shadows, shading and stippling. Learn how to create complex textures and patterns such as foliage, animal fur, stonework and reflective surfaces. Along the way, you'll gain a better understanding of when to apply each technique. TWA

Course: ADS399  12.5 Hours

$75 + $75 fee = $150; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 12131  5 Sessions  S
7/16-8/13  1-3:30 p.m.

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**Graphic Design and Digital Arts**

**Design for 3D Printing**

Learn the basics of 3D modeling and design fabrication and turn your idea into reality with state-of-the-art 3D printing. After learning basic safety, you'll draw your own design that you will then take from prototype to final product. TWA

Course: ADS400  15 Hours

$100 + $75 fee = $175; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 12132  5 Sessions  S
7/16-8/13  10 a.m.-1 p.m.

---

**Introduction to Graphic Design Software**

Wondering how technology can be used as a tool for making art? Using Adobe CC, explore the professional photo, drawing, and layout programs Adobe Illustrator, Adobe Photoshop, and InDesign. Learn fundamental 2D design skills and investigate how to use these professional programs to meet your creative needs. Prerequisite: Good Macintosh computer skills. TWA

Course: ADS319  25 Hours

$180 + $120 fee = $300; NMR add $160

Takoma Park/Silver Spring Campus
CRN#: 12121  10 Sessions  R
6/2-8/4  6:30-9 p.m.

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**Photoshop I**

Learn the basic tools of Adobe Photoshop and how to creatively enhance or alter scanned or digital camera images for use in original artwork, graphic design, and web media. Topics include tool palette, menus, layers, filters and special effects, color palettes, photo color correction, composing photos with text, and file formats. Includes discussion of effective composition in your images. TWA

Course: ADS198  25 Hours

$180 + $120 fee = $300; NMR add $160

Takoma Park/Silver Spring Campus
CRN#: 12118  10 Sessions  M
6/6-8/15  7-9:30 p.m.

No class 7/4

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**Web Page Design for Creative Professionals—Part I**

Utilize state-of-the-art design platforms to develop a website or blog that highlights your creative talents. You can design visually stunning home pages with eye-popping text, color, and images. Prerequisites: Good working knowledge of Macintosh computers and basic knowledge of scanning, copying, and saving images is required. Instructor: TBA. TWA

Course: ADS315  15 Hours

$180 + $120 fee = $300; NMR add $160

Takoma Park/Silver Spring Campus
CRN#: 12119  5 Sessions  W
7/13-8/10  6:30-9:30 p.m.

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**Photography and Digital Photography**

**Digital Photography**

A practical hands-on introduction to the fundamental technical and aesthetic principles of digital photography. The class includes demonstrations, lectures, group critiques, and discussion. Learn DSLR (digital single lens reflex) camera operation, shot composition, and digital retouching and manipulation. Required equipment: a DSLR camera with at least 7.0 mega pixel capacity, memory card, and flash drive. TWA

Course: ADS318  15 Hours

$200 + $125 fee = $325; NMR add $160

Takoma Park/Silver Spring Campus
CRN#: 42280  5 Sessions  S
6/4-7/2  9 a.m.-12 p.m.

CRN#: 12120  5 Sessions  W
7/13-8/10  6:30-9:30 p.m.

**Mobile Phone Photography**

Explore mobile phone photography as a way to communicate ideas emphasizing content, composition, and technique. We'll look at the camera phone as a photographic tool and examine contemporary and historic artists. With the use of a cell phone (you may also use a dslr or point-and-shoot), you will learn to create, edit and critique images. TWA

Course: ADS398  12.5 Hours

$75 + $75 fee = $150; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 12130  5 Sessions  S
7/16-8/13  1-3:30 p.m.

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**Printmaking**

**Monotype Workshop**

An exploration of the monotype as an experimental printmaking medium. A range of materials, tools, and techniques will be introduced with an emphasis on individual experimentation and expression. TWA

Course: ART035  75 Hours

$354 + $118.80 fee = $472.80; NMR add $770.40

Rockville Campus
CRN#: 12168  20 Sessions  M,T,W,R
7/11-8/11  1:30-5:15 p.m.
Basic Repair Series

Basic Repair: Deck Design and Construction
Learn to design and build a deck. Basic deck building procedures and techniques will be covered, from layout to finishing. Types of decks and various methods and materials used to build them will also be explored. You should have basic carpentry and tools skills. Please bring safety glasses to the first class. TWA
Course: TTG055
12 Hours
$65 + $120 fee = $185; NMR add $120
Rockville Campus
CRN#: 41992
3 Sessions M
8/13-6/27 6-10 p.m.

Green Technology

Advanced Solar PV Design
This course will cover advanced topics in solar PV technology including design calculations, NEC and fire codes, conductor calculations and sizing, string inverters, commercial systems, energy storage and more. Prerequisite: Have taken Solar PV Design and Installation, or have basic electrical and solar PV knowledge and understanding. TWA
Course: TTG537
25 Hours
$236 + $82 fee = $318; NMR add $510.80
Rockville Campus
CRN#: 11663
7 Sessions T,W,R
7/7-7/21 5:30-9:15 p.m.

Solar PV Design and Installation
An overview of the fundamentals necessary to design and install a solar photovoltaic electrical system. Topics include grid-tied and battery systems, sizing, mounting, equipment, permitting, code requirements, and financial and environmental incentives. Successful completion of this course allows students to take the NABCEP PV Entry Level Exam. Three hour lecture, one hour laboratory each week. TWA
Course: TTG521
50 Hours
$354 + $118.80 fee = $472.80; NMR add $770.40
Rockville Campus
CRN#: 41996
11 Sessions T,W
5/31-7/5 5-9:45 p.m.

Business Education

Human Resources
What does Contract Language Interpretation (CLI) mean? If you work in a unionized environment, this course will help you better understand the language of the Collective Bargaining Agreement (CBA). Understand the rules of interpretation, the role of past practice, and the use of bargaining history in interpreting the CBA. Gain an understanding of the effects of prior arbitration awards, court decisions, and grievance settlements. TWA
Course: MGT426
6 Hours
$150 + $149 fee = $299; NMR add $140
Rockville Campus
CRN#: 11988
1 Session R
8/25 9 a.m.-4 p.m.

Discipline and Discharge in a Collective Bargaining Environment
The unfortunate reality is that sometimes an employee will engage in conduct that can only be appropriately addressed through discipline. If you are a manager or HR professional responsible for implementing discipline or union official/steward responsible for representing employees in the disciplinary process, this course will help you conduct investigations, determine what form of discipline is warranted, as well as prepare and participate in the grievance process. TWA
Course: MGT460
16 Hours
$200 + $299 fee = $499; NMR add $225
Rockville Campus
CRN#: 42176
2 Sessions M,T
6/20-6/21 8:30 a.m.-5 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 + $279 fee = $539; NMR add $250
Gaithersburg Business Training Center
CRN#: 11987
6 Sessions R
7/21-8/25 6:30-9:30 p.m.

Management and Supervision

Emerging Manager Certificate (Continuing Education)
This online certificate course is designed to provide new or future managers with a detailed overview of the knowledge and skills necessary to transition successfully into a supervisory or management position. TWA
Course: MGT454
6 Hours
$189 + $60 fee = $249; NMR add $140
Distance Learning
CRN#: 11990
3 Sessions W
7/20-8/3 6-8 p.m.

Management Excellence
This online certificate course is designed to provide supervisors and managers with enhanced skills that will help them to improve the morale, engagement and productivity of their team. TWA
Course: MGT453
8 Hours
$199 + $70 fee = $269; NMR add $140
Distance Learning
CRN#: 11989
4 Sessions T
7/19-8/9 6-8 p.m.

Mediation/Conflict Management

20-Hour Child Access Mediation
Looking to enhance your skill and want to mediate child custody and visitation disputes? This 20-hour Child Access Mediation course meets the requirements of Rule 9-205(c) of the Maryland Rules of Procedures. This interactive course includes lectures, discussions, demonstrations, hands-on exercises, and role plays. It covers Maryland laws on separation, divorce, annulment, child custody and visitation, and child and spousal support. Included are an introduction of family systems and child development theories and an overview of the emotional aspects of divorce and separation. There will be a discussion on the relationships among custody, visitation, and child support. Students will be taught strategies for handling power imbalances, intimidation, the effects of domestic violence, and ending a mediation safely. Emphasis will be placed on writing good memoranda of understanding that meet the needs of the parents and children. Prerequisite: Students must have completed a 40-hour basic mediation course to enroll in this course. This course is approved for 20 CEUs from the Maryland Board of Social Work Examiners. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: MGT402
20 Hours
$310 + $349 fee = $659; NMR add $300
Germantown Campus
CRN#: 42162
3 Sessions F,S,U
5/13-5/15 5:30-9:30 p.m.(F)

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
20-Hour Marital Property Mediation
Boost your skill and learn how to mediate for marital property disputes. This course meets the requirements of the Maryland Rules of Procedures. The class is interactive and includes lectures, discussions, demonstrations, hands-on exercises, and role plays. It covers Maryland laws on separation and divorce, including spousal support, taxes, pensions, personal property, assets, and business valuations. Emphasis will be placed on writing good memoranda of understanding that meet the needs of the participants. Prerequisite: Students must have completed a 40-hour basic mediation course to enroll in this class. It is highly recommended that students also complete the 20-Hour Child Access course before taking this course. This course is approved for 20 CEUs from the Maryland Board of Social Work Examiners. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: MGT403  20 Hours  
$310 + $349 fee = $659; NMR add $300
Germantown Campus
CRN#: 42163  3 Sessions  F,S,U  5/20-5/22  5:30-9:30 p.m.(F)  8:30 a.m.-5 p.m.(S,U)

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. TWA
Course: MGT315  40 Hours  
$410 + $485 fee = $895; NMR add $400
Germantown Campus
CRN#: 42158  5 Sessions  M,T,W,R,F  6/13-6/17  8:30 a.m.-5:30 p.m.

Managing Conflict in the Organization
This course equips you with the strategies, tactics, and insights you need to gain control of tough conflict situations. Discover how to spot potential interpersonal conflicts, and defuse them before they flare up. Understand when, where, why and how to apply the five favored conflict resolution approaches, and develop the insight and intuition to make them work. TWA
Course: MGT462  8 Hours  
$199 + $70 fee = $269; NMR add $140
Gaithersburg Business Training Center
CRN#: 42177  1 Session  F  6/10  8:30 a.m.-5 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 + $17 fee = $31; NMR add $30
Rockville Campus
CRN#: 42338  1 Session  T  6/28  6-9 p.m.

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 edition, is required at the first class and available at the Rockville Campus Bookstore. TWA
Course: SMB181  12 Hours
$81 + $55 fee = $136; NMR add $120
Rockville Campus
CRN#: 12160  2 Sessions  S  7/16-7/23  9 a.m.-4 p.m.

Which Business Entity Is Right For You?
Business owners frequently ask themselves which legal structure is right for their business. If I am a sole proprietor, are my personal assets in danger if I am sued? What are the tax advantages of a LLC? Do you know which structure to choose? Course: SMB963  3 Hours
$20 + $29 fee = $49; NMR add $30
Rockville Campus
CRN#: 42339  1 Session  W  6/15  6:30-9:30 p.m.
American Sign Language—Introduction

Learn to easily communicate with people who cannot hear. American Sign Language (ASL) is an experience, and arguably the most beautiful language in the world. Why should you learn American Sign Language? ASL is a system of nonverbal communication used in the deaf and hearing-impaired community. You will use palm orientations, hand shapes, body language, and facial expressions to communicate thoughts and ideas. You will learn commonly used words and phrases, the alphabet, numbers, dates, holidays, and calendar events.

Course: SPP254 15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12034 10 Sessions T,R 6/21-7/21 1-2:30 p.m.

Building Reading Skills

Reading skills are essential for school, work, and social life. Travel to many exciting places through the magic of books. Reading, vocabulary, and comprehension skills will be increased through discussion, writing, and art projects. Learn to identify the main idea, follow a sequence of events, and recognize supporting details. Come journey through the adventures of reading!

Course: SPP315 15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12041 10 Sessions M,W,F 6/20-7/13 11:45 a.m.-1:15 p.m.
No class 7/4
CRN#: 12042 10 Sessions M,W,F 7/25-8/15 11:45 a.m.-1:15 p.m.

Communication for Life

Boosting communication skills can enhance all aspects of your life since the way you express and assert yourself can be key to building strong relationships. Being a good listener is one of the best ways to be a good communicator. You will learn the top 10 ways to become a great communicator. Did you know that your body plays a key role in how others understand what you are communicating? Your body language, eye contact, hand gestures, and tone all color the message you are trying to convey. You will learn nonverbal communication, clarity and concision, feedback, confidence, eye contact, gestures, and tone.

Course: SPP316 15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12043 10 Sessions M,W,F 6/20-7/13 10-11:30 a.m.
No class 7/4
CRN#: 12044 10 Sessions M,W,F 7/25-8/15 10-11:30 a.m.

Creative Journal Writing and Scrapbooking

Create a custom scrapbook that conveys your love of words and images. Combine scrapbooking and journaling to create a masterpiece. Depict your own history and that of the ones you love. Delight the eye and rouse the memory in this creative class. You must bring colored pencils and glue to class.

Course: SPP142 15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12041 10 Sessions M,W,F 6/20-7/13 10-11:30 a.m.
Drawing and Painting—Introduction
Come make a splash in the art world while you learn drawing and painting basics, mixing paints, and techniques. Let your imagination fly and your creativity shine through as we experiment with water colors and acrylic paints. We’ll create amazing realistic paintings, still life paintings, and seascapes. Learn how to control balance between water and paint to produce vibrant, lifelike paintings. Final art work will be discussed and critiqued. Join us for hours of fun and creativity! Materials needed for class: a smock; 4 paint brushes; 18"x 24" paper; pencils; and red, blue, yellow, white, and green acrylic paint.
Course: SPP317  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12045  10 Sessions  M,W,F
6/20-7/13  1:30-3 p.m.
No class 7/4
CRN#: 12046  10 Sessions  M,W,F
7/25-8/15  1:30-3 p.m.

Drawing and Writing through History
NEW
You will study pilgrims, pirates and patriots as we take an exciting journey through time and draw and write our way through history. You will study the history of early North America, exploring the Native people, to exploring why they came here, then it’s first settlers and the presence of pirates. Lastly, you will study the patriots who won this country its freedom. There will be writing prompts each week, you will write about what you learned and there will be step by step drawing instruction to illustrate your writing. This class is a fun interactive way to learn history!
Course: SPP359  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12056  10 Sessions  M
6/20-8/29  12-1:30 p.m.
No class 7/4

Encore: Americans All
NEW
This musical theater class is a salute to the unique differences that have shaped America’s heritage. You will learn through a musical celebration of customs, tradition, and song! You will sing, dance, and act – culminating in a musical theater performance that will have you on your feet saying “Encore!”
Course: SPP328  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12047  10 Sessions  T
6/21-8/23  10-11:30 a.m.

Essential Math Skills
Learn automatic computation skills needed to master addition, subtraction, multiplication and fractions. These fun and challenging activities will keep you motivated while mastering the foundations of math.
Course: SPP349  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12052  10 Sessions  T
6/21-8/23  5:15-6:45 p.m.

Exciting Sports and Games for All
Put your sports clothes and sneakers on and join us as we learn to stay healthy through nutrition, exercise and sports. You will learn about stretching, warming up, weight, exercise, and competitive sports. Learn about body weight composition for health and sports. You will also learn about proper nutrition and exercise while enjoying a variety of sports! Classes will meet outdoors if weather permits.
Course: SPP333  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12048  10 Sessions  R
6/23-8/25  5:15-6:45 p.m.

Exploring Oceans
NEW
The ocean is a majestic environment that covers nearly two-thirds of the Earth’s entire surface. You will explore sea treasures and sunken pirate ships to vast deposits of precious minerals and amazing creatures. The Earth’s oceans are invaluable and full of mystery and wonder. Through reading, work sheets, and hands on projects we will make discoveries that will give us a greater appreciation of the important ecosystem. Join us as we explore the ocean from the classroom!
Course: SPP358  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12055  10 Sessions  M
6/20-8/29  10-11:30 a.m.
No class 7/4

Fitness for Life
NEW
This course is designed to help you become physically literate individuals who will gain the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity. You will become informed consumers on matters related to lifelong physical activities and fitness. You will learn self-management skills, including self-assessment, and take personal responsibility for your health and well-being. Put on your sneakers, grab a towel and water bottle, and let’s get ready to work out! Classes will meet outdoors if weather permits.
Course: SPP360  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12057  10 Sessions  T
6/21-8/23  7-8:30 p.m.

How the U.S. Government Works
NEW
Join us as we learn about the three branches of Government, our three main political parties, the Electoral College, local municipality government, as well as the freedom of living in the United States. With the upcoming 2016 Presidential Election, one of the most exciting in recent memory, this class is sure to keep you up-to-date and informed as we approach the first Tuesday in November.
Course: SPP361  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12058  10 Sessions  M,W
6/20-7/25  10-11:30 a.m.
No class 7/4

Introduction to Cooking
NEW
Grab your apron and join us in the kitchen to learn basic cooking skills! You will learn to use the kitchen safely, follow recipes, and use basic cooking utensils. You will learn to read and follow recipes to make simple meal items during class. You will learn nutritional guidelines and proper food handling.
Course: SPP363  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12060  10 Sessions  T,R
6/21-7/21  10:30 a.m.-12 p.m.

Myths and Legends from Around the World
Long before there were books and television, people told stories through story tellers. You will explore myths and legends from around the world in this class. Did you know that at least seven different countries have their own version of Cinderella? You will research myths that have been handed down to us such as Hercules, and legends such as Paul Bunyan and Babe the Blue Ox. You will have a better understanding of myths and legends that have shaped different countries. Each week you will create and craft interesting projects about the myth and legends explored that week.
Course: SPP337  15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12049  10 Sessions  W
6/22-8/24  12-1:30 p.m.

Graduate Transition Program
The Graduate Transition Program (GTP) at Montgomery College offers a college experience for students with developmental disabilities. GTP is a two-year, noncredit certificate program offering academic classes, job coaching, job development, career exploration, and social and recreational activities.
For information, contact
Karla Nabors at 240-567-1660 or karla.nabors@montgomerycollege.edu
Join our Book Club This Summer!
A story is always better if you have someone to share it with. What could be better than sharing it with a group of friends who have read it, too? This summer’s Book Club is an excellent way to enjoy books and challenge your mind. The Book Club will encourage your passion for reading and you will read books that you might not normally choose. We will read a wide variety of books, make friends, have fun, meet like-minded people and stimulate brain cells! Books provided.
Course: SPP292    15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus

The Art of Creating Masterpieces
Join us in this amazing art class! You will study the work of great artists such as Vincent Gogh, Henri Matisse and Walt Disney. You will learn how to apply the techniques of great artists and how they create their masterpieces. Learn new vocabulary, increase hand-eye coordination, and develop new skills, all while gaining a greater appreciation for art. Bring your smock and join us as we create masterpieces.
Course: SPP338    15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12050    10 Sessions    R
6/23-8/25    12-1:30 p.m.

The History of Children’s Classic Movies
Would you like to see movies that children loved in the past? Whether adventure, fantasy, musical, science fiction or animated, you will love this selection of movies. You will get to discuss the themes, characters and film techniques, as well as learn more about movies and the techniques used in them. Finally, you will get to know why these movies are classics for all times!
Course: SPP250    15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12033    10 Sessions    T,R
7/5-8/4    10-11:30 a.m.

Challenge Program Students:
If you need support services due to a disability, please contact Ms. Natalie Martinez at least six weeks prior to the start of class to arrange for accommodations and/or assistive technology.
Natalie Martinez: 240-567-4118
E-mail: natalie.martinez@montgomerycollege.edu
If this procedure is not followed, services may be delayed.

SAVE THE DATE
Transitioning Youth Resource Fair
For individuals with disabilities, families, caregivers, and professionals.
Saturday, October 15, 2016
9 a.m.–1:30 p.m.
Montgomery College—Takoma Park/Silver Spring Campus
Time for Independence
Workshops + Exhibits
Jobs—Education • Training
Housing Benefits • Sports and Fun
For more information: transitionworkgroup@yahoo.com

SPONSORED BY: Montgomery County Public Schools, Montgomery County Department of Health and Human Services Aging and Disability Services/Community Support Network, Maryland Division of Rehabilitation Services, Abilities Network, The Arc of Montgomery County, St. Luke’s House and Threshold United, McTransitions.org, TLC’s Outcomes Services, Potomac Community Resources (PCR), The Pathway Schools, TransCen,Inc., Transition Times, JFGH and the MOST Program (Meaningful Opportunities for Successful Transitions), Montgomery College WD&CE, Developmental Education/Workforce Access, College Living Experience, Quality Trust, Learning Disabilities Association of Montgomery County, JSSA

A+ 220-801 Exam Preparation: Module One ▲
CompTIA A+ Certified Technicians have an industry-recognized credential that gives a competitive edge, provides more opportunities to use globally recognized skills, and can lead to higher salaries. The training to passing the exams and earning the certificate is delivered through two classes, 100 hours each, called A+ Module 1, and A+ Module 2. Students need to take both classes to be fully prepared. Over the two classes you cover all objectives of the 220-801 and 220-802 exams using CompTIA Authorized training materials. Learn to assemble and disassemble desktop and notebook PCs; install, configure, and maintain devices, PCs and software for end users; understand the basics of networking and security/forensics; and properly and safely diagnose, resolve, and document common issues while applying troubleshooting skills. You will also learn to provide appropriate customer support and understand the basics of virtualization, desktop imaging, and deployment. Prerequisites: None. TWA
Course: TTG517    100 Hours
$1,236 + $320 fee = $1,556; NMR add $800
Rockville Campus
CRN#: 41999    24 Sessions    M,T,W,R
6/6-7/18    8 a.m.-12:25 p.m.
No class 7/4
CRN#: 11668    30 Sessions    M,T,W
6/6-8/22    6-9:35 p.m.
No class 7/4, 8/8, 8/9, 8/10

A+ 220-802 Exam Preparation: Module Two ▲
This is part two of a two-part course. Prerequisite: Completion of A+ 220-801 Exam Preparation: Module One. TWA
Course: TTG518    100 Hours
$1,236 + $320 fee = $1,556; NMR add $800
Rockville Campus
CRN#: 11669    24 Sessions    M,T,W,R
7/19-9/6    8 a.m.-12:25 p.m.
No class 8/8, 8/9, 8/10, 9/5

Join us as we open a door and enter the world of Narnia in the novel The land beyond the wardrobe by C.S. Lewis. The Lion, the Witch, and the Wardrobe
7/5-8/4
CRN#: 12037    10 Sessions    W
6/22-8/24    9-10:30 a.m.

Hoot by Carl Hiaasen
Roy arrives in Coconut Cove, Florida where he makes a bad enemy, two oddball friends and joins an effort to stop construction of a pancake house which would destroy a colony of burrowing owls. This novel hilarious novel is a real page turner, which would destroy a colony of burrowing owls. It’s 1936, in Flint, Michigan, and when 10-year-old orphan Bud Caldwell decides to hit the road to find his father, nothing can stop him. This novel won the Newberry Medal for Excellence and the Coretta Scott King Award. It will have you on the edge of your seat.
CRN#: 12038    10 Sessions    W
6/22-8/24    11 a.m.-12:30 p.m.

Maniac Magee by Jerry Spinelli.
Maniac Magee is a Newberry Medal Winner! This novel is impactful, full of surprises and will rattle every emotion. Maniac Magee changes the lives of a racially divided small town with his amazing and legendary feats. This book is loaded with creativity, enthusiasm and humor!
CRN#: 12039    10 Sessions    W
6/22-8/24    11 a.m.-12:30 p.m.

Bud not Buddy by Christopher Paul Curtis
It’s 1936, in Flint, Michigan, and when 10-year-old orphan Bud Caldwell decides to hit the road to find his father, nothing can stop him. This novel won the Newberry Medal for Excellence and the Coretta Scott King Award. It will have you on the edge of your seat.
CRN#: 12038    10 Sessions    W
6/22-8/24    9-10:30 a.m.

Art of Creating Masterpieces
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Course: SPP338    15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12050    10 Sessions    R
6/23-8/25    12-1:30 p.m.

The History of Children’s Classic Movies
Would you like to see movies that children loved in the past? Whether adventure, fantasy, musical, science fiction or animated, you will love this selection of movies. You will get to discuss the themes, characters and film techniques, as well as learn more about movies and the techniques used in them. Finally, you will get to know why these movies are classics for all times!
Course: SPP250    15 Hours
$152 + $62 fee = $214; NMR add $140
Rockville Campus
CRN#: 12033    10 Sessions    T,R
7/5-8/4    10-11:30 a.m.

Hoot by Carl Hiaasen
Roy arrives in Coconut Cove, Florida where he makes a bad enemy, two oddball friends and joins an effort to stop construction of a pancake house which would destroy a colony of burrowing owls. This novel hilarious novel is a real page turner, which would destroy a colony of burrowing owls. It’s 1936, in Flint, Michigan, and when 10-year-old orphan Bud Caldwell decides to hit the road to find his father, nothing can stop him. This novel won the Newberry Medal for Excellence and the Coretta Scott King Award. It will have you on the edge of your seat.
CRN#: 12038    10 Sessions    W
6/22-8/24    9-10:30 a.m.

Maniac Magee by Jerry Spinelli.
Maniac Magee is a Newberry Medal Winner! This novel is impactful, full of surprises and will rattle every emotion. Maniac Magee changes the lives of a racially divided small town with his amazing and legendary feats. This book is loaded with creativity, enthusiasm and humor!
CRN#: 12039    10 Sessions    W
6/22-8/24    11 a.m.-12:30 p.m.

The Lion, the Witch, and the Wardrobe
by C.S. Lewis.
Join us as we open a door and enter the world of Narnia in the novel The land beyond the wardrobe a secret place where the adventure begins!
CRN#: 12040    10 Sessions    W
6/22-8/24    1-2:30 p.m.

For more information, please visit: www.montgomery-college.edu/departments/giter/w/offspring/index.html.
A+ Certification Repair Technician Cram Course
This is the final preparation for experienced repair techs ready to take their CompTIA A+ certification exams, 220-801 and 220-802. Actual exams are not administered in this course. Information presented includes: An in-depth look at the exams required to earn the A+ credential; up-to-date information on exam changes; a complete explanation of the objectives, exam format, and types of questions to expect; guidance to register and prepare for a successful exam experience. Prerequisites: Module 1 & Module 2 or equivalent. This intensive three-day course for experienced computer repair technicians is the final preparation you need to be sure of success when you take your CompTIA A+ certification exams. The course is an in-depth look at the two exams required to earn the A+ credential: CompTIA exams 220-801 & 220-802. We present up-to-date information on exam changes, a comprehensive explanation of the objectives, exam format and types of questions to expect, and guidance to register and prepare for a successful exam experience. Actual A+ exams are not administered in this course. This course is aimed strictly at exam preparation and review for qualified technicians. Prerequisites: To get the greatest benefit from this course, you should already understand common versions of the Windows operating system and be able to identify, compare, and contrast typical PC hardware. TWA
Course: TTG284  18 Hours $189 + $45 fee = $234; NMR add $140
Rockville Campus CRN#: 11667  3 Sessions  S
8/20-9/10  8 a.m.-3 p.m.
No class 9/3

PC Repair Introduction
Learn about your own computer, to upgrade, diagnose, and repair PC hardware and software. Content include: examination of hardware, software, and repair procedures related to modern personal computers. No Prerequisites. TWA
Course: TTG516  45 Hours $445 + $120 fee = $565; NMR add $250
Rockville Campus CRN#: 42000  9 Sessions  S
5/28-7/30  9 a.m.-3 p.m.
No class 7/2

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
— Social Media Networking —
This course sequence is designed for those seeking to become social media specialists, business owners who need to integrate social media into their marketing strategy, and professionals who need to leverage social media for career success.
• Social Media Marketing and Management
• Facebook and Twitter for Business Success
• Social Media for Business Success: Instagram, Pinterest and You Tube
• Linkedin® Create and Effectively Manage a LinkedIn Site
• Optimizing LinkedIn to Land Your Next Job

— Digital Graphics and Digital Photography —
For web designers, photographers, or if you just want to learn how to take and/or edit your photographs like a pro, these courses are for you. Take them in sequence or individually.
• Photoshop I—Foundation Skills
• Adobe Photoshop Lightroom for Photo Management and Editing
• Knowing Your Camera: Interchangeable Lens Digital Cameras

— Computer Aided Design —
Learn AutoCAD and Revit and take your drafting techniques to the next level. These courses are for drafters, interior designers, civil engineers, mechanics, electricians, or anyone who needs to use drafting and design software.
• Computer Aided Design (CAD) I
• Computer Aided Design (CAD) II: 3D Drawings
• Revit
• Rhino 3D Modeling

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

Programming: Visual Studio.NET Track
• IT Fundamentals
• Programming Fundamentals
• Python Programming
• C++—Levels I & II
• C# Foundation Skills
• MS SQL Server for Developers—I & II
• Introduction to SharePoint Technology—Levels I & II

Programming: Java Track
• Programming Fundamentals
• Java Levels I, II, & III
• HTML5—Level I
• Java IV: Web Development

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

Core Courses
• IT Fundamentals
• Programming Fundamentals
• Security Fundamentals
• Cybersecurity—Web Security I and II
• Network+ Certification Training and Exam Prep
• Security+ Certification Training and Exam Prep

Electives
• CCNA Complete
• MCSA: Installing and Configuring Windows Server 2012 (70-410)
• Microsoft Certified Specialist in Windows 10
• Software Testing & Quality Assurance I & II

— Web and Mobile Design —

Front-End Web Development
Web designers handle the graphical and technical aspects of a website. Organization in all sectors of the economy need web designers to develop and maintain their websites. If your goal is to become a web designer consider taking the following course sequence.
• IT Fundamentals
• Programming Fundamentals
• HTML5—Levels I & II
• HTML5—Level III: Responsive Web Design (RWD) and Front-End Frameworks
• jQuery with JavaScript
• JavaScript Programming
• JavaScript Advanced
• Wordpress
• PHP/MySQL CMS and Web Management

Back-End Web Development
A back-end web developer is responsible for making sure a web site functions properly behind the scenes. In today’s world, this person must also focus on web security. The course sequence below will help you gain hands-on experience with the languages and frameworks that are most commonly used for web development.
• IT Fundamentals
• Programming Fundamentals
• Python Programming
• PHP /MySQL CMS and Web Management
• Cybersecurity—Web Security—I & II

Web Development with the MEAN Stack
Learn this unique and innovative approach to web development. If you already have some web development experience and are looking to streamline your existing web app development workflow, the following courses are for you.
• IT Fundamentals
• Programming Fundamentals
• Python, PHP or Ruby on Rails
• Node.js, MongoDB, AngularJS, and Express: Web Application Development with the MEAN Stack.

— Big Data —
Big Data is growing exponentially, and so is the demand for IT professionals that possess the skills to handle it. Some of the positions that large and small companies are looking for are Big Data Analyst, Big Data Engineers, Data Scientist, Big Data Consultant, among others. The following courses will help you learn the initial skills to enter this field.
• IT Fundamentals
• Programming Fundamentals
• Hadoop I & II—Data Science and Big Data Analytics
• Data Analysis with Python

— Data Analysis —
A data analyst’s job is to translate data into plain English and use it to help companies make better business decisions. With the courses below you will learn tools and techniques that can help virtually any business gain greater insight into organizational, industry, and customer trends.
• MS Excel—Levels I, II, & III
• Data Analysis with Excel
• Data Analysis with Python

— Databases —
Database administrators (DBAs) use specialized software to store and organize data, and make it available for users. According to the U.S. Bureau of Labor and Statistics, employment of database administrators is projected to grow 15 percent from 2012 to 2022. The courses below prepare you to become a certified Oracle Database Administrator:
• IT Fundamentals
• Oracle 12c: Intro to SQL
• Oracle 12c: Database Administrator Certified Associate
• Oracle 12c: Database Administrator Certified Professional
**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, Introduction to Keyboarding, Working with Windows, File Management Skills, or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: CMP860**

- **18 Hours**
- **$109 + $167 fee = $276; NMR add $140**
- **Takoma Park/Silver Spring Campus**
- **CRN#: 12103**
- **6 Sessions**
- **M,W**
- **7/11-7/27**
- **6:30-9:30 p.m.**

**MS Access—Level I**

Learn basic features of Access 2013. 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. **Prerequisites: Computer Basics, 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 + $158 fee = $243; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42203**
- **2 Sessions**
- **T,R**
- **6/7-6/9**
- **9 a.m.-3:30 p.m.**

**MS Access—Level II**

Learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms. Create advanced form types; print reports and labels. Students pursuing the Microsoft Office Specialist Certification must take MS Access—II and III. **Prerequisites: MS Access—Level I or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI091**

- **12 Hours**
- **$85 + $158 fee = $243; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42204**
- **2 Sessions**
- **T,R**
- **6/14-6/16**
- **9 a.m.-3:30 p.m.**

**MS Excel—Level I**

Learn the basic functions of Excel 2013. Learn spreadsheet terminology, windows components, help system, navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures, and save. Work with absolute and relative references, and ranges, rows, and columns. Create, modify charts. Basic formatting/ printing. Students pursuing the Microsoft Office Specialist Certification must take MS Excel—I, II and III. **Prerequisites: Computer Basics and Windows or File Management Skills or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI092**

- **10 Hours**
- **$75 + $150 fee = $225; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42205**
- **2 Sessions**
- **T,R**
- **6/21-6/23**
- **9 a.m.-2:30 p.m.**

**MS Excel—Level II**

Create and use multiple worksheets and workbooks. Work with advanced formatting options- styles, and themes. Create outlines and subtotals, create and apply cell names, work with tables. Save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by email. Auditing and protection are covered. Students pursuing the Microsoft Office Specialist Certification must take MS Excel—I, II and III. **Prerequisites: MS Excel—Level I or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI093**

- **10 Hours**
- **$75 + $150 fee = $225; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42206**
- **2 Sessions**
- **T,R**
- **6/21-6/23**
- **9 a.m.-2:30 p.m.**

**MS Excel—Level III**

Work with advanced formulas, lookup functions. Learn data validation; how to import/ export data. Work with PivotTables and PivotCharts. Use analytical features -Goal Seek and Analysis tool, run and record macros. Students pursuing the Microsoft Office Specialist Certification must take MS Excel I, II and III. **Prerequisites: MS Excel—Level II or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI095**

- **40 Hours**
- **$268 + $413 fee = $681; NMR add $300**
- **Rockville Campus**
- **CRN#: 12020**
- **13 Sessions**
- **T,R**
- **6/14-7/26**
- **9:30 a.m.-12:30 p.m.**

Last class on 7/26 meets 9:30 a.m.-1:30 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 enhanced Excel worksheets 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—I, II and III. **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 + $150 fee = $225; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42204**
- **2 Sessions**
- **M,W**
- **6/13-6/15**
- **9 a.m.-2:30 p.m.**

**Software Introductory Series**

Learn the 2013 versions of Microsoft Word, Excel, PowerPoint, and Access. Create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2013 interface. Use PowerPoint templates to create powerful presentation. Build basic and enhanced Excel worksheets with ease using automated Excel features. With Access, a relational database, learn how to create, store, and retrieve records with amazing speed and accuracy. Learn to create tables, Query, and Report Wizards. **Prerequisites: Computer Basics, Windows and/or File Management Skills or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI021**

- **12 Hours**
- **$85 + $158 fee = $243; NMR add $140**
- **Gaithersburg Business Training Center**
- **CRN#: 42209**
- **2 Sessions**
- **M,W**
- **6/6-6/8**
- **9 a.m.-3:30 p.m.**

**Room Numbers**

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

Cloud—Introduction
The new age of computing has meant we barely ever store things on our devices anymore, and instead we keep our beloved photos, documents and videos in the ubiquitous cloud. However, cloud computing takes many forms and it can get pretty confusing to figure out how to get the most of each service. From OneDrive to iCloud, Google drive to Netflix and iTunes, the course covers the biggest and best of cloud computing and will teach you the best way to manage these online services. This course is intended for computer users who are comfortable navigating the Internet.
Prerequisites: Computer Basics, File Management Skills, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI284 8 Hours
$45 + $75 fee = $120; NMR add $120
Gaithersburg Business Training Center
CRN#: 42225 2 Sessions W,F
6/15-6/17 9:30 a.m.-1:30 p.m.

Computer Basics
Learn basic computer operations and how to use web browsers. Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP941 10 Hours
$69 + $112 fee = $181; NMR add $120
Rockville Campus
CRN#: 42262 4 Sessions W,F
5/25-6/3 9:30 a.m.-12 p.m.
Takoma Park/Silver Spring Campus
CRN#: 42263 4 Sessions T,R
6/7-6/16 6:30-9 p.m.

File Management Skills
Develop expertise in file management, create folders and subfolders with Windows Explorer, and find and copy files. File management skills are required for students who take MS Office, web development, or programming courses.
Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding, or keyboarding skills.
You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP226 5 Hours
$45 + $71 fee = $113; NMR add $120
Gaithersburg Business Training Center
CRN#: 42255 1 Session F
6/3 9 a.m.-2 p.m.
Takoma Park/Silver Spring Campus
CRN#: 42254 1 Session S
6/18 9 a.m.-2 p.m.

Hadoop II: Data Science and Big Data Analytics
Continue to Learn Hadoop Eco-system. Learn Impala, Spark, Flume, Hive, Hadoop cluster deployment in Cloud. This is a hands-on class. Exercises cover: writing Spark programs; using Flume to ingest data into HDFS; writing Impala Queries. Prerequisites: Hadoop I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI255 15 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 12029 5 Sessions M,W,S
7/18-7/27 6:30 a.m.-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S)

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.
Course: CMP073 8 Hours
$35 + $110 fee = $145; NMR add $120
Gaithersburg Business Training Center
CRN#: 42247 2 Sessions T,R
6/7-6/9 9:30 a.m.-1:30 p.m.

File Management Skills
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
$107 + $174 fee = $281; NMR add $140
Rockville Campus
CRN#: 42256 6 Sessions T,R
5/24-6/9 9:30 a.m.-12:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 42257 6 Sessions M,W
6/6-6/22 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 1Z0-061, Oracle Database 12C. SQL Fundamentals and can upgrade Oracle database users of previous versions. Textbook available only as an e-kit. Order through the Rockville Bookstore website at www.montgomerycollege.edu/bookstore. Once your order is processed by Oracle, you will receive an e-mail that your e-kit is available to download. Please allow 5 business days for your order to be processed. TWA
Course: ITI12 39 Hours
$389 + $589 fee = $978; NMR add $400
Gaithersburg Business Training Center
CRN#: 42210 12 Sessions M,W
5/16-6/27 6:15-9:30 p.m.
No class 5/30

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
$107 + $174 fee = $281; NMR add $140
Rockville Campus
CRN#: 42256 6 Sessions T,R
5/24-6/9 9:30 a.m.-12:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 42257 6 Sessions M,W
6/6-6/22 6:30-9:30 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.
Course: CMP073 8 Hours
$35 + $110 fee = $145; NMR add $120
Gaithersburg Business Training Center
CRN#: 42247 2 Sessions T,R
6/7-6/9 9:30 a.m.-1:30 p.m.

Hadoop I: Data Science and Big Data Analytics
Learn and have a basic understanding of major components of Hadoop Eco-system. This course will focus on HDFS, YARN, MapReduce, Hive and SQOOP. Get the experience you need to get started applying Hadoop technology to your own problems. This is hands-on class. Exercises cover basic hadoop cluster administration; write MapReduce programs; write Hive Queries; use SQOOP to transfer data between RDBMS and HDFS. Prerequisites: Java programming or equivalent experience; basic Linux Administration knowledge. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI254 15 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 12028 5 Sessions M,W,S
7/6-7/16 6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S)

BIG DATA AND DATABASES

Hadoop I: Data Science and Big Data Analytics
Learn and have a basic understanding of major components of Hadoop Eco-system. This course will focus on HDFS, YARN, MapReduce, Hive and SQOOP. Get the experience you need to get started applying Hadoop technology to your own problems. This is hands-on class. Exercises cover basic hadoop cluster administration; write MapReduce programs; write Hive Queries; use SQOOP to transfer data between RDBMS and HDFS. Prerequisites: Java programming or equivalent experience; basic Linux Administration knowledge. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI254 15 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 12028 5 Sessions M,W,S
7/6-7/16 6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S)

Oracle Database 12c: Introduction to SQL
Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-061, Oracle Database 12C. SQL Fundamentals and can upgrade Oracle database users of previous versions. Textbook available only as an e-kit. Order through the Rockville Bookstore website at www.montgomerycollege.edu/bookstore. Once your order is processed by Oracle, you will receive an e-mail that your e-kit is available to download. Please allow 5 business days for your order to be processed. TWA
Course: ITI12 39 Hours
$389 + $589 fee = $978; NMR add $400
Gaithersburg Business Training Center
CRN#: 42210 12 Sessions M,W
5/16-6/27 6:15-9:30 p.m.
No class 5/30

Courses in this schedule are listed in alphabetical order.
Many courses have prerequisites and/or recommended sequences.
Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 14.
MS Project—Intermediate/Advanced
Build on the MS Project 2013 Foundation course and your project management skills. You will create a complete project plan, and enter actual progress information. Learn how to exchange project plan information with other applications and other advanced features of MS Project 2013. Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, basic knowledge of Microsoft Word and Excel, and completion of Microsoft Project—Introduction or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP080 12 Hours
$99 + $186 fee = $285; NMR add $140
Rockville Campus
CRN#: 12099 4 Sessions M,W 6/27-7/11 9:30 a.m.-12:30 p.m.
No class 7/4
Westfield South
CRN#: 12100 4 Sessions T,R 7/5-7/14 6:30-9:30 p.m.

QuickBooks—Level II
Expand your QuickBooks knowledge! Learn how to customize forms, use other QuickBooks accounts, set up accounts to track inventory and track and pay sales tax, do payroll, estimate time and job costs, write letters, and other day to day transactions. Prerequisites: QuickBooks—Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP080 12 Hours
$99 + $186 fee = $285; NMR add $140
Rockville Campus
CRN#: 12099 4 Sessions M,W 6/27-7/11 9:30 a.m.-12:30 p.m.
No class 7/4
Westfield South
CRN#: 12100 4 Sessions T,R 7/5-7/14 6:30-9:30 p.m.

QuickBooks—Level III
This course is a step-by-step overview of the payroll processing cycle using QuickBooks. You will learn how to reconcile and record journal entries using Excel and QuickBooks software. In addition to reviewing basic project management payroll and expenses cost accounting concepts, the topics included in the four sessions will feature how to handle manual check disbursement, reconciling payroll bank accounts, and generating Federal and state payroll reports. This course is designed for business owners handling their own payroll process, students seeking employment in payroll accounting, and who need to prepare for the Certified Public Bookkeeper Examination. Prerequisites: Basic accounting knowledge, MS Excel—Levels I and II, and QuickBooks—Levels I and II, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI175 12 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 12033 2 Sessions T,R 6/27-7/14 9:30 a.m.-12:30 p.m.

SharePoint for Project Management and Office Administration
Windows SharePoint Services helps office staff and project managers to share information, foster collaboration, easily organize information, and manage documents. Learn how to create and manage sites and libraries, surveys, discussion boards, and work with wikis and blogs. In addition, information on managing the structure of information, integration with different desktop applications, workflows, and out-of-the-box customization will be covered. Prerequisite: Windows or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI178 15 Hours
$99 + $176 fee = $275; NMR add $140
Gaithersburg Business Training Center
CRN#: 12201 2 Sessions W,F 6/22-6/24 9 a.m.-5 p.m.

COMPUTER NETWORKS

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 + $166 fee = $265; NMR add $140
Gaithersburg Business Training Center
CRN#: 42252 4 Sessions T,R 5/31-6/9 6:30-9:30 p.m.

For more information contact:
Prof. Raymond J. Kimball, TechLEAP Program Manager
E-mail: raymond.kimball@montgomerycollege.edu

TechLEAP trains and places you in Information Technology (IT) internships and jobs if you have a college degree.

You take performance-based Database Programming, Web and/or Network Administration/Help Desk courses. You are then placed in paid internships for experience, with full-time employment often starting after internships.

TechLEAP has a 90%+ placement rate since 2000.

Training starts twice per year—fall and spring semesters.

Leading Edge Apprenticeship Program

TechLEAP
Linux/Unix—Level II
With Linux, a freely available version of the UNIX operating system, it has become easier than ever to use UNIX at home or in small office environments as well as the Enterprise. This intermediate course in the Linux/UNIX operating system provides the tools you need to work more efficiently in a Linux/UNIX environment. You will also be introduced to shell scripts, networking, graphical user interfaces using X-Windows, and advanced utilities. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. Prerequisite: Linux/UNIX—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP213  12 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 42253  4 Sessions  T,R
6/14-6/23  6:30-9:30 p.m.

MCISA: 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 MCISA: 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 in Windows 10 or Windows 8 or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI223  42 Hours
$200 + $599 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#:  14 Sessions T,R,S
7/5-8/4  6:30-9:30 p.m.(T,R)
No class 7/2  9:30 a.m.-12:30 p.m.(S)

Microsoft Certified Specialist in Windows 10
Get trained for entry-level jobs in Information Technology! This course will prepare you for the Microsoft certification exam 70-697: Configuring Windows Devices—Certified Microsoft Specialist in Windows 10. Obtain the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. Learn how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity and storage, and to configure data security, device security, and network security. This course is also intended to provide skills for Enterprise Desktop/Device Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment in medium to large enterprise organizations. Prerequisites: Networking Fundamentals, knowledge of and experience with the Windows operating system. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI282  54 Hours
$200 + $599 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#:  18 Sessions T,R,S
5/17-6/28  6:30-9:30 p.m.(T,R)
No class 5/28  9:30 a.m.-12:30 p.m.(S)

Networking Fundamentals
Build a solid foundation in computer networking concepts. Discover the building blocks of modern networks and how they function, and find out how to put the many pieces together to build a functional and secure network. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for the Network+ course. Prerequisites: Computer Basics, File Management Skills, or equivalent experience. TWA
Course: ITI291  12 Hours
$65 + $134 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#:  4 Sessions T,R
5/17-5/26  6:30-9:30 p.m.

Looking for CISCO?
WE GOT IT!
Visit us online for our summer offerings of CISCO CCNA Complete.

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 + $400 fee = $599; NMR add $250
Gaithersburg Business Training Center
CRN#:  12 Sessions T,R,S
5/31-6/25  6-9:30 p.m.(T,R - 5/31-6/23)
9 a.m.-12:30 p.m.(S - 6-4/6/25)

Security+ Certification Training and Exam Prep
The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to either enter or advance in the security field is the CompTIA Security+ (SY0-401). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam’s six testing domains: Network Security, Compliance and Operational Security, Threats and Vulnerabilities, Application, Data and Host Security, Access Control and Identity Management and Cryptography. Upon completion of the course, students will be able to sit for the Security+ certification exam. Prerequisites: Network+: computer networking concepts or equivalent experience. TWA
Course: ITI240  40 Hours
$199 + $400 fee = $599; NMR add $250
Gaithersburg Business Training Center
CRN#:  12 Sessions T,R,S
6/28-7/26  6-9:30 p.m.(T,R)
No class 7/2  9:30 a.m.-12:20p.m.(S-7/9-7/23)

ITI Networking Academy
Course: ITI294  94 Hours  28 Sessions
This is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led, hands-on course provides you with the entry level skills necessary to start a career in Information Technology. This program will prepare you to get certified in the recognized CompTIA+ and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. Textbook access and purchase information will be available at the first class. TWA. $200 + $899 fee = $1,099; Non-Md. residents add $650 ▲
Gaithersburg Business Training Center
CRN#:  42229  T,R,S
5/17-7/26  6:30-9:30 p.m. (T,R-5/17-5/26)
6-9:30 p.m. (T,R-5/31-7/26)
9 a.m.-12:30 p.m. (S-6/4-6/25)
9 a.m.-12:20 p.m. (S-7/9-7/23)

For more information, see page 2.

COMPUTER TECHNOLOGY/ITI
COMPUTER TECHNOLOGY/ITI

240-567-5188

AUTOCAD 3D DRAWING AND MODELING
Create dynamic graphics and effects, visualize designs, and develop concepts using Autodesk® AutoCAD® 3D software. This course provides a thorough grounding in the fundamentals of 3D and explores the main features of the advanced 3D modeling workspace in the AutoCAD software.

Prerequisites:
- Computer Aided Design (CAD) 1 or equivalent experience.
- You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1213
- 15 Hours
- $99 + $176 fee = $275; NMR add $140
- CRN#: 12024
- 4 Sessions
- S
- 7/23-8/13
- 9:30 a.m.-1:15 p.m.

ROCKVILLE CAMPUS

COMPUTER-AIDED DESIGN

AutoCAD 3D Drawing and Modeling
Create dynamic graphics and effects, visualize designs, and develop concept variations with AutoCAD 3D 2015. This course provides a thorough grounding in the fundamentals of 3D and explores the main features of the advanced 3D modeling workspace in the AutoCAD software.

Prerequisites:
- Computer Aided Design (CAD) 1 or equivalent experience.
- You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1213
- 15 Hours
- $99 + $176 fee = $275; NMR add $140
- CRN#: 12024
- 4 Sessions
- S
- 7/23-8/13
- 9:30 a.m.-1:15 p.m.

ROCKVILLE CAMPUS

COMPUTER-AIDED DESIGN (CAD) 1
Get acquainted with the fundamentals of AutoCAD 2015 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 of the course, you will have the basic knowledge required to create, edit, and print accurate, solid, and transparent 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 + $465 fee = $732; NMR add $350
- CRN#: 42248
- 10 Sessions
- T,R
- 5/31-6/30
- 6:30-9:30 p.m.

ROCKVILLE CAMPUS

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

Course: IT1130
- 30 Hours
- $267 + $465 fee = $732; NMR add $350
- CRN#: 12021
- 10 Sessions
- T,R
- 7/5-8/4
- 6:30-9:30 p.m.

ROCKVILLE CAMPUS

Digital Forensics
Digital Forensics is a popular field with many opportunities for current and aspiring IT professionals. Understanding how an attacker accessed or exploited a resource is just as important as understanding how to configure security controls. The course aims to provide an overview of what digital forensics is, the timeline of an incident, key forensic artifacts and investigation steps, and tips on how to track attackers real-time. Prerequisites: Linux I, advanced Excel skills, and knowledge of Windows OS or equivalent experience. TWA

Course: IT1293
- 18 Hours
- $119 + $180 fee = $299; NMR add $140
- CRN#: 42228
- 6 Sessions
- T,R
- 6/7-8/23
- 6:30-9:30 p.m.

TAKOMA PARK/SILVER SPRING CAMPUS

Data Analysis
Data Analysis I: Data Analysis with Excel
Learn big data analytics directly in Excel 2010 or 2013. Power Pivot is free Excel add-in developed by Microsoft. It is designed to deal with large complex data sets. No programming required! PowerBI is Microsoft's flagship tool for making big data analysis accessible to the average Office Power User. Always working on real examples—the course is specifically based on real world use cases. No long slides, but rather hands on examples. Learn how to work with large datasets, combining data from totally different data sources, use effective best practices on working with pivot tables and pivot charts Using Power Pivot and PowerBI. Learn how create interactive dashboards, and build custom dashboards to answer business questions. All material used in lectures is available for download. Students are highly encouraged to experiment with data themselves. Prerequisites: Excel III or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: IT1105
- 15 Hours
- $99 + $186 fee = $285; NMR add $140
- CRN#: 42206
- 5 Sessions
- M,W,S
- 6/6-6/18
- 6:30-9:30 p.m.

ROCKVILLE CAMPUS

Courses in this schedule are listed in alphabetical order.
Many courses have prerequisites and/or recommended sequences.
Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 14.

DATA ANALYSIS

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: IT1205
- 15 Hours
- $99 + $186 fee = $285; NMR add $140
- CRN#: 42206
- 5 Sessions
- M,W,S
- 6/6-6/18
- 6:30-9:30 p.m.

See page 59 for textbook information. See page 60 for room information.
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 + $186 fee = $285; NMR add $140

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 + $186 fee = $285; NMR add $140

Java Programming
Learn basic Python. Python is a powerful scripting language that can be used to automate system administration, create powerful web pages, develop mobile applications, and more. This course is an introduction to Python and introduces many beginner programming concepts along the way. Learn Python objects, Python Statements and syntax, numbers, strings, lists, numeric types, variables and references, and strings. Topics also include functions, scopes, arguments, advanced functions, module coding and packages. Prerequisite: Programming Fundamentals or equivalent experience. Experience with an object oriented language such as C++, Java, or C# recommended but not required. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI445 18 Hours $119 + $180 fee = $299; NMR add $140

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. Prerequisite: Programming Fundamentals or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI232 15 Hours $99 + $186 fee = $285; NMR add $140

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

**Course:** ITI233  
**CRN#:** 12026  
**Gaithersburg Business Training Center**  
**T,R**  
**7/7-7/21**  
6:30-9:30 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  
**CRN#:** 42221  
**Gaithersburg Business Training Center**  
**R**  
**6/30**  
9 a.m.-3:30 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. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** ITI252  
**CRN#:** 42219  
**Gaithersburg Business Training Center**  
**R**  
**6/23**  
9 a.m.-3:30 p.m.

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

**Course:** CMP868  
**CRN#:** 42261  
**Takoma Park/Silver Spring Campus**  
**T,R**  
**6/21-7/5**  
6:30-9:30 p.m.

HTML5—Level I
Learn the foundational building blocks for designing and creating HTML5 compliant web sites optimized for modern computers, tablets, and mobile devices. Topics include basic HTML5 elements and attributes, including hyperlinks, images, and tables; techniques to effectively layout web pages using new HTML5 structural elements; Cascading Style Sheets 3 (CSS) and JavaScript frameworks will be covered. **Prerequisites:** Windows and File Management Skills or equivalent experience; familiarity with Internet and Keyboarding Skills. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** ITI239  
**CRN#:** 42215  
**Rockville Campus**  
**T,R,S**  
**6/6-6/16**  
6:30-9:30 p.m.

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences. Please check course descriptions for requirements. For ITI courses, you can use the Recommended Course Sequence starting on page 14.

WEB AND MOBILE DESIGN AND DEVELOPMENT

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

**Course:** CMP868  
**CRN#:** 42261  
**Takoma Park/Silver Spring Campus**  
**T,R**  
**6/21-7/5**  
6:30-9:30 p.m.

HTML5—Level I
Learn the foundational building blocks for designing and creating HTML5 compliant web sites optimized for modern computers, tablets, and mobile devices. Topics include basic HTML5 elements and attributes, including hyperlinks, images, and tables; techniques to effectively layout web pages using new HTML5 structural elements; Cascading Style Sheets 3 (CSS) and JavaScript frameworks will be covered. **Prerequisites:** Windows and File Management Skills or equivalent experience; familiarity with Internet and Keyboarding Skills. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** ITI239  
**CRN#:** 42215  
**Rockville Campus**  
**T,R,S**  
**6/6-6/16**  
6:30-9:30 p.m.

HTML5—Level II
Continue to learn about the foundational building blocks for designing and creating HTML5 compliant web sites optimized for modern computers, tablets, and mobile devices. Topics include forms, form validation, audio and video integration, and mobile device website development. HTML5 APIs will be covered to include: Geolocation, drag and drop, web storage and canvas. **Prerequisites:** HTML5 -Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** ITI238  
**CRN#:** 42214  
**Rockville Campus**  
**T,R,S**  
**6/21-6/30**  
6:30-9:30 p.m.

240-567-5188   ce
See page 59 for textbook information. See page 60 for room information.
HTML5 Level III: Responsive Web Design (RWD) and Front-End Frameworks
Learn the foundational building blocks for designing and creating HTML5, mobile-first web sites optimized for modern computers, tablets, and mobile devices using Responsive Web Design (RWD) principles. Topics include: layout using fluid, proportion-based grids, and flexible images. You will also develop a RWD compliant website based on CSS3, JavaScript, or Syles Frameworks. Frameworks to be covered include: Bootstrap, Cascade Framework, Fluidable, Ink, Responsive Boilerplate, Semantic UI, Foundation, Kickoff, Pure, Jeet, and many more. Prerequisites: HTML5 Level II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI256
15 Hours
$99 + $186 fee = $285; NMR add $140
Rockville Campus
CRN#: 12030 5 Sessions  T,R,S
7/5-7/16  6:30-9:30 p.m.(T,R)
No class 7/9  9:30 a.m.-12:30 p.m.(S - 7/16)

JavaScript Programming
JavaScript is the world’s most widely used and flexible programming/scripting language. Learn to program JavaScript for practical business purposes, including web site design and trouble-shooting, form validation, database manipulation, and software development. Learn to use functions, variables, data types and arrays, string patterns, numbers, dates, and times. Learn how and when to program repetitive tasks and loops. Validate forms with JavaScript and jQuery validation plug-ins. Learn how to write efficient code, use external JavaScript files, and trouble-shoot and debug JavaScript with Firebug. Prerequisite: Programming Fundamentals or equivalent knowledge of basic object-oriented programming (OOP). You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI228
15 Hours
$99 + $186 fee = $285; NMR add $140
Rockville Campus
CRN#: 12025 5 Sessions  M,W
7/11-7/25  6:30-9:30 p.m.

jQuery with JavaScript
Use jQuery, a JavaScript library, to add interesting, interactive features to your web site. Topics will include jQuery set-up, installation, and use; using jQuery action/reaction events; and show/hide. Learn to quickly add animations and effects, image slide shows, photo galleries, and rollovers. Add a jQuery navigation bar. Enhance and validate forms, and learn other jQuery web features. JavaScript fundamentals-keywords, concepts, and syntax-will be covered so students understand how to call and use jQuery features using the basic JavaScript needed. Prerequisites: HTML5 Desktop and Mobile Level I, Fasicading Style Sheets (CSS), or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI229
15 Hours
$99 + $186 fee = $285; NMR add $140
Rockville Campus
CRN#: 42212 5 Sessions  M,W
6/20-7/6  6:30-9:30 p.m.
No class 7/4

Meteor Development Introduction
NEW
Learn to build a database-powered web application using only JavaScript and HTML, with the Meteor framework. This is a great entry point for web developers looking to learn full stack development with a new exciting technology. Meteor allows you to develop applications for the web, Android devices and iOS. You can code once and run EVERYWHERE. Meteor allows you to build real time complex web applications using what you already know: just Javascript, HTML, and CSS. Whether you want to build your own application or improve your marketable skills, Meteor is a great development tool to learn. You must purchase textbook(s)/materials and bring them to the first class. Prerequisites: HTML I, JavaScript or equivalent experience TWA
Course: ITI287
12 Hours
$85 + $150 fee = $235; NMR add $140
Gaithersburg Business Training Center
CRN#: 42226 4 Sessions  M,W
6/20-6/29  6:30-9:30 p.m.

WordPress
Use WordPress to create or convert websites. The open source content management system is one of the largest user base worldwide. A user friendly CMS for database driven sites including membership sites and blogs. Learn how to customize WordPress to make the site “yours”. Easily add and edit content, create and manage menus, edit and organize images, and manage users. Apply WordPress’ search engine optimization (SEO) features to attract visitors. Topics also include WordPress syntax, the Loop, themes and child themes, developing static pages, custom post types, forms, accessibility, and using Plugins to extend WordPress functions. Prerequisites: File Management Skills, Working with Windows or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI171
15 Hours
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 12022 5 Sessions  T,R
7/12-7/26  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.

COBEKET MACRONMIT/ITI—COMESTOLOGY

BRAIDING

Braiding Techniques
This course is for anyone interested in learning the techniques of braiding. You will learn braiding basics, tools for braiding, adding extensions, and the different types of braiding used to create various hair styles. You will also learn hair analysis and sanitation.
Course: COS009  20 Hours
$60 + $50 fee = $110; NMR add $120
Gaithersburg Business Training Center
CRN#: 42267 10 Sessions  M,T
5/9-6/13  6-8 p.m.

Braiding Techniques II
This course is for anyone who has completed Braiding Techniques. You will learn to complete various hair styles using the tools learned in the Braiding Techniques course. You will also get an overview of analysis and sanitation of the hair. Prerequisite: Braiding Techniques. TWA
Course: COS013  20 Hours
$60 + $50 fee = $110; NMR add $120
Gaithersburg Business Training Center
CRN#: 12106 10 Sessions  M,T
6/20-7/25  6-8 p.m.
No class 7/4

Braiding Techniques III
This course is for any student that has completed Braiding Techniques I and II. You will develop skills to create different braiding styles. TWA
Course: COS017  20 Hours
$60 + $50 fee = $110; NMR add $120
Gaithersburg Business Training Center
CRN#: 12107 10 Sessions  M,T
8/1-8/30  6-8 p.m.

BUSINESS

Business Fundamentals for Salon and Spa Professionals
NEW
Do you have an eye for beauty and a knack for chatting up customers? Have you considered opening a salon or spa? This course provides students with the tools they need to run a successful beauty business. The topics covered in this course include licensing requirements, attracting clients, retail management and product recommendations, booking appointments, marketing, customer service and finance management. The course utilizes the Milady® Standard Business Fundamentals textbook and is taught by Shanna Bulluck, owner of Divine Hands in Baltimore, MD. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS029  20 Hours
$125 + $110 fee = $235; NMR add $140
Gaithersburg Business Training Center
CRN#: 42277 8 Sessions  M
5/2-6/27  12:30-3 p.m.
No class 5/30

COMETELECO TECHNOLOG/ITI—COMESTOLOGY

COSMETOLOGY
COSMETOLOGY

Cosmetology Test Preparation for Maryland State Boards
This course is designed to review and prepare for the Maryland State Board of Cosmetology Exam. This class provides students who have completed their 1,500 hours with an intense overview of the theory and expectations of the practical exam. Topics will include safety and sanitation, applied anatomy, physical sciences, chemical service, hairstyling, and state laws and regulations. TWA
Course: COS002 24 Hours
$200 + $60 fee = $260; NMR add $160
Gaithersburg Business Training Center
CRN#: 12104 8 Sessions R
6/9-7/28 6:30-9:30 p.m.

CERTIFICATE (CONTINUING EDUCATION)

Natural Hair Care Education Certificate (Continuing Education)
NEW
Invest in yourself. The Natural Hair Care Education certificate provides hair stylists with skills in natural hair care and styling, hair transition, client retention, and hair locating techniques. Students may enroll in the complete series by enrolling in this one course or select the individual courses of interest. The courses which make the certificate series are Natural Hair 101, Nurturing Your Client Naturally, Hair Locing 101, and Natural Hair Styling Techniques. The series is taught by Susan Peterkin-Bishop of Jaha Hair Studio who is a licensed senior cosmetologist and has over 30 years of natural hair business experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS024 27 Hours
$150 + $150 fee = $300; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 12113 9 Sessions M
5/16-8/29 6-9 p.m.
No class 5/30, 6/6, 6/27, 7/4, 7/25, 8/1, 8/8

Natural Hair 101 (Continuing Education) NEW
This is the first course in the natural hair care certificate series. The course provides hair stylists with training to understand the variations and structural types of textured hair with emphasis on the cleansing, manipulation, grooming and care of natural hair. Stylists will also learn and practice various hair styles. The series is taught by Susan Peterkin-Bishop of Jaha Hair Studio who is a licensed senior cosmetologist and has over 30 years of natural hair business experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS025 6 Hours
$50 + $45 fee = $95; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 42275 2 Sessions M
5/16-5/23 6-9 p.m.

Nurturing Your Client Naturally (Continuing Education) NEW
This is the second course in the natural hair care certificate series. The course provides hair stylists with training to retain clients through the transition from processed to natural hair, conducting professional consultations and the factors to consider when aiding clients with transitioning from processed to natural hair. Stylists will also learn and practice various hair styles. The series is taught by Susan Peterkin-Bishop of Jaha Hair Studio who is a licensed senior cosmetologist and has over 30 years of natural hair business experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS026 6 Hours
$50 + $45 fee = $95; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 42276 2 Sessions M
6/13-6/20 6-9 p.m.

Hair Locing 101 (Continuing Education) NEW
This is the third course in the natural hair care certificate series. The course provides hair stylists with demonstration and practice of various locing techniques, and the cleansing, care and maintenance techniques for hair locs. The series is taught by Susan Peterkin-Bishop of Jaha Hair Studio who is a licensed senior cosmetologist and has over 30 years of natural hair business experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS027 6 Hours
$50 + $45 fee = $95; NMR add $50
Takoma Park/Silver Spring Campus
CRN#: 12114 2 Sessions M
7/11-7/18 6-9 p.m.

Natural Hair Styling Techniques (Continuing Education) NEW
This is the fourth course in the natural hair care certificate series. The course provides hair stylists with demonstration and practice of various natural hair styles. Styles include two-stranded twist, flat twist, Bantu knots, twist out, wash and go, cornrows and plaits. Students will also learn ways to educate clients on hair maintenance following the salon visit. The series is taught by Susan Peterkin-Bishop of Jaha Hair Studio who is a licensed senior cosmetologist and has over 30 years of natural hair business experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS028 9 Hours
$55 + $55 fee = $110; NMR add $120
Takoma Park/Silver Spring Campus
CRN#: 12115 3 Sessions M
8/15-8/29 6-9 p.m.

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.

HAIR CUTTING

Hair Cutting—Basic
This course is for anyone interested in learning the techniques of basic hair cutting. Topics include sanitation and sterilization procedures. You will also learn the difference between a blunt cut and a layered cut. You must purchase textbooks at the Rockville Campus Bookstore and bring them to the first class. TWA
Course: COS018 24 Hours
$100 + $75 fee = $175; NMR add $120
Gaithersburg Business Training Center
CRN#: 42270 8 Sessions W
5/4-6/22 6-9 p.m.

Hair Cutting—Advanced
This class is a continuation of the basic hair cutting course. You will learn how to personalize each style through the art of texturizing. Learn and use the tools you already have to create the same or unique look depending on your desired style. The techniques will include an emphasis on infection control, sanitation, principles and practice. Novice learners who completed COS018 Basic Hair Cutting, licensed cosmetologists, and apprentices are invited to enroll in this course. You must purchase textbooks at the Rockville Campus Bookstore and bring them to the first class. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: COS019 24 Hours
$100 + $75 fee = $175; NMR add $120
Gaithersburg Business Training Center
CRN#: 12108 8 Sessions W
7/6-8/24 6-9 p.m.

MAKEUP ARTISTRY

Makeup Artistry I
This class is for beginning and intermediate-level students who want hands-on training in the industry of makeup artistry. Learn tips and tricks from the professionals. Learn how to create the latest makeup looks. You will receive demonstration and hands-on training in the skilled trade of makeup artistry. Topics include the origins of makeup, sanitation, skincare techniques, and tools and products used to apply makeup. Learn how to identify and apply the correct makeup techniques for different face and eye shapes, execute corrective eyebrow grooming, and proper foundation for a specific look. Required: Students must bring a basic makeup kit to class and dress in the industry standard of professional solid black attire for the duration of the course. You must purchase textbooks at the Rockville Campus Bookstore and bring them to the first class. TWA
Course: COS015 40 Hours
$250 + $125 fee = $375; NMR add $160
Gaithersburg Business Training Center
CRN#: 42268 10 Sessions W,R
5/18-6/16 6-10 p.m.
**Makeup Artistry II**

This class is a continuation of Makeup Artistry for the Professional. Prerequisite: Completion of Makeup Artistry I. TWA

Course: COS016   24 Hours

$125 + $75 fee = $200; NMR add $140

**Gaithersburg Business Training Center**

CRN#: 42269   6 Sessions W,R
6/22-7/7   6-10 p.m.

No class 7/4

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**NAIL TECHNICIAN**

**Nail Technician II** ★★★

Second of three required courses needed to sit for the examination to become a licensed nail technician in the state of Maryland. You will learn manicure and pedicure techniques, electric filing, and how to apply nail tips and wraps. Anatomy and physiology of the hand and nails is reviewed. Safety protocols are emphasized. TWA

Course: COS005   100 Hours

$500 + $500 fee = $1,000; NMR add $650

**Gaithersburg Business Training Center**

CRN#: 42266   25 Sessions M,T,F
5/2-6/28   5:30-9:30 p.m.

No class 5/30

**Nail Technician III** ★★★

Last in a series of three required courses needed to sit for the examination to become a licensed nail technician in the state of Maryland. Students learn state laws and regulations, explore career opportunities, and discuss salon management. TWA

Course: COS006   100 Hours

$500 + $500 fee = $1,000; NMR add $650

**Gaithersburg Business Training Center**

CRN#: 12105   25 Sessions M,T,R
7/8-9/2   5:30-9:30 p.m.

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**NATURAL HAIR CARE**

**Natural Hair Care for Children** ★★★

As a parent you want your children to grow up feeling confident and beautiful. Keeping their hair chemically free will encourage healthy natural hair for a lifetime. Susan Peterkin-Bishop of Jaha Hair Studio will teach you about the right tools to style hair, different hair types, detangling and cleansing techniques and demonstrate styling options for natural hair. Identify the different tools to style hair, different hair types, detangling and cleansing techniques and demonstrate styling options for natural hair. Students are welcome to bring lunch, one child, and questions as they learn tips and techniques that will embellish any hair type. Each enrollment covers the attendance of one adult and one child. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: COS020   5 Hours

$25 + $25 fee = $50; NMR add $50

**Gaithersburg Business Training Center**

CRN#: 42271   1 Session  S
5/14   10 a.m.-3 p.m.

**Takoma Park/Silver Spring Campus**

CRN#: 12109   1 Session  S
7/30   10 a.m.-3 p.m.

CRN#: 12110   1 Session  S
8/13   10 a.m.-3 p.m.

**Natural Hair Care—DIY for Teens** ★★★

Some days your hair can have a mind of its own and some days it works just perfectly. Take this class to learn about the proper care of naturally kinky, curly or coily hair. Susan Peterkin-Bishop of Jaha Hair Studio will teach you about the right tools to style hair, different hair types, detangling and cleansing techniques and demonstrate styling options for natural hair. Keep your hair healthy for a lifetime. Students are welcome to bring lunch, one adult and questions as they learn tips and techniques that will embellish any hair type. Each enrollment covers the attendance of one adult and one teenager. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: COS021   5 Hours

$25 + $25 fee = $50; NMR add $50

**Gaithersburg Business Training Center**

CRN#: 42272   1 Session  T
6/28   10 a.m.-3 p.m.

**Takoma Park/Silver Spring Campus**

CRN#: 12111   1 Session  T
8/23   10 a.m.-3 p.m.

**Perfect Twist Out—DIY** ★★★

Lunch and learn how to create the perfect twist out. Susan Peterkin-Bishop of Jaha Hair Studio will teach you about the right tools to style hair, different hair types, detangling and cleansing techniques and demonstrate twist out styling options for natural hair. Students are welcome to bring lunch, hair products and questions as they learn tips and techniques that will embellish any hair type. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: COS022   5 Hours

$25 + $25 fee = $50; NMR add $50

**Gaithersburg Business Training Center**

CRN#: 42273   1 Session  S
5/21   10 a.m.-3 p.m.

**Rockville Campus**

CRN#: 42134   4 Sessions  T,R
6/7-6/16   10 a.m.-12:30 p.m.

CRN#: 42135   4 Sessions  M,W
6/20-6/29   12:30-3 p.m.

CRN#: 11935   4 Sessions  M,W
7/11-7/20   10 a.m.-12:30 p.m.

CRN#: 11936   4 Sessions  T,R
7/12-7/21   12:30-3 p.m.

CRN#: 11937   4 Sessions  T,R
8/2-8/11   10 a.m.-12:30 p.m.

**Drone Operation I**

Introduction to flying unmanned aerial vehicles — drones. Operate drones using manual controls and autonomous features. Operate drones using manual controls and autonomous features. Manipulate drone gimbals and cameras to shoot photos and videos. Understand the rules and regulations that apply to drones. Weather Permitting. Flight operations are dependent upon fair weather conditions. TWA

Course: TTG554   10 Hours

$125 + $95 fee = $220; NMR add $140

**Rockville Campus**

CRN#: 42133   4 Sessions  T,R
6/21-6/30   6:30-9 p.m.

CRN#: 11934   4 Sessions  M,W
8/1-8/10   6:30-9 p.m.

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**Drone Technology**

**Drone Operation I**

Introduction to flying unmanned aerial vehicles — drones. Operate drones using manual controls and autonomous features. Manipulate drone gimbals and cameras to shoot photos and videos. Understand the rules and regulations that apply to drones. Weather Permitting. Flight operations are dependent upon fair weather conditions. TWA

Course: TTG554   10 Hours

$125 + $95 fee = $220; NMR add $140

**Rockville Campus**

CRN#: 42133   4 Sessions  T,R
6/21-6/30   6:30-9 p.m.

CRN#: 11934   4 Sessions  M,W
8/1-8/10   6:30-9 p.m.

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**Drone Technology Program is here!**

Learn how drones are used for aerial photography, videography, and cinematography. Explore the world of unmanned aerial vehicles — drones. Learn how drones are used in real estate, construction, agriculture, conservation and public safety. Become familiar with rules and operating procedures for safe and legal civilian drone flight. TWA

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Curious about unmanned aerial vehicles?

Want to know how to fly civilian drones safely and legally?

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Learn how drones are used for aerial photography, videography, and cinematography. See how they are used for real estate, construction, agriculture, insurance, inspection, conservation and public safety purposes. Become familiar with federal rules and regulations that apply to civilian drones.
**Child Development**

**Child Growth and Development**

Learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. Social, emotional, physical, and intellectual development of young children and the implications of these areas of growth and development on group care are emphasized. This class provides the first 45 of the 90 classroom hours needed to become a teacher in programs licensed by the MSDE Office of Child Care Licensing. For the second 45 hours, see Planning Curricula for Child Care. (4.5 CEUs) Space is limited, so register early. Textbooks included in fees. TWA

*Course: ECH205 45 Hours*

- *Rockville Campus CRN#: 42295 15 Sessions T,R 5/17-7/5 6:30-9:40 p.m.*

**Integrating Math and Literacy into Daily Activities**

Teachers are pressured to teach reading, writing and arithmetic to young children at early ages. There is a tendency to take math and language skills out of the natural play settings within the daily activity schedule and introduce them as stand alone learning goals. This class offers suggestions for re-integrating numeracy and literacy concepts into the learning environment through fun, practical, relevant methods. (0.2 CEUs) TWA

*Course: ECH286 2 Hours*

- *Rockville Campus CRN#: 42297 1 Session S 6/18 9:30-11:40 a.m.*

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**CURRICULUM**

**Linking Multicultural Literature and Art: A Hands-On Approach**

Teachers and child care providers will examine and analyze five different multicultural books to help teach young children about cultures. Five separate art projects will be made during class. These activities support the multicultural story lines and bring the stories to life for children. (0.3 CEUs) TWA

*Course: ECH047 3 Hours*

- *Gaithersburg Business Training Center CRN#: 42293 1 Session M 6/20 6:30-9:40 p.m.*

**Planning Curricula for Child Care**

This course provides you with principles of curriculum planning for programs serving children from infancy through age eight. Activities, methods, and materials appropriate to the areas of curriculum in an early childhood program are emphasized. Attention is given to staff and parent communication and community resources. This course provides the second 45 of the 90 classroom hours needed to become a teacher in programs licensed by the MSDE Office of Child Care Licensing. Prerequisite: Students must complete Child Growth and Development prior to registering for this course. Text included in fees. (4.5 CEUs) TWA

*Course: ECH207 45 Hours*

- *Rockville Campus CRN#: 12141 15 Sessions T,R 7/7-8/25 6:30-9:40 p.m.*

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**Health, Safety, and Nutrition**

**Emergency Preparedness Training**

Learn how to handle emergency situations beyond the everyday bumps and bruises that occur in child care settings. The class focuses on development of a comprehensive and specific written emergency plan to follow in the event of a local, state, or national emergency. This plan may be developed for center-based care settings, family child care homes, and informal provider programs. (0.6 CEUs) TWA

*Course: ECH172 6 Hours*

- *Gaithersburg Business Training Center CRN#: 12140 1 Session S 7/9 9 a.m.-3:30 p.m.*

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**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.
**SPECIAL NEEDS**

**Including All Children and the ADA**
Designed for professionals in the education or child care career field, this course provides information, strategies, and resources for developing and implementing an early childhood education environment that is inclusive to all children and families. Topics include the requirements of Americans with Disabilities Act (ADA); inclusionary practices based on national standards and best practices; and local, state, and national resources. (0.3 CEUs) TWA

**Course: ECH204** 3 Hours
$20 + $32 fee = $52; NMR add $50

**Gaithersburg Business Training Center**
CRN#: 12145 1 Session M
6/18 6:30-9:40 p.m.

**Medication Administration Training**
This course will provide you with an overview of medication administration procedures in child care centers and family child care homes. Topics include practices and procedures for administering over-the-counter and selected prescription medications to children in care in accordance with state child care licensing requirements, observation methods, recording procedures, forms and schedules, and safe handling techniques. (0.6 CEUs) TWA

**Course: ECH257** 6 Hours
$40 + $50 fee = $90; NMR add $50

**Rockville Campus**
CRN#: 42296 1 Session S
6/4 9 a.m.-3:30 p.m.

**Playground Safety**
Identify resources and guidelines for playground planning and safety. Discuss the childcare provider’s role in the supervision and implementation of safety procedures. Create a playground safety checklist using local, state and national standards. (0.3 CEUs) TWA

**Course: ECH288** 3 Hours
$20 + $32 fee = $52; NMR add $50

**Westfield South**
CRN#: 12143 1 Session T
7/12 6:30-9:40 p.m.

**PROFESSIONALISM**

**Developmental Screening Overview**
Identify the milestones of children’s growth and development in all learning domains to determine if specialized professional intervention is necessary. MSDE regulations, supporting community agencies, and recommended developmental screening tools will be reviewed. (0.4 CEUs) TWA

**Course: ECH287** 4 Hours
$20 + $35 fee = $55; NMR add $50

**Rockville Campus**
CRN#: 42299 1 Session S
6/18 9:30 a.m.-1:40 p.m.

**Westfield South**
CRN#: 42298 1 Session S
6/4 9:30 a.m.-1:40 p.m.

**CURRÍCULO**

**Desarrollo y planificación de currículos para bebés**
Este curso está basado en las investigaciones más actuales así como también en teorías y prácticas para el cuidado de bebés y niños pequeños. Los tópicos incluyen la importancia de los primeros años en los bebés, actividades apropiadas a desarrollar con ellos, y como mantener la seguridad, nutrición y salud de los pequeños. Incluye libro de texto. (4.5 CEUs) Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión. TWA

**Course: ECS096** 4 Hours
$20 + $35 fee = $55; NMR add $50

**Rockville Campus**
CRN#: 42314 1 Session S
6/25 9 a.m.-1:10 p.m.

**Westfield South**
CRN#: 42313 1 Session S
6/11 9 a.m.-1:10 p.m.

**ORGANIZACIÓN Y ACTIVIDADES DIARIAS**

El entorno y las actividades diarias bien organizados fomentan el crecimiento cognitivo y social de los niños. Los pequeños se sienten seguros cuando existe una rutina diaria. Este taller le orientará en el desarrollo e implementación de un entorno y actividades para que pueda aplicarlos a su clase. (0.3 CEUs) Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión. TWA

**Course: ECS045** 3 Hours
$20 + $30 fee = $50; NMR add $50

**Gaithersburg Business Training Center**
CRN#: 12147 1 Session T
8/9 6:30-9:40 p.m.

**Seguridad en el patio de juegos**
Identifique los recursos y procedimientos para garantizar la seguridad de los niños en el patio. Analice el papel que juega el maestro/a en la creación de una lista, supervisión, e implementación de estos procedimientos siguiendo las normas estatales y federales establecidas. (0.3 CEUs) TWA

**Course: ECS095** 3 Hours
$20 + $30 fee = $50; NMR add $50

**Westfield South**
CRN#: 12149 1 Session T
7/19 6:30-9:40 p.m.
Food Certification Exam Retake
If you did not pass the ServSafe Food Manager’s Exam in a prior ServSafe course or simply need to retentify using ServSafe, this course is for you. You must present either a score analysis letter as verification of previous test scores, or a Food Service Manager’s ID card (cards expired beyond three years will not be accepted). Please bring an exam answer sheet, which may be purchased at the Rockville Campus Bookstore. Please be advised that the proctor will end the exam promptly after two hours. TWA

Course: HOS011  2 Hours
$10 + $30 fee = $40; NMR add $30
Rockville Campus
CRN#: 12150  1 Session  S
7/16  9-11 a.m.

Food Service Certification (ServSafe, National Restaurant Association)
Receive a nationally recognized training certificate in food safety. Food service supervisors and employees learn approved procedures for handling utensils and equipment, self-surveillance, food protection, prevention of food-borne diseases, and employee personal hygiene and habits. This course meets the 15-clock-hours plus exam required by the Maryland State Department of Health and Mental Hygiene. Students must pass the National Restaurant Association Educational Foundation’s (NRAEF) exam (administered at the last class session) with a minimum score of 75 percent to receive a certificate which will enable them to obtain a food manager’s certification ID card in the Montgomery, Prince George’s, Howard, and Baltimore counties and Baltimore City. Students must have the book the first day of class. Textbook: ServSafe Essentials 6th edition with the exam sheet is available at the Rockville Campus Bookstore. TWA

Course: HOS013  16 Hours
$70 + $100 fee = $170; NMR add $120
Rockville Campus
CRN#: 42315  3 Sessions  S
5/7-5/21  9 a.m.-2:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 12151  4 Sessions  M,W
7/7-7/20  9 a.m.-1 p.m.
Westfield South
CRN#: 42316  4 Sessions  T,R
6/7-6/16  1-5 p.m.

CPR AND FIRST AID

Basic Cardiac Life Support for Healthcare Providers
This course teaches basic life support (BLS) to healthcare professionals and rescue personnel. You will learn adult, infant, and child cardiopulmonary resuscitation (CPR) with the use of the automated external defibrillator (AED), training in rescue breathing with barrier devices and the use of bag-masks, as well as foreign-body airway management. You will receive a American Heart Association BLS Healthcare Provider card that is valid for two years after successfully completing the written exam and skills tests. You must attend the entire session to receive a card. This course is primarily for those working in the health-care field (nurses, EMTs, respiratory, physical & occupational therapists, medical/nursing students, and other allied health personnel). For those looking for a basic CPR course, consider the CPR and AED course (CPR084). The course cost includes textbook, BLS for Healthcare Providers Student Manual. You should pick up your textbook and review it prior to the class. Books may be picked up in the WD&CE office at Takoma Park/Silver Spring or at the WD&CE Customer Service desk at Gaithersburg. Note: Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor’s control. Courses may be cancelled due to insufficient enrollment. Half hour lunch break included in class time. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

Course: CPR007  6 Hours
$60 + $35 fee = $95; NMR add $50
Gaithersburg Business Training Center
CRN#: 42348  1 Session  F
5/13  9 a.m.-3:30 p.m.
CRN#: 42355  1 Session  S
6/18  9 a.m.-3:30 p.m.

Check online for additional Summer 2016

FOOD SAFETY courses!
http://www.montgomerycollege.edu/wdce/bits/foodsafety.html.

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
**CPR, AED & Basic First Aid Course**

This class is designed for individuals who do not work in healthcare but who desire, or are required, to have CPR, AED, and first aid knowledge and skills in order to respond to medical emergencies (e.g., camp directors and counselors, emergency response teams in business and industry, school bus drivers, adult residential personnel, child care workers, teachers, parents, and babysitters). Students will receive an American Safety and Health Institute (ASHI) course completion card that is valid for two years after successfully completing the written exam and skills test. Students must attend the entire session to receive a card.

**NOTE:** Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor's control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice.

**TWA**

**Course:** CPR090  
6 Hours  
$60 + $20 fee = $80; NMR add $50

**Gaithersburg Business Training Center**

CRN#: 12179  
1 Session  
S  
7/9  
9 a.m.-3:30 p.m.

**Rockville Campus**

CRN#: 12180  
1 Session  
F  
8/5  
9 a.m.-3:30 p.m.

**Takoma Park/Silver Spring Campus**

CRN#: 12186  
1 Session  
F  
8/19  
9 a.m.-3:30 p.m.

**First Aid—Basic**

This course teaches the citizen responder (and those who need a credential for employment) the principles of first aid, including how to handle emergencies in bleeding, shock, burns, muscle and bone injuries; sudden illness (allergic and diabetic reactions); poisoning; insect/animal bites; and heat- and cold-related emergencies. Simple hands-on bandaging and splinting procedures will be demonstrated. At the conclusion of this training and successful completion of practical skills and a written examination with a 80 percent or better score, a Basic First Aid certification card will be awarded with a suggested retraining date of two years from the American Safety and Health Institute. TWA

**TWA**

**Course:** AHT011  
4 Hours  
$60 + $35 fee = $95; NMR add $50

**Gaithersburg Business Training Center**

CRN#: 42342  
1 Session  
W  
6/22  
1-5 p.m.

**Rockville Campus**

CRN#: 12166  
1 Session  
F  
8/19  
12-4 p.m.

**Takoma Park/Silver Spring Campus**

CRN#: 42343  
1 Session  
F  
5/20  
5-9 p.m.

CRN#: 12165  
1 Session  
F  
7/15  
5-9 p.m.

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**CPR, AED, and First Aid**

Pediatric CPR/ AED, and First Aid provides training for child care providers, youth sports coaches, and others required to respond to medical emergencies involving children. This course satisfies the CPR requirement for child care providers in the State of Maryland. Students will receive course completion cards from the American Safety and Health Institute (ASHI) that are valid for two years after successfully completing the written exam and skills tests. Students must attend the entire session to receive a card.

**Note:** Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor's control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice. You must purchase textbook(s)/materials and bring them to the first class. TWA

**TWA**

**Course:** CPR010  
6 Hours  
$60 + $20 fee = $80; Non-Md. residents add $50

**Gaithersburg Business Training Center**

CRN#: 42358  
1 Session  
S  
5/14  
9 a.m.-3:30 p.m.

CRN#: 42359  
1 Session  
F  
6/3  
9 a.m.-3:30 p.m.

**Rockville Campus**

CRN#: 12175  
1 Session  
F  
8/12  
8 a.m.-2:30 p.m.

**Takoma Park/Silver Spring Campus**

CRN#: 12174  
1 Session  
F  
7/22  
8:30 a.m.-3 p.m.
To register for CNA courses you MUST ATTEND the FREE orientation session which includes the FREE mandatory reading and math test that you must pass to register. All payments for CNA Classroom and CNA Clinical and additional fees are due at time of registration. Seats for the Classroom and Clinical are limited. You must be at least 18 years old and have a Social Security Number or Tax Identification Number for the Maryland Board of Nursing licensing process upon successful completion, as well as a Social Security Number for nursing homes that require criminal background checks prior to being on their premises for educational purposes.

Additional Fees:
There will be additional fees for TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

Below are the schedules for the classroom portion and the clinical portion of the CNA. Mandatory orientation session is April 28, 2016, 5:30-8:30 p.m. at the Takoma Park/Silver Spring Campus 122 HC (Health Sciences Bldg.). The corresponding classroom and clinical MUST be taken together, no substitutions.

Certified Nursing Assistant Classroom (CNA) ▲ AHT028 88 Hours

Through lecture, discussion, and hands-on practice you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer’s disease and related disorders. After successful completion of the classroom and clinical portions, you will receive a Certificate of Completion from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination. Prerequisites: Attending the CNA Orientation Session and scoring at least 80% on both the mandatory reading and math tests. You must have a high school diploma or its equivalent and bring a transcript on the first day of class; a criminal background check may be required; obtain a CPR Health Provider certification before the start of clinical or midterm; a negative TB skin test (PPD) or chest x-ray may be required before class starts. Tuition waiver applies; seniors pay fee only.

$720 + $255 fee = $975; Non-Md. residents add $400

Certified Nursing Assistant Clinical (CNA) ▲ AHT223 60 Hours

This course is only for students who have successfully completed Certified Nursing Assistant—Classroom (AHT028). Tuition waiver applies; seniors pay fee only.

$660 + $140 fee = $800; Non-Md. residents add $400

IN ORDER TO REGISTER YOU MUST ATTEND THE MANDATORY ORIENTATION SESSION

Mandatory Orientation Session
April 28, 2016
5:30-8:30 p.m.

Takoma Park/Silver Spring Campus, 122 HC (Health Sciences Bldg.)

CNA Classroom at Asbury Methodist Village
CRN#: 41982 M,W,S 6/6-7/16 5-9 p.m.(M,W); 7 a.m.-4 p.m.(S) No class 7/4

CNA Clinical at Asbury Methodist Village
CRN#: 11608 M,W,S 7/18-8/13 5-9 p.m. (M,W,); 7 a.m.-4 p.m.(S)

CNA Classroom at Takoma Park/Silver Spring Campus Room 119 HC
CRN#: 41981 T,R,S 5/17-7/2 5-9.15 p.m. (T,R); 8:30 a.m.-12:45 p.m. (S)

CNA Clinical at Arcola Health and Rehabilitation Center
CRN#: 11609 T,R,S 7/5-8/4 5-9:15 p.m.(T,R); 7 a.m.-4 p.m.(S)

CNA Classroom at Hebrew Home
CRN#: 11607 U,T,R 6/5-7/24 5-30-9:45 p.m.(T,R); 12:30-5 p.m.(U) No class 7/3

CNA Clinical at Hebrew Home
CRN#: 11610 U,T,R 7/26-8/21 5-9 p.m.(T,R); 7:30 a.m.-4:30 p.m.(U)

Entry-Level Health Career Training

Clinical Medical Assistant Program▲

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. You will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 96 hours of classroom lecture and hands-on labs and a clinical externship opportunity (Course# HHS126) at a local healthcare provider. To be eligible for the clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This course is VA-approved for GI Bill benefits. TWA

Course: HHS112 96 Hours
$1,495 + $500 fee = $1,995; NMR add $800

Takoma Park/Silver Spring Campus
CRN#: 11612 22 Sessions M,W 6/1-8/17 5-9:40 p.m.

Clinical Medical Assistant—Labs and Clinical Externship▲

This 90-hour course serves as the required lab (40 hours) and clinical externship (50 hours) part of the Clinical Medical Assistant Program. Focus will be on the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physician’s office visit; review and administration of medications, allergies, and other pharmacology related items; laboratory procedures; phlebotomy and the proper techniques to collect specimens for laboratory analysis; and cardiology and the proper placement of leads when taking a 12 lead EKG. To be eligible for this course, you must be enrolled in and/or have successfully completed the 96-hour classroom course, submit to a thorough background check and drug screening, and meet other requirements. Upon successful completion of both courses, you would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. TWA

Course: HHS126 90 Hours
$699 + $300 fee = $999; NMR add $400
Dialysis Technician Program ▲
Gain the knowledge and skills needed to work as a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. Technicians work with patients during dialysis procedures, monitor and record vital signs, and administer local anesthetics and drugs as needed. They also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures like administering oxygen or performing basic CPR.

Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program.

TWA

Course: HHS064 50 Hours
$975 + $600 fee = $1,675; NMR add $800

Takoma Park/Silver Spring Campus
CRN #: 11597 20 Sessions 5-9:30 p.m.

EKG Technician ▲
Prepare to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor and record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various “peaks and troughs.”

TWA

Course: HHS051 50 Hours
$1,076 + $600 fee = $1,676; NMR add $800

Takoma Park/Silver Spring Campus
CRN #: 11596 20 Sessions 5-9:30 p.m.

Healthcare Access and Registration Professional Program ▲▼
This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patient’s healthcare experience. This course covers important background information on the healthcare profession including interpersonal skills, patient confidentiality, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management. Additional key program topics include customer service, referral/transfer services, resource scheduling, patient check-in, admission, registration, revenue cycle and information systems, statistical reporting, customer satisfaction and retention, leadership and management, and other relevant topics.

Students who complete this program will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam, the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM), or the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors.

TWA

Course: HHS108 90 Hours
$1,425 + $650 fee = $2,075; NMR add $1050

Dialysis Technician Program ▲
Gain the knowledge and skills needed to work as a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. Technicians work with patients during dialysis procedures, monitor and record vital signs, and administer local anesthetics and drugs as needed. They also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures like administering oxygen or performing basic CPR.

Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program.

TWA

Course: HHS064 50 Hours
$975 + $600 fee = $1,675; NMR add $800

Takoma Park/Silver Spring Campus
CRN #: 11597 20 Sessions 5-9:30 p.m.

EKG Technician ▲
Prepare to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor and record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various “peaks and troughs.”

TWA

Course: HHS051 50 Hours
$1,076 + $600 fee = $1,676; NMR add $800

Takoma Park/Silver Spring Campus
CRN #: 11596 20 Sessions 5-9:30 p.m.

Healthcare Access and Registration Professional Program ▲▼
This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patient’s healthcare experience. This course covers important background information on the healthcare profession including interpersonal skills, patient confidentiality, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management. Additional key program topics include customer service, referral/transfer services, resource scheduling, patient check-in, admission, registration, revenue cycle and information systems, statistical reporting, customer satisfaction and retention, leadership and management, and other relevant topics.

Students who complete this program will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam, the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM), or the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors.

TWA

Course: HHS108 90 Hours
$1,425 + $650 fee = $2,075; NMR add $1050

Takoma Park/Silver Spring Campus
CRN #: 11600 20 Sessions 5-9:30 p.m.

Pharmacy Technician Certification ▲▼
This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCE exam. A GED or High School diploma is required to sit for the PTCE exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings—working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

TWA

Course: HHS105 72 Hours
$1,150 + $600 fee = $1,750; NMR add $800

Gaithersburg Business Training Center
CRN #: 11598 24 Sessions 5-9 p.m.

Germantown Campus
CRN #: 11592 24 Sessions 6-9 p.m.

No class 7/4

Takoma Park/Silver Spring Campus
CRN #: 11599 12 Sessions 6-9 p.m.

Physical Therapy and Occupational Therapy Aide Training ▲
This course prepares you to work under the direction of a registered physical therapist in a physical therapy setting performing supportive activities, such as routine therapeutic treatments by physical or mechanical methods. The course includes medical terminology, legal, and ethical aspects of physical therapy including OSHA and HIPAA, oral and written communication in a healthcare setting, customer service, anatomy and physiology focusing on the musculoskeletal system, assisting with treatment procedures, and review of common medical conditions particular to physical therapy.

TWA

Course: HHS041 50 Hours
$1,076 + $600 fee = $1,676; NMR add $800

Takoma Park/Silver Spring Campus
CRN #: 11619 10 Sessions 8:30 a.m.-2:30 p.m.

No class 7/2

Phlebotomy Technician—Clinical Internship
This class includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician Clinical Internship class, you must have completed or currently be enrolled in Montgomery College’s 90-hour Phlebotomy Technician Program. Additionally, you must submit to a thorough background check and meet other requirements. These costs are not included in the tuition and fees for this class. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status: Varicella Zoster IgG Ab; Rubella IgG; Rubeola IgGAb; and Mumps IgAb. Information concerning these requirements will be provided the first night of class.

This class must be taken with Phlebotomy Technician (HHS034), TWA

Course: HHS115 40 Hours
$100 + $100 fee = $200; NMR add $140

Holy Cross Hospital Silver Spring
CRN #: 11601 10 Sessions U,M,T,W,R,F,S 7/6-8/22

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.
TEAS Prep

Math TEAS Prep Course
This course will explain general test-taking techniques for standardized tests and the mechanics of the test. Instruction will be given on how to answer test questions, develop test-taking strategies, manage test anxiety, and include one or more practice tests. Students will have the opportunity to ask questions. TWA
Course: AHT230  12 Hours
$92 + $25 fee = $117; NMR add $120

Rockville Campus
CRN#: 11615  4 Sessions
7/25-7/28  9 a.m.-12 p.m.

Takoma Park/Silver Spring Campus
CRN#: 42344  4 Sessions
6/13-6/16  1-4:15 p.m.
CRN#: 12167  4 Sessions
8/22-8/25  1-4:15 p.m.

TEAS English Prep
This course is an intensive review to prepare you to take the English and Language Usage section of the Test of Essential Academic Skills (TEAS). Classroom activities will include a diagnostic test and a battery of practice tests which will familiarize you with the format of the exam and support your review of grammar, mechanics, punctuation, spelling, vocabulary, sentence structure, and word meaning in context. Isolated instruction in areas such as grammar, punctuation, direct dialogue, and types of sentences is provided. Instruction will be given in how to answer each type of question. Instruction will also be given in test-taking strategies, such as process of elimination and time-management. Two computerized tests which simulate the actual TEAS exams are provided, as well as a thorough review of each simulation. A baseline practice TEAS assessment is given to identify areas of weakness, so you are aware of areas to address in the class and for future review. Instruction in annotation, summarizing skills, and time management is also provided. Instruction will be given on how to answer each type of reading question as well as how to increase confidence and speed. Isolated instruction in the following areas will be provided: main idea, author’s purpose, logical conclusion, summary, theme, topic, and inference. TWA
Course: AHT232  15 Hours
$100 + $25 fee = $125; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 11594  5 Sessions
7/11-7/15  9:30 a.m.-12:30 p.m.

TEAS Science Prep
The science section covers a multitude of information: various cell differentiation and replication; animal taxonomic hierarchy; genetics; earth sciences; all 11 body systems; organisms in natural selection; physical sciences; electromagnetism; cellular anatomy and function; scientific method; chemical reactions; equations; periodic table; phases of meiosis and mitosis; and basic chemistry. Students will be given sample tests and have time to discuss and ask questions on specific problems in order to increase confidence and speed. TWA
Course: AHT231  18 Hours
$110 + $25 fee = $135; NMR add $120

Takoma Park/Silver Spring Campus
CRN#: 41977  6 Sessions
6/6-6/22  6-9:15 p.m.
Institute of Hispanic Business and Training

HISPANIC BUSINESS AND TRAINING INSTITUTE

El Instituto Hispano de Negocios y Entrenamiento de Montgomery College ofrece clases de negocios y entrenamientos en español y bilingües que capacitan a la comunidad hispana del área para que ésta compita exitosamente en el mercado laboral. Para más información contáctese con liliana.arango@montgomerycollege.edu o al 240-567-3824 y 3823 o visite www.montgomerycollege.edu/wdce/bits/institutohispano.html.

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 + $90 fee = $120; NMR add $120

Rockville Campus
CRN#: 42331 3 Sessions F,S
5/13-5/21 6-9 p.m. (F-5/13 only)
9 a.m.-1 p.m. (S-5/14-5/21)

Certificación para manipulación de alimentos en español

Certificación para manipulación de Alimentos (Food Safety)

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 6th 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 + $85 fee = $170; NMR add $120

Rockville Campus
CRN#: 42332 4 Sessions S
6/4-6/25 9 a.m.-1:15 p.m.

Contabilidad Computarizada (QuickBooks)

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 o trabajar en el área de pagos y tenería de libros contables. Se requiere conocimientos de contabilidad así como conocimiento básico de computadoras: Manejo y copiado de archivos; creación de carpetas o directorios. El curso incluye los siguientes temas: Presupuestos, facturas, recibos de venta, pagos con cheque o tarjeta de crédito, liquidación bancaria y de cuentas, impuestos, nómina de pago, etc. El estudiante necesita traer a la primera clase un USB Flash Drive/memory stick (Mínimo de 512 MB) para guardar el trabajo iniciado en la clases. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI184 21 Hours
$100 + $160 fee = $260; NMR add $140

Rockville Campus
CRN#: 42329 7 Sessions M,W
5/23-6/15 6-9 p.m.
No class 5/30

MS Excel I

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

Course: HBI103 12 Hours
$120 + $40 fee = $160; NMR add $120

Rockville Campus
CRN#: 42341 4 Sessions S
5/14-6/11 9 a.m.-12 p.m.
No class 5/28

Income Tax

Maryland Individual Tax Preparer Continuing Education

This course provides continuing professional education to Maryland Individual Tax Preparers. The course content also covers the topics outlined in the IRS voluntary Annual Filing Season Program (AFSP). The AFSP-Record of Completion can be earned by completing the course and passing either exam: AFSP exam or Maryland Registered Tax Return Preparer exam. The AFSP exam can be administered following the completion of the course. The course includes six hours of annual federal taxresher (AFTR), two hours of ethics, two hours of Maryland tax law topics and 10 hours of federal tax law topics. Montgomery College is an IRS approved continuing education provider. Students will need to bring the PTIN to class to receive credit for AFSP. Credit for AFSP is only awarded June through December each year. You must purchase textbook materials from the Rockville Campus Book Store and bring them to the first class. TWA

Course: TAX005 20 Hours
$190 + $110 fee = $300; NMR add $160

Gaithersburg Business Training Center
CRN#: 42340 3 Sessions F
6/3-6/24 9 a.m.-6 p.m. (6/3-6/10)
Last class on 6/24 meets 9 a.m.-1 p.m.
No class 6/17

CRN#: 12163 3 Sessions F
7/8-7/22 9 a.m.-6 p.m. (7/8-7/15)
Last class on 7/22 meets 9 a.m.-1 p.m.

Rockville Campus
CRN#: 12164 3 Sessions F
8/5-8/19 9 a.m.-6 p.m. (8/5-8/12)
Last class on 8/19 meets 9 a.m.-1 p.m.

(Maryland) Individual Tax Preparer Exam Test Prep

Are you interested in becoming a individual tax preparer in Maryland? This continuing education course provides you with the information needed to successfully pass the Maryland individual tax preparer competency test. Topics include current tax year form 1040 series, its related schedules and Maryland form 502. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: TAX002 4 Hours
$130 + $105 fee = $235; NMR add $140

Gaithersburg Business Training Center
CRN#: 42341 1 Session F
6/24 2-6 p.m.

CRN#: 12161 1 Session F
7/22 2-6 p.m.

Rockville Campus
CRN#: 12162 1 Session F
8/19 2-6 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 Power Point, uso eficiente de comunicaciones electrónicas y manejo y almacenamiento de archivos tanto en el disco duro como en el web.

Course: HBI202 24 Hours
$79 + $120 fee = $199; NMR add $120

Rockville Campus
CRN#: 42334 6 Sessions S
5/14-6/25 9 a.m.-1 p.m.
No class 5/28

Montgomery College is an IRS approved continuing education provider. Students will need to bring the PTIN to class to receive credit for AFSP. Credit for AFSP is only awarded June through December each year. You must purchase textbook materials from the Rockville Campus Book Store and bring them to the first class. TWA
Preparación para el examen 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. El examen solamente lo ofrece el Estado de Maryland. En la biblioteca del Campus de Rockville en el edificio Campus Center, los estudiantes deberán obtener el manual: Guía NASCLA sobre finanzas, legislación y gestión de proyectos para contratistas. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.
Course: HBI195  30 Hours
Rockville Campus
CRN#: 42333  8 Sessions  S
5/14-7/16  9 a.m.-1 p.m.
9-11 a.m. (7/16 only)
No class 5/28, 7/2

Negocios
Regístre y empiece su negocio en MD
Este curso de 6 horas le enseñará las bases para comenzar y registrar un negocio en forma inteligente. Incluirá una auto evaluación que le permitirá determinar si usted está listo desde el punto de vista personal y profesional y le sugerirá cómo superar posibles limitaciones. Además tocará temas básicos para asegurar el éxito de su negocio como por ejemplo: definición de productos/servicios, mercado objetivo, aspectos legales, recursos que tiene el condado para asistirle, finanzas y plan de negocio. Es importante que los participantes sepan usar internet. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.
Course: HBI187  6 Hours
$10 + $50 fee = $60; NMR add $50
Rockville Campus
CRN#: 42330  2 Sessions  T,R
6/7-6/9  6:30-9:30 p.m.

CONSTRUCCIÓN
Alexander the Great—King and Court in Ancient Greece and Classical Persepolis
NEW
This course will introduce you to the new emerging world of the ancient palaces at Macedonia and in Persia. We will follow the travels of Alexander the Great and gain insights into the daily life of Greeks and Persians some 2,300 years ago. In addition to an introduction to Alexander the Great, this course will provide students with an opportunity to explore how the exhibition was made as they engage in actual work on ancient objects, particularly at the Smithsonian Institution. The course does not require any previous historic knowledge or scientific background. It is designed for anybody with an interest in the major ideas, monuments, and values of the ancient world. Students 60+ pay fee only. TWA
Course: LLI943  10 Hours
$78 + $69 fee = $147; NMR add $120
Rockville Campus
CRN#: 42290  5 Sessions  R
6/2-6/30  1:30-3:30 p.m.

ARCHAEOLOGY AND WORLD CULTURES

Arqueología: Ciudades de los Pasados
New Content!
Learn how to use archaeological data to examine the wonderful diversity of ancient cities. Utilize a comparative and cross-cultural approach to understand how and why cities develop, expand, and decline. Examine the earliest examples of the urban form in ancient Mesopotamia through the still-occupied great cities of Europe, to the once great capital cities of Africa and the Americas and the less well-known cities of Asia. Short films and video clips will be used for virtual ‘travel’. Students 60+ pay fee only. TWA
Course: LLI666  12 Hours
$88 + $82 fee = $170; NMR add $120
Rockville Campus
CRN#: 11885  6 Sessions  W
6/22-7/27  1:30-3:30 p.m.

La vida de Julius Caesar en el campo de batalla y en el camino volverá a tomar un nuevo camino con este curso de 6 horas. Aprenderá las bases de la formación de leyes y la administración de proyectos para el desarrollo de su negocio. Estas lecciones le proporcionarán la base necesaria para comenzar y expandir su negocio. Estos temas se enseñan en el condado de Rockville y se ofrecen durante los días laborables.
Course: HBI195  30 Hours
Rockville Campus
CRN#: 42333  8 Sessions  S
5/14-7/16  9 a.m.-1 p.m.
9-11 a.m. (7/16 only)
No class 5/28, 7/2

Cuba: The New Revolution?
The announcement on December 17, 2014, that the United States would normalize relations with Cuba represented a historical breakthrough. This course will provide an in-depth look at the politics, sociology, and culture of Cuba - leading up to, during, and on what might be the end of the long lasting regime established by its Revolution. We will draw on a range of historical documents and cultural forms as a window into what Revolutionary Cuba was and the new Cuba that is possible. Students 60+ pay fee only. TWA
Course: LLI856  8 Hours
$30 + $69 fee = $99; NMR add $50
Westfield South
CRN#: 42282  4 Sessions  W
6/6-6/29  1:30-3:30 p.m.

Getting to Know Washington, D.C.
NEW TOPICS!
This course provides an overview of some of the connections and transportation routes, historical and current, between the Maryland suburbs and the Federal City; as well as some of the differing perspectives on slavery in Maryland and Washington, D.C. during the latter 1800s. Using historic and contemporary photographs, we will explore Rockville Pike from its beginnings as a Native American path to today’s "Golden Mile". In addition, we will examine the Georgetown Branch of the B&O Railroad. This course is presented by Montgomery County Historical Society historians. Students 60+ pay fee only. TWA
Course: LLI857  5 Hours
$30 + $69 fee = $99; NMR add $50
Gaithersburg Business Training Center
CRN#: 42283  3 Sessions  W
5/11-5/25  10:30 a.m.-12:30 p.m.
First class on 5/11 will meet 10:30 a.m.-12 p.m.

Latin American Cultures: Argentina
Beyond Gauchos, Tango, and Peron
Learn about the conquest and push towards the frontier in Argentina and explore how Argentina rendered its national character in war and embraced the Gaacho and Caudillista spirit. In addition, students will examine the arrival and integration of European immigrants, the rise of worker movements and the parties that represent them. These challenges defined the country culminating in military dictatorships and later transitions to democracy. The course will draw on a range of cultural forms (novels, short stories, essays, film, music, and art). Students 60+ pay fee only. TWA
Course: LLI902  10 Hours
$44 + $75 fee = $119; NMR add $120
Rockville Campus
CRN#: 42069  5 Sessions  M
6/13-7/18  7-9 p.m.
No class 7/4

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.
Latin American Cultures: Colombia, Beyond Narcos, Garcia Marquez & Cumbia

This course provides an overview of Colombian history, politics, and culture. Learn how the conquista altered the society and how the dissolution of Gran Colombia lead to a political divide. Explore how Colombia emerged from dictatorship to democratic stability and examine how the rise of the narco cartels and guerillas brought forward a different political, cultural, and economic reality. Students 60+ pay fee only. TWA
Course: LLI940 12 Hours
$89 + $82 fee = $171; NMR add $120
Gaithersburg Business Training Center
CRN#: 42079 6 Sessions R
5/12-6/16 1:30-3:30 p.m.

Latin American Cultures: The Bolivarian Revolution—Venezuela After Hugo Chavez

The Hegelian theory of great-men-of history guiding destiny may be found in Hugo Chavez, who even after his death continues to influence Venezuela in spite of the country’s economic decline and political crisis. Join Instructor Naomi Daremblum and discover how Hugo Chavez, through his personal, political, and philosophical story, became the leading advocate, executor, and personification of this ideology. The course will draw on historical documents, archival material, interviews, and documentaries. Students 60+ pay fee only. TWA
Course: LLI929 10 Hours
$44 + $75 fee = $119; NMR add $120
Gaithersburg Business Training Center
CRN#: 42074 5 Sessions T
6/7-7/19 1:30-3:30 p.m.
No class 6/28

St. Petersburg: The Venice of the North

Saint Petersburg, the second largest city in Russia, is also known as “The Venice of the North” and “Northern Palmyra.” The city houses numerous museums and exhibition halls. This course will move chronologically and explore how the architecture and public art of the city have evolved to reflect the historical events from its founding to the modern times. We will travel through the city and look at its imperial treasures as well as neighboring palace complexes, such as the gilded Peterhof. Students 60+ pay fee only. TWA
Course: LLI941 6 Hours
$30 + $69 fee = $99; NMR add $50
Gaithersburg Business Training Center
CRN#: 42288 3 Sessions M
6/6-6/20 1:30-3:30 p.m.
Rockville Campus
CRN#: 11898 3 Sessions W
7/3-7/27 6:30-8:30 p.m.

White Collar Crimes against Cultural Heritage

Case Studies in the Global Trafficking of Antiquities

This course will offer an introduction to the complex world of past and present world cultural heritage protection and preservation. In this class, we will discuss if antiques are best preserved in their homelands or in a museum; and how has the market in global antiquities trafficking developed in recent decades. You will learn about ongoing case studies and the networks and agents that work on these cases. In addition, you will participate in creating an exhibition proposal on the history of art crimes at a venue to be determined. This course does not require any scientific background. It is designed for anyone with an interest in protecting the achievements of the past for our future. Students 60+ pay fee only. TWA
Course: LLI873 8 Hours
$30 + $69 fee = $99; NMR add $50
Rockville Campus
CRN#: 42066 4 Sessions T
6/7-6/28 1:30-3:30 p.m.

ART CLASSES

Drawing: Pens, Charcoals, and Pastels

This course is designed to help students develop fundamental drawing skills. Basic techniques such as blocking in the composition with pencil; shading with charcoal; and using pastels to create vibrant color will be explored. Students will begin by drawing a still life and move onto landscape and portrait drawings from photographs. In addition, students will examine these subjects using a variety of media (pencil, color pencils, charcoal, pastel, ink, and watercolor). This class is designed for students of any skill level. Students 60+ pay fee only. TWA
Course: LLI879 12 Hours
$89 + $82 fee = $171; NMR add $120
Gaithersburg Business Training Center
CRN#: 42067 6 Sessions M
6/6-7/18 1:30-3:30 p.m.
No class 7/4
Rockville Campus
CRN#: 11894 6 Sessions W
7/6-8/10 7-9 p.m.

How to Paint Like an Impressionist

This course will introduce you to the Impressionist movement and explain how it came about. The historical context, style, and inspiration for the movement will be discussed. Techniques such as pointillism, impasto, use of palette-knife, layering, and Impressionist use of color will be demonstrated and explained. You will then apply these techniques with individual instruction to create your own Impressionist painting with watercolor or acrylic. Students 60+ pay fee only. TWA
Course: LLI652 12 Hours
$89 + $82 fee = $171; NMR add $120
Gaithersburg Business Training Center
CRN#: 11884 6 Sessions W
7/6-8/10 1:30-3:30 p.m.

Watercolor Techniques Advanced

This course is designed to expand the knowledge of watercolor techniques. Learn to apply a variety of techniques such as dry brush, wet-on-wet, stippling, controlled spray, Lifts, and graded wash to create textural effects in a realistic or abstract painting. You will also learn the John Pike technique for “layered” watercolor painting by using many glazes to achieve dark areas and bright colors. Prerequisite: Watercolor Techniques I. Students 60+ pay fee only. TWA
Course: LLI945 16 Hours
$99 + $89 fee = $188; NMR add $120
Rockville Campus
CRN#: 42291 6 Sessions F
5/6-6/17 10 a.m.-12:45 p.m.
No class 5/27
10 a.m.-12:30 p.m. (6/10-6/17)

Watercolor Techniques I

Explore the beauty and magic of watercolor painting through a structured series of exciting classes that focus on basic watercolor techniques. You will have a chance to learn techniques of various washes, “wet-on-wet,” and dry brush on wet and dry paper by watching the instructor demonstrate before performing the technique yourself. Basic drawing will be reviewed as needed. After the basic sessions, you will have an opportunity to practice the techniques, by painting from a still life or photo. Creation of an individual style is encouraged. Students 60+ pay fee only. TWA
Course: LLI609 12 Hours
$89 + $82 fee = $171; NMR add $120
Rockville Campus
CRN#: 42052 6 Sessions R
6/9-7/14 1:30-3:30 p.m.

Material lists for Art and Art History classes are available at http://cms.montgomerycollege.edu/wdce/ce/lifelonglearning.html
The Golden Age of Art in the Dutch Republic
For most of the 17th century the Dutch Republic’s trade domination and capitalism development created a very prosperous society and flourishing of the arts. Calvinism’s rejection of religious art in the churches steered artistic subject matter towards portraits, landscapes, still-lifes, and scenes of everyday life. The course focuses on how artists such as: Rembrandt, Frans Hals, Jacob van Ruisdael, Pieter Claesz, Vermeer, and others, addressed Calvanism. Students 60+ pay fee only. TWA
Course: LL8111 8 Hours
$30 + $69 fee = $99; NMR add $50

Germantown Campus
CRN#: 12138 4 Sessions M
7/11-8/1 1:30-3:30 p.m.

Maplewood Park Place
CRN#: 42071 4 Sessions M
6/6-6/27 1:30-3:30 p.m.

Vincent Van Gogh: Paintings and Letters
Vincent van Gogh’s painting style was unique and his use of color dramatic. He lived during the artistic revolution of the 20th century, and although only one painting sold during his life, nearly 100 years after his death, his painting “The Portrait of Doctor Gachet” sold for $82.5 million. In addition to painting, Vincent van Gogh also wrote many letters - over 900 of these have been published. His life and art, with insight from his letters, is the focus of this course. Students 60+ pay fee only. TWA
Course: LL8711 6 Hours
$30 + $69 fee = $99; NMR add $50

Ingleside at King Farm
CRN#: 42065 3 Sessions W
6/1-6/15 10:30 a.m.-12:30 p.m.

CAREERS AND EMPLOYMENT FOR 50+

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. Students 60+ pay fee only. TWA
Course: CRP107 15 Hours
$55 + $65 fee = $120; NMR add $120

Gaithersburg Library
CRN#: 42366 5 Sessions T,R
6/21-7/7 10 a.m.-1 p.m.
No class 7/5

Rockville Campus
CRN#: 12181 5 Sessions M,W
7/11-7/25 6:30-9:30 p.m.

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
Put Your iPad to Work
This course introduces you to the iPad touch screen technology interface. Learn to access the internet, take and store photos and videos, use maps, keep contact lists, manage music files, and other functions. You will learn how to navigate the iPad and how to find, download, and organize apps. Students 60+ pay fee only. TWA Course: LLI639 6 Hours $30 + $69 fee = $99; NMR add $50

Gaithersburg Business Training Center CRN#: 12134 3 Sessions W 7/13-7/27 10:30 a.m.-12:30 p.m.

Inglewood at King Farm CRN#: 42053 3 Sessions W 6/1-6/15 1:30-3:30 p.m.

Montgomery County Towns and Places
Clarksburg and Bethesda
Explore the towns’ past and their people, one room schoolhouses, and the Joseph Menson site - a former plantation property. Lectures and slides will bring alive the history and heritage of the towns. Booklets and books written by the instructors and the Montgomery County Historical Society, may be available for purchase. Each class lecture will be followed by a guided history walk of the towns discussed in the lectures. Students 60+ pay fee only. TWA Course: LLI917 7 Hours $60 + $69 fee = $129; NMR add $120

Gaithersburg Business Training Center CRN#: 42286 4 Sessions M 6/6-6/20 10:30 a.m.-12:30 p.m. First class on 6/6 will meet 10:30 a.m.-12 p.m. There will be field trips on 6/13 and 6/27. Meet onsite.

The Great War That Changed the World
You will learn the history and politics that led up to World War I and examine not only the great battles on land, but also those on the seas and in the air. Your instructor will explain how emerging technology in transportation, communications, and armaments affected the conduct and outcome of those battles. You will also explore how the outcomes of the Great War affected the post-war world order for the rest of the century. Finally, you will be able to participate in a lecture and instructor led tour entitled, “The Guns, Engines, and the Aircraft of the First World War” at the National Air and Space Museum at Chantilly, Virginia. Students 60+ pay fee only. TWA Course: LLI820 10 Hours $44 + $75 fee = $119; NMR add $120

Rockville Campus CRN#: 42059 5 Sessions R 6/2-6/30 1:30-3:30 p.m.

Literature and Writing
A Survey of American Comedy from Satire to Slapstick
The role of humor in society through the lens of literature, politics, and entertainment will be discussed in this course. Students will review and evaluate major epochs of humor in America including the works of Mark Students 60+ pay fee only. TWAin, James Thurber, The Three Stooges, and I Love Lucy. In addition, the Marx Brothers, Lenny Bruce, Laugh In, Mel Brooks, and Bill Cosby will be presented and reviewed. The course will conclude with a review of Seinfeld, The Daily Show, Saturday Night Live, and Modern Family. Students 60+ pay fee only. TWA Course: LLI809 8 Hours $30 + $69 fee = $99; NMR add $50

Maplewood Park Place CRN#: 11891 4 Sessions R 7/14-8/4 1:30-3:30 p.m.

Reading List for Literature Courses!
Please check our website for current reading list.
Go to www.montgomerycollege.edu/wdce/ce/lifelonglearning.html and then click on Literature.
Wisdom Literature
To live, we need wisdom. In this course we examine the world’s most beloved and/or challenging works of wisdom: Psalm 23, Book of Job, I Ching, Tao Te Ching, and the Analects of Confucius, to understand what our religious traditions tell us about how to live with wit and knowledge. The course is structured as both lecture and discussion group, with portions of each work made available for reading at home. Students 60+ pay fee only. TWA
Course: LLI837  10 Hours
$78 + $69 fee = $147; NMR add $120
Germantown Campus
CRN#: 42064
6/22-7/20
10:30 a.m.-12:30 p.m.

Writing Memoirs/Writing Memories
Whether you wish to pass on the family heritage to your grandchildren, tell some of the funny stories or interesting events of your life, or if you want to explore your past in order to discover your own reality, writing is a wonderful way to begin. Writing for a group of other people who have stories to tell and who are also working to find the best way to tell them is a good way to begin and to keep going. In this class, students will form a writing group where they will share ideas, experiences, and some of the rewards and frustrations of writing. Students 60+ pay fee only. TWA
Course: LLI912  16 Hours
$89 + $84 fee = $173; NMR add $120
Maplewood Park Place
CRN#: 42072
5 Sessions
W
5/11-6/29
1:30-3:30 p.m.
No class 6/1

Music

The Art of Listening: A Fresh Look at Music You Love
Did you ever wish you understood great symphonies, Broadway musicals or classic jazz at a deeper level? This course will help you to sharpen your critical listening skills and learn what to listen for to enhance your enjoyment of the music you love. Each class session will focus on a different musical genre: Great Symphonies, Choral Masterpieces, Broadway Musicals, and Classic Jazz. Join the class for insightful explanations, timeless music, and engaging discussions. Students 60+ pay fee only. TWA
Course: LLI716  8 Hours
$60 + $69 fee = $129; NMR add $120
Maplewood Park Place
CRN#: 11888
4 Sessions
T
7/12-8/2
1:30-3:30 p.m.

A.S.K. About Medicine and Wellness
This class will present information on medical and wellness trends and information in health topics; discover what promotes healthy living, active physical and mental health; and new research on important medical issues. This course will feature multiple speakers and an open discussion period. Students 60+ pay fee only. TWA
Course: LLI866  7.5 Hours
$30 + $59 fee = $89; NMR add $50
Gaithersburg Business Training Center
CRN#: 11893
6 Sessions
M
6/6-8/1
10:30-11:45 a.m.
No class 6/27, 7/4, 7/18

A.S.K. in a Nutshell
Are you intellectually curious? If so, then A.S.K. (Adults Seeking Knowledge) is for you! A.S.K. offers an array of weekly programs and lectures, including invited experts who present lectures covering a wide range of topics. Past topics have included subjects from the categories of current events, science, history, world travels, mediation for seniors, opera, alternative medicine, and fitness and health. Students 60+ pay fee only. TWA
Course: LLI841  7.5 Hours
$30 + $59 fee = $89; NMR add $50
Gaithersburg Business Training Center
CRN#: 42062 6 Sessions
W
6/8-7/27
1-2:15 p.m.
No class 6/29-7/20

Being Human: In Myth, Literature, and Film
What does it mean to be human? Science and religion have their answers, but in this class we’ll explore the nature of humankind from the storyteller’s point of view. What do centuries of myth, classics of literature, blockbuster films, and iconic TV shows tell us about ourselves? In this thought-provoking class, third in the popular Being Human series, we’ll explore origin myths from numerous cultures. Investigate the concept of sentence in science fiction, fantasy, and horror. Discuss sub-humans, super-humans, artificial humans, and post-humans, as well as post-apocalyptic, dystopian, and utopian societies. Join us for a unique blend of anthropological and literary perspectives, and a series of lively discussions! Students 60+ pay fee only. TWA
Course: LLI928  8 Hours
$60 + $69 fee = $129; NMR add $120
Rockville Campus
CRN#: 11895
4 Sessions
W
6/22-7/13
1:30-3:30 p.m.

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

LIFELONG LEARNING INSTITUTE
240-567-5188
ce
ROOM NUMBERS

See page 59 for textbook information.
See page 60 for room information.
Bridge for Beginners  

Bridge is by far the largest card game of all. It provides immense challenge and enjoyment for the rest of your life. This course is intended for newcomers to the game and players who haven’t played in years. The 6-week course will cover the fundamentals of modern bidding, play of the hand, and some defensive principles.

Course: LL9142  12 Hours  $88 + $82 fee = $170; NMR add $120  

Rockville Campus  
CRN#: 42289  6 Sessions  M  5/9-6/20  7-9 p.m.  
No class 5/30

Create and Edit Your Own iMovies  

iMovie on the iPad for YouTube. Learn how to use iMovie on the iPad to create and share movies. You will acquire an understanding of the fundamentals of movie editing; how to set up your story; add titles, credits, music, and transitions; fine-tune footage; and share your movie with the world on YouTube. Students 60+ pay fee only. TWA

Course: LL935  6 Hours  $30 + $69 fee = $99; NMR add $50  

Rockville Campus  
CRN#: 42423  3 Sessions  R  6/15-6/29  6:30-8:30 p.m.

Myths, Gnostics, New Religions, Cults: Everything Old is New Again  

Have you ever wondered about Scientology but didn’t necessarily want to join? Or what about Sufism, Kabbalah, Doomsday cults, Theosophy, Rosicrucians, Wicca, Celtic religion, or Gnosticism? We live in an especially vibrant time of religious exploration. Many so-called religions and cults have roots in the ancient past. We will explore these ideas and their relationship to a variety of current religious ideas. Students 60+ pay fee only. TWA

Course: LL982  10 Hours  $78 + $69 fee = $147; NMR add $120  

Rockville Campus  
CRN#: 42063  5 Sessions  F  6/3-7/8  10:30 a.m.-12:30 p.m.  
No class 7/1

Health Care Insurance for Retirement  

This course will address the major components of retiree health care: Medicare, Medicare Advantage Plans, and Long-Term Care. Health care costs typically rise at twice the inflation rate, so the course will also address ways to fund this expense through tax-advantaged plans. You will determine the cost of supplemental coverage, evaluate your ability to pay for health care not covered by federal or state programs, and be able to project your health care expenses. The target audience for this course is those who are newly retired and those who plan to retire within 10 years. Students 60+ pay fee only. TWA

Course: LLI989  5 Hours  $60 + $62 fee = $122; NMR add $120  

Rockville Campus  
CRN#: 42055  2 Sessions  M,W  6/13-6/15  6:30-9 p.m.

Maximizing Social Security Benefits  

Social Security is a cornerstone of retirement income for most Americans. Yet the nuances of how/when to receive benefits are often overlooked and can lead to missed opportunities. This course will address individual and couples’ benefits, special situations for widows and ex-spouses, reductions due to federal pensions, and taxation of benefits. The target audience for this course are those who are newly retired and who plan to retire within 10 years. Students 60+ pay fee only. TWA

Course: PRF141  5 Hours  $30 + $69 fee = $99; NMR add $50  

Rockville Campus  
CRN#: 11901  2 Sessions  M,W  7/11-7/13  6:30-9 p.m.

Retirement Planning Today  

Learn about the many ways to save for retirement as well as the advantages and disadvantages of each. Discover how to save money on taxes, manage investment risks, and protect your assets from potential long-term health care expenses. Fee includes a course workbook and study aids. Students 60+ pay fee only. TWA

Course: PRF119  6 Hours  $30 + $69 fee = $99; NMR add $50  

Gaithersburg Business Training Center  
CRN#: 41887  2 Sessions  R  5/5-5/12  6:30-9:30 p.m.  
CRN#: 41888  2 Sessions  T  5/10-5/17  6:30-9:30 p.m.

Sherwood High School  
CRN#: 42086  2 Sessions  T  5/3-5/10  6:30-9:30 p.m.  
CRN#: 42087  2 Sessions  R  5/12-5/19  6:30-9:30 p.m.

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.

Stocks, Bonds, Mutual Funds, and ETFs Explained  

Whether you manage your own investments or someone manages them for you, it is important to understand the different types of investments. In this course, an experienced investment advisor and Certified Financial Planner explains advantages and disadvantages of different investments, risks, ways to own investments, asset allocation, tax considerations, historical performance, and more. For instance, are Exchange Traded Funds (ETFs) better than mutual funds? Students 60+ pay fee only. TWA

Course: PRF138  5 Hours  $30 + $69 fee = $99; NMR add $50  

Gaithersburg Business Training Center  
CRN#: 12184  2 Sessions  T  7/12-7/19  7-9:30 p.m.

Rockville Campus  
CRN#: 42372  2 Sessions  R  6/16-6/23  7-9:30 p.m.

Photography  

Landscape and Cityscape Photography  

Learn the fundamentals of taking photographs of outdoor scenic spaces including both city scenes and classic landscapes. Develop compositional and exposure techniques for creative framing and dealing with tricky lighting situations. A Saturday field trip and a follow-up in-class critique session are included. Students 60+ pay fee only. TWA

Course: LLI837  8 Hours  $60 + $69 fee = $129; NMR add $120  

Rockville Campus  
CRN#: 42078  4 Sessions  W  6/15-7/6  6:30-8:30 p.m.

Travel Photography  

This class will introduce students to techniques and practices for successful vacation and travel photography. Topics include travel photography shooting techniques, photographic composition, use of built-in flash for travel pictures, and pre-trip preparation. Students 60+ pay fee only. TWA

Course: LLI936  8 Hours  $60 + $69 fee = $129; NMR add $120  

Rockville Campus  
CRN#: 42077  4 Sessions  W  5/11-6/1  6:30-8:30 p.m.

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.
A.S.K. About Medicine and Wellness
This class will present information on medical and wellness trends and information in health topics; discover what promotes healthy living, active physical and mental health; and new research on important medical issues. This course will feature multiple speakers and an open discussion period. Students 60+ pay fee only. TWA

Course: LLI866 7.5 Hours
$30 + $59 fee = $89; NMR add $50

Gaithersburg Business Training Center
CRN#: 11983 6 Sessions M 6/8-8/1 10:30-11:45 a.m.
No class 6/27, 7/4, 7/18

Eat Healthy, Eat Local for Less
Organic, All Natural, Cage Free—what’s it all mean? In this class, you’ll explore alternatives to the industrial food system: CSAs, farmer’s markets, food co-ops, and more, where the focus is on delicious, healthy food grown by environmentally responsible methods. When was the last time you bit into a tomato that exploded on your tongue the way they did when you were a kid? Taste industrial foods alongside local, organic, permaculture alternatives. Discover how to find sources of great local food and how to make it cost less than what you buy at the grocery store! Students 60+ pay fee only. TWA

Course: LLI813 8 Hours
$30 + $69 fee = $99; NMR add $50

Germantown Campus
CRN#: 12136 4 Sessions M 7/11-8/1 1:30-3:30 p.m.

Gentle Yoga for Mood and Strength
The medical community is recognizing the numerous benefits of yoga for healing and living with chronic pain. Learn postures that strengthen muscle to support joints while creating stronger bones. Explore postures to balance strength and body-mind integration will be discussed. Furthermore, students will practice deep relaxation techniques at the end of each class. Understand the interconnectedness of the body’s systems to treat the body as a whole. Students 60+ pay fee only. TWA

Course: LLI723 6 Hours
$20 + $60 fee = $80; NMR add $50

Rockville Campus
CRN#: 11889 5 Sessions F 7/15-8/12 10-11:15 a.m.
CRN#: 42057 5 Sessions F 6/3-7/8 10-11:15 a.m.
Last class on 7/8 will meet 10-11 a.m.
No class 7/1

Personal Fitness I
An individualized fitness course with emphasis on improving the health-related components of physical fitness. Principles of conditioning will be applied to develop a personalized training program to enhance cardiovascular conditioning, strength and muscular endurance, flexibility, and body composition. Students 60+ pay fee only. TWA

Course: LLI887 25 Hours
$118 + $66 fee = $184; NMR add $230.40

Rockville Campus
CRN#: 42284 19 Sessions M,T,W,R
5/31-6/30 9-10:20 a.m.

Water Exercise
Stimulating exercises providing for optimum fitness. This course will teach you how to use water resistance for developing muscle tone, increased endurance, and figure improvement. In addition, techniques using water buoyancy for aiding relaxation, endurance, flexibility, and figure improvement will be explored. Furthermore, the instructor will examine how stress and tension can be reduced through creative exercises in shallow water. Not a swimming course. Students 60+ pay fee only. TWA

Course: LLI888 12.5 Hours
$118 + $66 fee = $184; NMR add $230.40

Rockville Campus
CRN#: 42285 19 Sessions M,T,W,R
5/31-6/30 9-10:20 a.m.

Yoga
In this course, students will explore exercises, postures, and breathing techniques to relieve tension, increase muscle flexibility, and promote good health. In addition, the important aspects of yoga such as concentration, body awareness, and body-mind integration will be discussed. Furthermore, students will practice deep relaxation techniques at the end of each class. Students 60+ pay fee only. TWA

Course: LLI925 12.5 Hours
$118 + $66 fee = $184; NMR add $230.40

Germantown Campus
CRN#: 42073 21 Sessions M,T,W,R
5/31-7/6 12-1:15 p.m.
No class 7/4

Takoma Park/Silver Spring Campus
CRN#: 42287 13 Sessions M,W,F
6/1-6/29 10 a.m.-12:10 p.m.

Health Care Insurance for Retirement
This course will address the major components of retiree health care: Medicare, Medicare Advantage Plans, and Long-Term Care. Health care costs typically rise at twice the inflation rate, so the course will also address ways to fund this expense through tax-advantaged plans. You will determine the cost of supplemental coverage, evaluate your ability to pay for health care not covered by federal or state programs, and be able to project your health care expenses. The target audience for this course is those who are newly retired and those who plan to retire within 10 years. TWA

Course: PRF139 6 Hours
$30 + $69 fee = $99; NMR add $50

Rockville Campus
CRN#: 42086 2 Sessions M,W
6/13-6/15 6:30-9:30 p.m.

Income Taxes Don’t Have to Be a Mystery!!
This course will help dispel some of the myths of preparing income taxes, as well as reviewing various methods to help reduce the tax bite. Many of us are frustrated by the act of preparing for our personal income taxes due April 15 each year. It could be a fear of the IRS, or just that math of preparing income taxes, as well as reviewing various methods to help reduce the tax bite. Many of us are frustrated by the act of preparing for our personal income taxes due April 15 each year. It could be a fear of the IRS, or just that math

For more information, please visit: www.montgomery college.edu/wdce/ce/finance.html.

Fundamentals of Investing
Whether you are a new or experienced investor, understanding investment concepts is a key to success. Topics discussed include roadblocks to creating wealth and how to overcome them; how much risk makes sense; formulating a financial plan; concepts behind stocks, mutual funds, corporate/government/municipal and zero coupon bonds; CDs; planning for retirement and children’s education; annuities; tax-advantaged investments; and most important, a philosophy of investing. TWA

Course: PRF091 6 Hours
$30 + $69 fee = $99; NMR add $50

Rockville Campus
CRN#: 42087 2 Sessions T
5/10-5/17 6:30-9:30 p.m.
Maximizing Social Security Benefits
Social Security is a cornerstone of retirement income for most Americans. Yet the nuances of how/when to receive benefits are often overlooked and can lead to missed opportunities. This course will address individual and couples’ benefits, special situations for widows and ex-spouses, reductions due to federal pensions, and taxation of benefits. The target audience for this course are those who are newly retired and who plan to retire within 10 years. TWA
Course: PRF141 5 Hours $30 + $69 fee = $99; NMR add $50
Rockville Campus CRN#: 11901 2 Sessions M,W 7/11-7/13 6:30-9 p.m.

Retirement Planning Today
Learn about the many ways to save for retirement as well as the advantages and disadvantages of each. Discover how to save money on taxes, manage investment risks, and protect your assets from potential long-term health care expenses. Fee includes a course workbook and study aids. TWA
Course: PRF119 6 Hours $30 + $69 fee = $99; NMR add $50
Gaithersburg Business Training Center CRN#: 41887 2 Sessions R 5/5-5/12 6:30-9:30 p.m.
CRN#: 41888 2 Sessions T 5/10-5/17 6:30-9:30 p.m.
To Be Determined CRN#: 42086 2 Sessions T 5/3-5/10 6:30-9:30 p.m.
CRN#: 42087 2 Sessions R 5/12-5/19 6:30-9:30 p.m.

Stocks, Bonds, Mutual Funds, and ETFs Explained
Whether you manage your own investments or someone manages them for you, it is important to understand the different types of investments. In this course, an experienced investment advisor and Certified Financial Planner explains advantages and disadvantages of different investments, risks, ways to own investments, asset allocation, tax considerations, historical performance, and more. For instance, are Exchange Traded Funds (ETFs) better than mutual funds? TWA
Course: PRF138 5 Hours $30 + $69 fee = $99; NMR add $50
Gaithersburg Business Training Center CRN#: 12184 2 Sessions T 7/12-7/19 7-9:30 p.m.
Rockville Campus CRN#: 42372 2 Sessions R 6/16-6/23 7-9:30 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 $45 + $54 fee = $99; NMR add $50
Gaithersburg Library CRN#: 42366 5 Sessions T,R 6/21-7/7 10 a.m.-1 p.m.
No class 7/5
Rockville Campus CRN#: 12181 5 Sessions M,W 7/11-7/25 6:30-9:30 p.m.

Find Your Strengths—Find Your Future
Discover your natural and work-related strengths and match them with career areas in which you would be most successful. Choose to apply your skills to careers, business, volunteer, or other professional and life opportunities. Engage in a series of insightful individual and group exercises and conduct research into career areas of interest to you. This course may also help those who plan to retire to find their second career. By the end of the class, you will draft your career plan. TWA
Course: LLI830 12 Hours $45 + $54 fee = $99; NMR add $50
Gaithersburg Library CRN#: 42060 4 Sessions T,R 6/7-6/16 10 a.m.-1 p.m.
Rockville Campus CRN#: 42061 4 Sessions M,W 6/20-6/29 6:30-9:30 p.m.

Want to learn basic project management skills and how they can be applied to the drug development process, especially in the management of clinical trials?

Are you looking for careers in the clinical development industry but are not familiar or experienced with specific technical tasks involved in clinical trial management?

Look for Clinical Trial Project Management Course # MGT392 COMING FALL 2016

Get Hired at Age 50+
Learn how best to showcase your work experience and skills in the competitive job market; find employment sectors that are receptive to mature workers; and turn your age into an advantage. Learn the best way to organize your resume emphasizing relevance to the job market and handling employment history gaps and other issues. Strategies for interviewing will be reviewed including ways to address individual age-related issues. Benefits of networking as a key component to the job search process will also be discussed: social media, information interviewing, and volunteering in strategic settings. TWA
Course: CRP105 6 Hours $20 + $69 fee = $89; NMR add $50
Germantown Campus CRN#: 42365 3 Sessions T 5/10-5/24 6:30-8:30 p.m.

PROJECT MANAGEMENT

CERTIFICATION COURSE TRACK

Required course sequence
• Project Management Fundamentals
• A Practical Approach to Project Management
• Certified Associate in Project Management (CAPM)® Prep OR Project Management Professional (PMP)® Certification Prep

Textbooks are available at the Rockville Campus Bookstore and are required at first class.

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®). TWA
Course: PMC013 15 Hours $587 + $318 fee = $905; NMR add $400
Gaithersburg Business Training Center CRN#: 42323 6 Sessions T,R,M,S 5/16-6/4 5:30-9:30 p.m.(M,R) 8:30 a.m.-5 p.m.(S)
No class 5/23, 5/26, 5/30

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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), Fifth Edition, Project Management Institute, Inc. 2013. 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 $344 + $275 fee = $619; NMR add $300 Gaithersburg Business Training Center CRN#: 12152 3 Sessions S 7/9-7/23 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 intrafunctional 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. This course is certified by the Project Management Institute (PMI)®. TWA Course: PMC019 15 Hours $213 + $102 fee = $315; NMR add $160 Rockville Campus CRN#: 42325 2 Sessions S,U 5/14-5/15 8:30 a.m.-5 p.m. Takoma Park/Silver Spring Campus CRN#: 12155 2 Sessions S,U 8/20-8/21 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 $1039 + $510 fee = $1549; NMR add $800 Gaithersburg Business Training Center CRN#: 12153 11 Sessions T,W,R,S 6/18-7/16 8:30 a.m.-5 p.m.(T,W,R) 8:30 a.m.-6 p.m.(S) Last class on 7/16 is from 9 a.m.-4 p.m. No class 7/2, 7/6, 7/13

PM Elective Courses
Efficient Project Management with Mind Mapping
Mind mapping is an effective project management tool to save time and improve communication with the team and other stakeholders in an effective and creative way. A mind map is a graphical diagram consisting of nodes, branches, colors, and icons used to convey ideas efficiently. They are simple to create and understand, and are often used to focus brainstorming sessions and work breakdown structure creation. Learn how to create and apply mind maps in project management and get links to a variety of free templates that you can use immediately to get started with mind maps. This powerful project management technique can be used for strategic planning, requirements, work breakdown structure, risk identification, accelerated learning, and project planning. If you are interested in using mind mapping as an alternative to (or enhancement of) project management software, this course is a good place to start. (4 PDUs) Prerequisites: none. Course: PMC015 4 Hours $80 + $49 fee = $129; NMR add $120

How to Create an Effective Work Breakdown Structure
Project management tools, developed since the Department of Defense (DoD) projects in the 1960s, have significantly improved the ability to develop effective plans and schedules, which is essential for excellence in project management. This course presents a cohesive, practical description of the work breakdown structure (WBS) concept and application. This course can help the project manager or project planner improve the structuring of the project and get the project started effectively. You will also learn how to use the WBS throughout the life of the project as a key tool for planning, control, and communication. (8 PDUs) TWA Course: PMC012 8 Hours $199 + $60 fee = $259; NMR add $140 Distance Learning CRN#: 42322 4 Sessions T,R 6/7-6/16 6-8 p.m.

Project Management Code of Ethics and Professional Conduct
Ethical and professional conduct is even more important with Sarbanes-Oxley and continuing identification of violations by some of the world’s largest organizations. This course will explain the standards of ethics and professional conduct for project managers, according to the current PMI® code. Knowledge of the code of ethics and professional conduct is required for the PMP® exam as well as for the ongoing, appropriate practice of project management. By adhering to the code, project managers maintain confidence in the profession and become better practitioners. It represents a profession-wide understanding of appropriate behavior and supports the credibility and reputation of the profession. Stay up-to-date on what is required of project managers. (3 PDUs) Prerequisites: none. From the Project Management Institute (PMI)®: “As practitioners of project management, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspir to meet these standards in all aspects of our lives—at work, at home, and in service to our profession.” Course: PMC014 3 Hours $80 + $45 fee = $125; NMR add $120 Distance Learning CRN#: 42324 2 Sessions M,W 6/20-6/23 6-7:30 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.
Buying / Selling Foreclosure Properties

Gain a better understanding of the foreclosure process, property condition, and property risks associated with buying property at a foreclosure sale. Approved: 3 hours. Students who take this class may also be interested in Evaluating/Financing the Fixer-Upper and Understanding and Using Short Sales. TWA
Course: REC034 3 Hours $25 + $30 fee = $55; NMR add $50
Rockville Campus
CRN#: 42303 1 Session W 5/14 12:30-3:30 p.m.

Disciplinary Actions and the MREC

The disciplinary process used by the Maryland Real Estate Commission and a review of some recent disciplinary actions taken by the Commission will be covered. Approved: 1.5 hours. TWA
Course: REC197 1.5 Hours $10 + $20 fee = $30; NMR add $30
Gaithersburg Business Training Center
CRN#: 42310 1 Session W 6/8 1:30-3 p.m.

Ethics: Predatory Lending / Flipping

This course covers the Maryland Real Estate Commission’s Code of Ethics, including the practice of flipping and predatory lending, and how it should affect the real estate licensee’s business relations with the commission, the public, and other agents. Approved: 3 hours. TWA
Course: REC012 3 Hours $17 + $27 fee = $44; NMR add $30
Gaithersburg Business Training Center
CRN#: 12144 1 Session W 7/20 1:30-4:30 p.m.
Rockville Campus
CRN#: 42302 1 Session W 5/18 1:30-4:30 p.m.

Fair Housing

Satisfy the requirement for 1.5 hours of continuing education for Fair Housing. Course covers the history of fair housing and current laws. Approved: 1.5 hours. TWA
Course: REC173 1.5 Hours $13 + $20 fee = $33; NMR add $30
Gaithersburg Business Training Center
CRN#: 12146 1 Session W 7/20 5-6:30 p.m.
Rockville Campus
CRN#: 42305 1 Session W 5/18 5-6:30 p.m.

MREC Agency-Residential

This comprehensive study of Agency Law and the disclosures of said law, will delve into the particulars and its effects in the real estate business. Required by all licensees. Approved: 3 hours. TWA
Course: REC191 3 Hours $17 + $30 fee = $47; NMR add $30
Gaithersburg Business Training Center
CRN#: 42309 1 Session W 6/8 10 a.m.-1 p.m.

Real Estate Legislative Update

This course complies with the Maryland Real Estate Commission requirement for three hours of legislative update. It will cover legislative issues of particular interest that have been introduced and passed during the past three years. Approved: 3 hours. TWA
Course: REC149 3 Hours $25 + $21 fee = $46; NMR add $30
Gaithersburg Business Training Center
CRN#: 12145 1 Session W 7/20 10 a.m.-1 p.m.
Rockville Campus
CRN#: 42304 1 Session W 5/18 10 a.m.-1 p.m.

Rentals, Renters, and Landlords

A comprehensive overview of how to deal with rentals and renters. Learn how to qualify them and what procedures have to be followed by the law. Approved: 3 hours. TWA
Course: REC189 3 Hours $25 + $26 fee = $51; NMR add $50
Gaithersburg Business Training Center
CRN#: 42308 1 Session S 6/25 9 a.m.-12 p.m.
Westfield South
CRN#: 42307 1 Session T 5/24 6-9 p.m.

Understanding and Using Short Sales

What exactly is a “short sale” and how/when should it be used? What is the homeowner’s financial responsibility, if any, and what is the effect of a short sale on the homeowner’s credit? Do you know what the debtor and lender rights are when loan default occurs? These questions as well as how to prepare and process a short sale offer will be covered. Approved: 3 hours. TWA
Course: REC182 3 Hours $25 + $30 fee = $55; NMR add $50
Rockville Campus
CRN#: 42306 1 Session S 5/14 9 a.m.-12 p.m.

LICENSURE

Basic Real Estate Principles and Practices for Salespersons

This intensive course meets Maryland state requirements for 60 hours of successfully completed prelicensing education prior to taking the state license exam for real estate salespersons. All topics relevant to the industry and the state exam will be covered in detail, followed by a course exam that must be passed. All 60 hours must be attended. Textbooks: Modern Real Estate Practice, Maryland Real Estate Practice and Law and Study Guide for Modern Real Estate Practice are available at the Rockville Campus Bookstore. Questions regarding licensure are to be addressed to the Maryland Real Estate Commission: 410-230-6199. TWA
Course: REB010 60 Hours $230 + $131 fee = $361; NMR add $160
Gaithersburg Business Training Center
CRN#: 42373 10 Sessions M,W,R 6/1-6/22 9:30 a.m.-4 p.m.
CRN#: 12185 10 Sessions M,W 8/1-8/31 9:30 a.m.-4 p.m.
Rockville Campus
CRN#: 42374 15 Sessions M,W 6/1-7/25 6-10 p.m.
No class 7/4

NATIONAL APARTMENT LEASING PROFESSIONAL

Would you like to know if Apartment Leasing is the right career for you?

Attend a free orientation session on Monday, August 22, 2016.
6:30–8:30 p.m.
Location to be announced.
Registration is required. Call 240-567-3823 to reserve your seat!

Note: Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
SAT Preparation

This course will teach you how to attack the SAT...and win! You will become familiar with SAT questions, develop test-taking strategies, manage test panic, increase your confidence and speed, and get a review of test content. Textbook required at first class: The Official SAT Study Guide, 2016 edition (for the new SAT). TWA

Course: SAT001
30 Hours
$225 + $110 fee = $335; NMR add $160

Germantown Campus
CRN#: 41883 8 Sessions S,U 4/30-5/22 9 a.m.-1 p.m.
CRN#: 12079 8 Sessions M,T,W,R,F 6/27-7/8 8:30 a.m.-12:30 p.m.
No class 7/1, 7/4
CRN#: 12084 8 Sessions M,T,W,R 7/11-7/21 8:30 a.m.-12:30 p.m.
CRN#: 12089 8 Sessions M,T,W,R 8/1-8/11 1-5 p.m.

Rockville Campus
CRN#: 41884 10 Sessions T,W 4/26-5/25 5-8:15 p.m.
CRN#: 41881 8 Sessions S,U 4/30-5/22 9 a.m.-1 p.m.
CRN#: 12082 8 Sessions S,U 6/25-7/24 9 a.m.-1 p.m.
No class 7/2, 7/3
CRN#: 12078 8 Sessions M,T,W,R,F 6/27-7/8 8:30 a.m.-12:30 p.m.
No class 7/1, 7/4
CRN#: 12080 8 Sessions M,T,W,R,F 6/27-7/8 1-5 p.m.
No class 7/1, 7/4
CRN#: 12083 8 Sessions M,T,W,R 7/11-7/21 8:30 a.m.-12:30 p.m.
CRN#: 12090 8 Sessions S,U 7/23-8/14 9 a.m.-1 p.m.
CRN#: 12086 8 Sessions M,T,W,R 8/1-8/11 8:30 a.m.-12:30 p.m.
CRN#: 12087 8 Sessions M,T,W,R 8/1-8/11 1-5 p.m.

Takoma Park/Silver Spring Campus
CRN#: 12095 8 Sessions M,T,W,R 7/11-7/21 8:30 a.m.-12:30 p.m.
TEST PREPARATION

For more information, please visit: http://cms.montgomerycollege.edu/wdce/ce/testprep.html.

For all Accuplacer Prep courses, you will complete the Accuplacer diagnostic and then follow a prescribed set of lessons offered through MyFoundationsLab

Accuplacer Prep—Arithmetic
Prepare for the arithmetic section. Topics include integers and fractions, decimals, percents, estimation, and word problems.
Course: TPR037
4 Hours
$27 + $38 fee = $65; NMR add $50

Germantown Campus
CRN#: 42429
1 Session
M
5/23
4-8 p.m.

CRN#: 42143
1 Session
S
6/25
10 a.m.-2 p.m.

CRN#: 11959
1 Session
T
7/19
4-8 p.m.

CRN#: 11962
1 Session
S
8/13
4-8 p.m.

Rockville Campus
CRN#: 42144
1 Session
W
6/29
10 a.m.-2 p.m.

CRN#: 11956
1 Session
T
7/12
10 a.m.-2 p.m.

Accuplacer Prep—Sentence Skills
Prepare for the sentence skills section. Skills to be addressed include sentence structure, parts of speech, subject-verb agreement and modifiers.
Course: TPR036
4 Hours
$27 + $38 fee = $65; NMR $50

Germantown Campus
CRN#: 42427
1 Session
M
5/23
4-8 p.m.

CRN#: 42145
1 Session
S
6/25
10 a.m.-2 p.m.

CRN#: 11966
1 Session
T
7/19
4-8 p.m.

CRN#: 11970
1 Session
S
8/13
4-8 p.m.

Rockville Campus
CRN#: 42146
1 Session
W
6/29
10 a.m.-2 p.m.

CRN#: 11964
1 Session
T
7/12
10 a.m.-2 p.m.

CRN#: 11965
1 Session
S
7/16
10 a.m.-2 p.m.

CRN#: 11968
1 Session
T
8/2
3-7 p.m.

Takoma Park/Silver Spring Campus
CRN#: 42430
1 Session
S
5/14
4-8 p.m.

CRN#: 11963
1 Session
F
7/8
4-8 p.m.

CRN#: 11967
1 Session
S
7/30
10 a.m.-2 p.m.

CRN#: 11969
1 Session
M
8/8
10 a.m.-2 p.m.

Accuplacer Prep—Reading
Prepare for the reading section. Skills to be addressed include main idea, supporting details, inference, author’s purpose, and tone. TWA
Course: TPR035
4 Hours
$27 + $38 fee = $65; NMR add $50

Germantown Campus
CRN#: 42429
1 Session
M
5/23
4-8 p.m.

CRN#: 42143
1 Session
S
6/25
10 a.m.-2 p.m.

CRN#: 11958
1 Session
T
7/19
4-8 p.m.

CRN#: 11962
1 Session
S
8/13
4-8 p.m.

Rockville Campus
CRN#: 42144
1 Session
W
6/29
10 a.m.-2 p.m.

CRN#: 11956
1 Session
T
7/12
10 a.m.-2 p.m.

Accuplacer Test Prep—Elementary Algebra
Prepare for the elementary algebra section. Skills to be addressed include real numbers, linear equations, quadratic equations, and algebraic expressions.
Course: TPR038
4 Hours
$27 + $38 fee = $65; NMR $50

Germantown Campus
CRN#: 42433
1 Session
M
5/23
4-8 p.m.

CRN#: 42149
1 Session
S
6/25
10 a.m.-2 p.m.

CRN#: 11982
1 Session
T
7/19
4-8 p.m.

CRN#: 11986
1 Session
S
8/13
4-8 p.m.

Rockville Campus
CRN#: 42150
1 Session
W
6/29
10 a.m.-2 p.m.

CRN#: 11980
1 Session
T
7/12
10 a.m.-2 p.m.

CRN#: 11981
1 Session
S
7/16
10 a.m.-2 p.m.

CRN#: 11984
1 Session
T
8/2
3-7 p.m.

Takoma Park/Silver Spring Campus
CRN#: 42431
1 Session
S
5/14
4-8 p.m.

CRN#: 11979
1 Session
F
7/8
4-8 p.m.

CRN#: 11983
1 Session
S
7/30
10 a.m.-2 p.m.

CRN#: 11985
1 Session
M
8/8
10 a.m.-2 p.m.

GRE Preparation
This course is designed as an overview and review for people preparing to take the Graduate Record Exam (GRE). Instruction will be given in how to answer each type of question and will include one or more practice diagnostic tests. You will have an opportunity to ask questions on specific problems. Textbook required at first class: The Official Guide to the GRE, 2nd edition. TWA
Course: TPR021
30 Hours
$225 + $110 fee = $335; NMR add $160

Rockville Campus
CRN#: 11953
10 Sessions
M,F
7/11-8/12
6:15-9:15 p.m.

GRE/GMAT Test Preparation Math Fundamentals
This math preparatory course is designed to augment a basic GRE or GMAT Test Preparation course. Topics include a review of arithmetic, algebra, and geometry skills so that participants will be able to participate in a GRE or GMAT Preparation course with a sufficient knowledge base in math. TWA
Course: TPR029
9 Hours
$99 + $36 fee = $135; NMR $120

Rockville Campus
CRN#: 42141
2 Sessions
S
6/18-6/25
9 a.m.-1:45 p.m.

PRAXIS Core Preparation
A passing score on the PRAXIS Core Preparation is required for admission to most teacher education programs. This course is designed to review and practice basic skills in math, writing, and reading in a supportive learning environment. Sessions offer content lecture, test-taking strategies, and timed practice tests. Textbook is required and available at the Rockville Campus Bookstore for purchase.TWA
Course: TPR034
16 Hours
$130 + $41 fee = $171; NMR add $120

Rockville Campus
CRN#: 42142
4 Sessions
S
6/4-6/25
9:30 a.m.-1:30 p.m.

CRN#: 11954
8 Sessions
M,W
7/6-8/1
4:30-6:30 p.m.
TRANSPORTATION SAFETY INSTITUTE

COMMERCIAL DRIVER

CDL B & P ▲

Get prepared and licensed for a career in transportation! You can become a school bus driver, motor coach operator, dump truck operator, 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 Motor Vehicle Administration’s Class B CDL road examination. You will learn the safe and efficient operation of a Class B vehicle. Topics include: Pretrip (exterior and interior), safe driving techniques, parking, customer service, turning, and controlling vehicle motion. The course includes some classroom instruction; the main portion, however, is range and road driving practice, along with MVA CDL B examination practice. Classes held in Montgomery County.

Registration Approval Required. Please call 240-567-7744 to schedule a registration appointment.

TWA

Course: CDL109 70 Hours
$1,680 + $520 fee = $2,200; NMR add $1,050

14 Firstfield Rd DrivingRange

CRN#: 42326 19 Sessions T,W,R,F 5/24-6/23 9:30 a.m.-1:30 p.m.
CRN#: 12156 10 Sessions T,W,R,F 7/12-8/3 9 a.m.-5 p.m.
CRN#: 12157 10 Sessions T,W,R,F 8/9-8/24 9 a.m.-5 p.m.

CDL Learner Permit Prep ▼

Get your CDL Learner Permit! The Maryland Commercial Drivers 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 be given instruction, practice exercise, and perform activities in order to understand the general knowledge test. You will receive instruction on the T,P,X, and S endorsements. This is an inclusive class that can support students with very mild learning disabilities. All documents and materials included. Upon course completion, you will be able to explain general knowledge topics such as air brakes and transporting passengers, describe the TPXS endorsements in order to study and be prepared for MD CDL Learner Permit Exam. TWA

TWA

Course: CDL010 6 Hours
$50 + $19 fee = $69; NMR add $50

Gaithersburg Business Training Center

CRN#: 42327 1 Session S 5/7 9 a.m.-3 p.m.

Rockville Campus

CRN#: 42328 1 Session S 6/11 9 a.m.-3 p.m.

CRN#: 12159 1 Session S 8/13 9 a.m.-3 p.m.

Takoma Park/Silver Spring Campus

CRN#: 12158 2 Sessions T,R 7/19-7/21 6-9 p.m.

DRIVER SAFETY

Driver Improvement Lessons

Prepare for your MVA road test, practice parallel parking, work on not distracted, get screened for driver readiness, or any other skill you need help with. Learner Permit required, except for driver readiness screenings. Registration approval required, call us at 240-567-1895.

2-Hour Course: SFT034
$75 + $25 fee = $100; NMR add $50

10-Hour Course: SFT040
$325 + $100 fee = $425; NMR add $225

60-Hour ▲ Course: SFT039
$1,565 + $635 fee = $2,200; NMR add $1,050

Driver Education

Montgomery College’s Driving School and its instructors are Maryland MVA licensed and certified. Our 36-hour course consists of 10 three-hour classroom sessions, and 6 hours of behind the wheel sessions in one or two hour sessions using our own cars. Rookie drivers MUST be accompanied by mentor (parent, guardian, etc.) at the first class/orientation and MUST bring a learner’s permit to the first class/orientation. Montgomery College educates mentors on how to manage their teen’s learning-to-drive experience through our parental involvement expectations, our 12 driver readiness indicators with self and post assessments, and a collaborative approach between mentor and instructor(s). If you are unsure if this is the right course for you, please consider scheduling a Driver Readiness Screening. For specific detailed information regarding special needs classes, visit us on the web at http://www.montgomerycollege.edu/wdce/bits/drivereducation_specialneeds.html.

TWA

Course: SFT047 36 Hours
$239 + $131 fee = $370; NMR add $160

Rockville Campus

CRN#: 42188 10 Sessions M,T,W,R,F 6/20-7/1 1-4:15 p.m.
CRN#: 12006 10 Sessions M,T,W,R,F 8/1-8/12 9 a.m.-12:15 p.m.

Learner Permit Prep Course

Preparing for and passing the Maryland Learner Permit test can be challenging for many students with learning disabilities. While this Learner Permit Prep course is open to all, it is designed by a special educator to specifically support students with mild to moderate learning disabilities. Course includes activities, computer exercises and practice tests. A Maryland Learner Permit is a prerequisite for Driver Education course (SFT043 or SFT047), however this course is not required. This course can also be taught at schools for student groups. TWA

TWA

Course: SFT044 10 Hours
$74 + $30 fee = $104; NMR add $120

Gaithersburg Business Training Center

CRN#: 42186 3 Sessions W 5/25-6/8 5-8:20 p.m.

Germantown Campus

CRN#: 12004 3 Sessions W,R,F 7/6-7/8 5-8:20 p.m.

Rockville Campus

CRN#: 42187 3 Sessions T,W,R 6/14-6/16 5-8:20 p.m.
CRN#: 12005 3 Sessions T,W,R 8/2-8/4 1-4:20 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. Or you can check online at www.montgomerycollege.edu/wdce/ce/lifelonglearning.html.

See page 59 for textbook information. See page 60 for room information.
**Motorcycle Safety**

### Alternate Basic Motorcycle Course
This Maryland MVA-certified course is for individuals who have some riding experience and are seeking a Class "M" license. Instruction is provided by certified instructors from the Maryland MVA and the Motorcycle Safety Foundation. Topics include preparing to ride, road management, and advanced riding techniques. All materials will be given to you at 14 Firstfield Road in Gaithersburg. You must arrive dressed appropriately and with the proper gear to participate in the course. Please Note: Students will not be admitted to class after the class start time; we encourage all students to arrive 20 minutes early. Class materials will be sent to your MyMC email account. For more information about appropriate dress and other course topics, go to [montgomerycollege.edu/wdce/bits/motorcycle_courses.html](http://montgomerycollege.edu/wdce/bits/motorcycle_courses.html) or call 240-576-8816.

**Course:** SFT041  
**Credit Hours:** 8 Hours  
**Cost:** $136 + $114 fee = $250; NMR add $140

### 14 Firstfield Rd Driving Range

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Offered</th>
<th>Session</th>
<th>Days</th>
<th>Time</th>
<th>Details</th>
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<td>42005</td>
<td>1st Session</td>
<td>5/7</td>
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<td>5/8</td>
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<tr>
<td>11688</td>
<td>1st Session</td>
<td>7/9</td>
<td>U</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
<td>11687</td>
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<td>7/10</td>
<td>S</td>
<td>8 a.m.-5 p.m.</td>
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### Beginners Motorcycle Safety
This Maryland MVA-certified Motorcycle Basic Rider Course (BRC), is a 18-hour course designed for those who have little or no riding experience, or who haven’t ridden in a long time. It includes distance learning, classroom, and riding instruction on the basic riding skills and strategies necessary for an individual to begin and practice street riding. Motorcycles are provided; and you must wear appropriate range gear/attire. Upon successful completion, you will receive a course completion card issued by the Motorcycle Safety Foundation (MSF) recognized by the Maryland Motor Vehicle Administration for Motorcycle Skills Licensure requirements. Note: Students will not be admitted to class after the class start time; we encourage all students to arrive 20 minutes early. Registration is more expedient through fax or in person; you will receive course information in your Montgomery College e-mail two weeks prior to course dates. Class materials will be sent to your MyMC email account. For more information, go to [montgomerycollege.edu/wdce/bits/motorcycle_courses.html](http://montgomerycollege.edu/wdce/bits/motorcycle_courses.html) or call 240-576-8816.

**Course:** SFT064  
**Credit Hours:** 18 Hours  
**Cost:** $174 + $135 fee = $309; NMR add $160

### Gaithersburg Business Training Center

<table>
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<tr>
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<th>Days</th>
<th>Time</th>
<th>Details</th>
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<tbody>
<tr>
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<td>6th Session</td>
<td>5/4-5/15</td>
<td>W,R,S,U</td>
<td>8:30-9:30 p.m. (W-5/4)</td>
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<td>42192</td>
<td>6th Session</td>
<td>5/4-5/15</td>
<td>W,R,S,U</td>
<td>8:30-9:30 p.m. (W-5/4)</td>
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<td>6th Session</td>
<td>6/1-6/12</td>
<td>W,R,S,U</td>
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<td>6th Session</td>
<td>6/8-6/19</td>
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<td>8:30-9:30 p.m. (W-6/8)</td>
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[TRANSPORTATION SAFETY INSTITUTE](http://www.tsinst.org)
VETERINARY ASSISTANT AND ANIMAL CARE

ANIMAL CARE

Pet Grooming Module III—Specific Breeds Grooming

This course is the third of four courses to prepare a student to enter the dog grooming work force. In this third module of the Pet Grooming series, there is a continuation of work on the skills presented in Pet Grooming Module I and II. Additional topics to be covered include specific breed grooming; extensive hands-on work with scissors; head, tail, ears and coat patterns as well as in-depth discussion about various grooming venues to consider for work. TWA

Course: PET003 24 Hours $115 + $385 fee = $500; NMR add $250

Germantown Campus
CRN#: 42369 6 Sessions M,W 5/2-5/25 6:30-9:30 p.m.

Pet Grooming Module IV—Show Styling and Opening a Business

This course is the fourth of four courses to prepare a student to enter the dog grooming work force. All four courses must be taken to complete the certification. In this fourth module of the Pet Grooming certification course, there is a continuation of work on the skills presented in Pet Grooming Module I, II, and III. Additional topics include increasing hands-on skills, pet styling, and opening/running a grooming business. TWA

Course: PET004 24 Hours $115 + $385 fee = $500; NMR add $250

Germantown Campus
CRN#: 42370 6 Sessions M,W 6/1-6/27 6:30-9:30 p.m.

Basic Courses

Veterinary Assistant Assessment Exam

This is the required placement test that must be taken and passed by all students requesting entrance in the Veterinary Assistant Program. Topics covered on the assessment simple math calculations, critical thinking skills, basic grammar and punctuation skills. **The June 29 assessment date will allow you to test early.

Course: VET008 1 Hours $10 + $10 fee = $20; NMR add $30

Gaithersburg Business Training Center
CRN#: 42377 1 Session R 6/23 2-4 p.m.

CRN#: 12189 1 Session M 8/8 12:15-1:15 p.m.

CRN#: 12188 1 Session W 8/10 8:15-9:15 p.m.

Professional and Career Development

Veterinary Assistant Orientation

This is a mandatory orientation if you are interested in entering the Veterinary Assistant Training Program. Topics covered will be requirements of the program, hours of the program, and your responsibilities of being a participant of the program. You will also have an opportunity to ask questions. You must register for this orientation. At the conclusion of the orientation students with serious interest will have the opportunity to take the required assessment test to enter the program for a fee of $20.00.

Course: VET006 2 Hours
Gaithersburg Business Training Center
CRN#: 12186 1 Session M, 8/8 10 a.m.-12 p.m.

CRN#: 12187 1 Session W, 8/10 6-8 p.m.

Veterinary Assistant Training

Veterinary Assistant Training begins in September and ends in May. This comprehensive training program consists of 5 non-credit courses, and a supervised clinical practicum, totaling 150 hours of training. During your clinical practicum you will have hands-on experiences in local veterinary hospitals. This course series will provide you with the basic knowledge and skills needed for an entry-level position in a veterinary hospital. Courses must be taken in order and upon successful completion of all the courses, you will receive a Continuing Education Certificate.

The Training is approved and supported as a formal training for persons working in a supportive position to veterinary technicians and veterinarians by the Maryland Veterinary Medical Association.

Workforce Technologies

For more information please visit: www.montgomery-college.edu/departments/giter/ce/workforce/index.html.

Introduction to Machining

Introduction to basic machine shop practices, including a review of the history of machine tools, safety, measurements and precision measuring tools, lay-out, blueprint reading, bench and hand tools, power saws, drill presses, lathes, and milling machines. Textbook is available at the Rockville Campus Bookstore. Note: Students must furnish their own eye and ear protection and personal protective equipment. TWA

Course: TTG201 45 Hours $453 + $104 fee = $557; NMR add $250

Rockville Campus
CRN#: 11670 12 Sessions F 6/3-9/2 6-10 p.m.
No class 7/22, 7/29

Motorcycle Retest

This course is for students who have taken, yet failed the Motorcycle Safety Foundation and Maryland Motor Vehicle Administration Basic Rider Course. Students are required to pass the state prepatory licensing test in order to obtain a certification to apply for an M driver license endorsement. This course should be taken within 30 days of completing the Motorcycle BRC or ABRC.

Course: SFT046 2 Hours $20 + $15 fee = $35; NMR add $30

14 Firstfield Rd Driving Range
CRN#: 42090 1 Session
CRN#: 11911 1 Session

For page 59 textbook information. See page 60 for room information.
Machining Intermediate
This intermediate course will continue to improve your understanding of lathe operations including various thread cutting procedures, as well as intermediate mill setup and operation. Gain knowledge of how to calculate proper feeds and speeds for various materials and cuts for thread cutting, milling, and boring operations. Learn to interpret machining blueprints and plan the proper choice of tools and sequence of cuts to produce the part. Learn how to interpret basic geometric dimensioning and tolerance symbols and dimensioning systems according to ANSI Y14.5 standards. Prerequisite: Successful completion of Introduction to Machining or permission of the instructor. Note: Students must furnish their own eye and ear protection devices. TWA
Course: TTG236 46 Hours
$453 + $104 fee = $557; NMR add $250
Rockville Campus
CRN#: 11671 12 Sessions R
6/2-8/13 6-10:05 p.m.
No class 7/1, 7/28

Welding Advanced
This course covers welding and cutting processes such as GTAW (gas tungsten arc welding), GMAW (gas metal arc welding), CAG (carbon arc gouging), and CAC (carbon arc cutting). You will learn to weld and cut materials such as mild steel, aluminum, and stainless steel. You must score 90 percent or above on the safety test given at the first class. Prerequisite: Successful completion of Welding Fundamentals and/or Welding II. Note: Students must furnish their own eye and ear protection devices. TWA
Course: TTG458 46 Hours
$451 + $271 fee = $722; NMR add $350
Rockville Campus
CRN#: 11925 12 Sessions T
6/7-8/23 5:30-9:35 p.m.

Welding Fundamentals
A hands-on introduction to commonly used fundamental welding techniques. All students must score 90 percent or above on the safety test given at the first class. Textbooks are available at the Rockville Campus Bookstore. Prerequisite: Welding Safety. Note: Students must furnish their own eye and ear protection devices. TWA
Course: TTG236 46 Hours
$451 + $120 fee = $571; NMR add $250
Rockville Campus
CRN#: 11919 12 Sessions S
6/4-8/27 8 a.m.-12:05 p.m.
No class 7/2
CRN#: 11920 12 Sessions R
6/9-8/25 5:30-9:35 p.m.

Welding Safety
This course covers the proper techniques used to prevent misuse or accidents, and enhance your professional skills. A Montgomery College statement of successful completion will be awarded to students who attend 100 percent of the course. TWA.
Course: TTG178 6 Hours
$57 + $17 fee = $74; Non-Md. residents add $50
Rockville Campus
CRN#: 42122 2 Sessions S
5/14-5/21 9 a.m.-12:15 p.m.
CRN#: 42123 2 Sessions R
5/26-6/2 5:30-8:45 p.m.

Welding II
This course emphasizes welding 3/8-inch mild steel plate vee-groove fit-up, using #6010 and #6011 electrodes, and then advancing to low hydrogen electrodes in preparation for AWS Structural Steel certification. All students must score 90 percent or above on the safety test given at the first class. Prerequisite: Successful completion of Welding Fundamentals. Note: Students must furnish their own eye and ear protection devices. TWA
Course: TTG317 46 Hours
$451 + $120 fee = $571; NMR add $250
Rockville Campus
CRN#: 11921 12 Sessions W
6/6-6/24 5:30-9:35 p.m.
CRN#: 11922 12 Sessions S
6/4-8/27 1-5:05 p.m.
No class 7/2

Fab Lab 3D Printer Applications Introduction
This course covers applications using the 3D printer and CAD (computer-aided design) software. This course also includes a comprehensive final project. Topics include safety procedures, machine setup, and operation. Prerequisite: Successful completion of the Fab Lab Introduction course. TWA
Course: TTG544 5 Hours
$42 + $37 fee = $79; NMR add $50
Rockville Campus
CRN#: 42132 2 Sessions W
5/18-5/25 6-8:30 p.m.
CRN#: 42130 2 Sessions S
6/4-6/11 9-11:30 a.m.
CRN#: 42131 2 Sessions M
6/20-6/27 9-11:30 a.m.
CRN#: 11932 2 Sessions T
8/2-8/9 2-4:30 p.m.
CRN#: 11933 2 Sessions S
8/6-8/13 9-11:30 a.m.

Fab Lab CNC Router Applications Introduction
This course covers applications and software using computer controlled router. This course includes a comprehensive final project. Topics include safety procedures, machine setup, and operation. Prerequisite: Successful completion of the Fab Lab Introduction course. TWA
Course: TTG543 6 Hours
$50 + $45 fee = $95; NMR add $50
Rockville Campus
CRN#: 42129 2 Sessions W
6/15-6/22 6-9:15 p.m.
CRN#: 11928 2 Sessions S
7/9-7/16 9 a.m.-12:15 p.m.
CRN#: 11929 2 Sessions M
8/15-8/22 9 a.m.-12:15 p.m.
CRN#: 11930 2 Sessions W
8/17-8/24 2-5:15 p.m.
CRN#: 11931 2 Sessions S
8/20-8/27 9 a.m.-12:15 p.m.

Fab Lab Laser Cutter Applications Introduction
This course covers applications using a laser cutter/engraver and supporting software. This course includes a final comprehensive project. Topics include safety procedures, machine setup, and operation. Prerequisite: Successful completion of the Fab Lab Introduction course. TWA
Course: TTG542 6 Hours
$42 + $37 fee = $79; NMR add $50
Rockville Campus
CRN#: 42128 2 Sessions W
6/1-6/8 6-8:30 p.m.
CRN#: 42127 2 Sessions S
6/18-6/25 9-11:30 a.m.
CRN#: 11926 2 Sessions S
8/6-8/13 12:30-3 p.m.
CRN#: 11927 2 Sessions T
8/16-8/23 2-4:30 p.m.
**WORLD LANGUAGES**

**Textbooks for World Language Classes**
Most world language classes with a course code beginning with ‘LAN’ require textbooks. Many texts are used for more than one year of study. Text costs are in addition to course fees. Textbook titles can be found at http://www.montgomerycollege.edu/wdce/ce/language/textbooks.html. You may purchase your book through the Rockville Campus Bookstore.

**World Language Students:**
Not sure of your level?

Ask yourself: If I am in a situation where I must speak the language, how well am I able to understand and be understood? Then read through the course descriptions and register for the level that seems most appropriate. When you go to the first class you may confer with the instructor and then transfer to a more appropriate level if necessary. If you need more assistance, contact Camille Cauley at camille.cauley@montgomerycollege.edu or 240-567-5515.

**ALL LEVELS**

**Language Lunch-In**
Do you enjoy languages and culture but do not want to take a full class? If so, then Language Lunch-In is for you. Bring your lunch and enjoy a monthly lecture on languages and cultures from around the world. Visit http://cms.montgomerycollege.edu/wdce/ce/worldlanguages.html for the monthly schedule.

**Course: LAN176** 2 Hours
Course fee $10 + $15 fee = $25; NMR add $30

Gaitersburg Business Training Center
CRN#: 41800 1 Session F
5/6 11 a.m.-1 p.m.
CRN#: 42243 1 Session F
6/3 11 a.m.-1 p.m.
CRN#: 12076 1 Session F
7/8 11 a.m.-1 p.m.

**AMERICAN SIGN LANGUAGE**

**ASL I—Part 1**
This course is an introduction to American Sign Language, the language used by the deaf. Its grammar, different from English because of its visual-spatial nature, takes advantage of space, movement, handshapes, and facial expression. Learn fingerspelling, introductions, starting conversations, asking questions, and familiarity with the visual environment of ASL. Taught in ASL; no prerequisites. TWA

**Course: LAN079** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 42232 12 Sessions M,W 6/6-7/18 7-9 p.m.
No class 7/4

**ARABIC**

**Arabic I—Part 1**
This course is an introduction to spoken Arabic. You will learn the writing system, basic conversational patterns, and grammar so that you can begin to engage in practical everyday communications. Topics include greetings, polite expressions, asking and answering questions, and exchanging personal information. The present tense will be practiced. Arabic cultural topics will be introduced. TWA

**Course: LAN149** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 42238 CRN#: 12070 CRN#: 42244 12 Sessions 6/6-6/29 7-9 p.m.

**Farsi**

**Introduction to Farsi**
This course is an introduction to spoken Farsi. You will learn the writing system, basic conversational patterns, and grammar so that you can begin to engage in practical everyday communications. Topics include greetings, polite expressions, asking and answering questions, and exchanging personal information. The present, past, and future tenses will be practiced. Persian cultural topics will be introduced. TWA

**Course: LAN093** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 12074 12 Sessions T 5/31-6/16 7-9 p.m.

**French**

**Conversational French for Travelers**
This is a cultural enrichment course for adults who want to learn the basics of French communication for their visit to a French-speaking country. Learn how to ask for directions; order from a menu; and converse with people in a hotel, restaurant, and on the street for a more complete and satisfying visit. You will practice basic conversations designed to make you more comfortable with the language, both with what you are saying and what you may hear in response. Discuss aspects of French culture and customs to enhance appreciation of your visit to France. TWA

**Course: LAN179** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 42244 12 Sessions W,F 6/1-7/8 10 a.m.-12 p.m.

**French I—Part 1**
This course is designed as an introduction to spoken French for those with no previous experience in the language. You will learn introductory-level vocabulary and grammar, enabling you to engage in simple, practical everyday communications. Topics include greetings, polite expressions, and exchanging personal information. You will learn to manage exchanges in the present tense. TWA

**Course: LAN041** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 12071 12 Sessions S 6/4-8/20 7-9 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 12070 12 Sessions W 6/1-8/17 7-9 p.m.

**French I—Part 2**
This is a continuation of French I—Part 1 or for those with some basic experience. Grammar topics include present tense of regular and irregular verbs, definite and indefinite articles, and gender and number. You will expand your vocabulary as you practice communicating basic needs and responding to questions on everyday topics. TWA

**Course: LAN042** 22 Hours
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**
CRN#: 12073 12 Sessions T 5/31-6/16 7-9 p.m.
CRN#: 12072 12 Sessions S 6/4-8/20 9-11 a.m.

**French Brush-Up II**
If you have completed at least two years of study, this level is appropriate. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh and review that grammar that you just haven’t quite absorbed. No textbook is required for this class; all materials will be provided by the instructor. TWA

**Course: LAN089** 16 Hours
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**
CRN#: 42234 8 Sessions M,W 6/6-6/29 7-9:10 p.m.

**French Brush-Up III**
If you have completed at least 3-4 years of study and have some degree of comfort and fluency in French this level is appropriate. Class is conducted exclusively in French. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh. Grammar is reviewed as needed or requested by participants. No textbook is required for this class; all materials will be provided by the instructor. TWA

**Course: LAN148** 16 Hours
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**
CRN#: 42237 8 Sessions T,R 6/7-6/30 7-9:10 p.m.
**WORLD LANGUAGES**

**GERMAN**

**German I—Part 1**
This course is an introduction to spoken German. You will learn introductory-level vocabulary and grammar so that you can begin to engage in practical everyday communications. Topics include greetings, polite expressions, asking and answering questions and exchanging personal information. The present tense is introduced. TWA

**Course:** LAN054  
22 Hours  
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**  
CRN#: 42231  
12 Sessions  
M,W  
6/6-7/18  
7-9 p.m.  
No class 7/4

**MANDARIN**

**Just Enough Mandarin**
Are you planning to travel to China or just want to learn some Chinese? Then, this course is for you. You will learn Mandarin phonetics and tones (Pinyin) to pronounce Chinese characters—just enough to get you started in everyday conversational exchanges. You must purchase textbook(s)/materials and bring them to the first class.

**Course:** LAN165  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42240  
8 Sessions  
T,R  
6/7-6/30  
7-9:10 p.m.

**Mandarin Brush-Up I**
This course is designed for people who have completed one or two semesters of academic study or have some basic experience in Mandarin. You will review grammar and refine communication skills through fun and varied dynamic conversational and other interactive exercises. Topics may include polite expressions, exchanging personal information and some of the most frequently used Chinese characters. Chinese cultural topics such as customs, movies, and historic places are discussed. TWA

**Course:** LAN133  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42236  
8 Sessions  
M,W  
6/6-6/29  
7-9:10 p.m.

**SPANISH**

**Just Enough Spanish**
This is a beginning course for anyone who has no experience with Spanish and wants a basic introduction. You'll learn pronunciation, basic grammar in the present tense, and vocabulary—just enough to get you started in everyday conversational exchanges. Students who wish to have a more significant foundation for further Spanish language study are encouraged to register for Spanish I—Part 1. Textbook is available through the Rockville Campus Bookstore: Learn Spanish the Fast and Fun Way, ISBN#978-1438074979. TWA

**Course:** LAN111  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42235  
8 Sessions  
T,R  
6/6-6/29  
7-9:10 p.m.

**Spanish—Intensive Elementary**
This is an intensive language course comparable to SPAN101 and SPAN102 designed for students who have previously studied Spanish. The class is communicatively based, focusing on the further development of reading, writing, speaking and listening skills. Spanish placement test is required. First day in-class placement assessments will be made. In-class work is supplemented by 20 hours in the language learning laboratory. TWA

**Course:** LAN183  
50 Hours  
$472 + $158.40 fee = $630.40; NMR add $300

**Rockville Campus**  
CRN#: 12077  
15 Sessions  
T,W,R  
7/12-8/11  
11 a.m.-2:20 p.m.

**Spanish Brush-Up II**
If you have completed at least two years of study, or have some proficiency in Spanish this level is appropriate. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh and review that grammar that you just haven’t quite absorbed. No textbook is required for this class; all materials will be provided by the instructor. TWA

**Course:** LAN086  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42233  
8 Sessions  
T,R  
5/31-6/23  
7-9:10 p.m.

**Spanish Brush-Up III**
If you have completed at least 3-4 years of study and have some degree of comfort and fluency in Spanish this level is appropriate. Class is conducted exclusively in Spanish. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh. Grammar is reviewed as needed or requested by participants. No textbook is required for this class; all materials will be provided by the instructor.TWA

**Course:** LAN111  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42235  
8 Sessions  
M,W  
6/6-6/29  
7-9:10 p.m.

**HEBREW**

**Hebrew I—Part 2**
The course Hebrew I Part 2 is for students who have completed the course Hebrew I Part 1 and/or know the alphabet, basic vocabulary, pronouns and can make short sentences using verbs in the present tense. In this course, you will learn additional verbs in the present tense in male, female, singular and plural tense, directions, numbers, and simple texts. You will also practice speaking, reading and writing. TWA

**Course:** LAN171  
22 Hours  
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**  
CRN#: 42241  
12 Sessions  
M,W  
6/6-7/18  
7-9 p.m.  
No class 7/4

**Hebrew II—Part 2**
The course Hebrew II Part 2 is for students who have completed the course Hebrew II Part 1 and/or know the alphabet, basic vocabulary, pronouns and can make short sentences using verbs in the present tense. In this course, you will learn additional verbs in the present tense in male, female, singular and plural tense, directions, numbers, and simple texts. You will also practice speaking, reading and writing. TWA

**Course:** LAN173  
22 Hours  
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**  
CRN#: 42241  
12 Sessions  
M,W  
6/6-7/18  
7-9 p.m.  
No class 7/4

**ITALIAN**

**Just Enough Italian**
This is a beginning course for anyone who has no experience with Italian and wants a quick introduction. You'll learn pronunciation, basic grammar in the present tense, and vocabulary—just enough to get you started in everyday conversational exchanges. Textbook is available through the Rockville Campus Bookstore: Italian for Dummies, ISBN#978-1118004654. TWA

**Course:** LAN111  
22 Hours  
$126 + $109 fee = $235; NMR add $140

**Rockville Campus**  
CRN#: 42239  
12 Sessions  
T,R  
6/7-7/14  
7-9 p.m.  
No class 7/4

**Mandarin Brush-Up II**
This course is designed for people who have completed one or two semesters of academic study or have some basic experience in Mandarin. You will review grammar and refine communication skills through fun and varied dynamic conversational and other interactive exercises. Topics may include polite expressions, exchanging personal information and some of the most frequently used Chinese characters. Chinese cultural topics such as customs, movies, and historic places are discussed. TWA

**Course:** LAN133  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42236  
8 Sessions  
M,W  
6/6-6/29  
7-9:10 p.m.

**Spanish Brush-Up I**
This is an intensive language course comparable to SPAN201 and SPAN202. You will further your ability to communicate in Spanish through an advanced study of cultural themes and a review of Spanish gram mar to support an increased focus on reading and composition. In-class work is supplemented by 10 hours in the language learning laboratory. Prerequisite: SPAN102, 103 or equivalent proficiency. TWA

**Course:** LAN183  
50 Hours  
$472 + $158.40 fee = $630.40; NMR add $300

**Rockville Campus**  
CRN#: 12077  
15 Sessions  
T,W,R  
7/12-8/11  
11 a.m.-2:20 p.m.

**Spanish Brush-Up II**
If you have completed at least two years of study, or have some proficiency in Spanish this level is appropriate. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh and review that grammar that you just haven’t quite absorbed. No textbook is required for this class; all materials will be provided by the instructor. TWA

**Course:** LAN086  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42233  
8 Sessions  
T,R  
5/31-6/23  
7-9:10 p.m.

**Spanish Brush-Up III**
If you have completed at least 3-4 years of study and have some degree of comfort and fluency in Spanish this level is appropriate. Class is conducted exclusively in Spanish. Participate in fun and relaxing conversation and interactive exercises to keep your skills fresh. Grammar is reviewed as needed or requested by participants. No textbook is required for this class; all materials will be provided by the instructor. TWA

**Course:** LAN111  
16 Hours  
$104 + $95 fee = $199; NMR add $120

**Rockville Campus**  
CRN#: 42235  
8 Sessions  
M,W  
6/6-6/29  
7-9:10 p.m.

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**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.

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**Note:** Courses are listed in alphabetical order. Please be sure to read course descriptions for prerequisites.
Spanish I—Part 1
This course is an introduction to spoken Spanish. You will learn introductory-level vocabulary and grammar so that you can begin to engage in practical everyday communications. Topics include greetings, polite expressions, asking and answering questions, and exchanging personal information. The present tense of regular verbs is introduced. Textbook is required. Details available at Rockville Campus bookstore. TWA

Course: LAN009 22 Hours
$126 + $109 fee = $235; NMR add $140

Gaithersburg Business Training Center
CRN#: 12063 12 Sessions T
5/31-8/23 10 a.m.-12 p.m.
No class 6/28

Germantown Campus
CRN#: 42230 12 Sessions M, W
6/6-7/18 7-9 p.m.
No class 7/4

Rockville Campus
CRN#: 12062 12 Sessions R
6/2-8/18 7-9 p.m.
CRN#: 12065 12 Sessions T, R
7/5-8/11 7-9 p.m.

Takoma Park/Silver Spring Campus
CRN#: 12064 12 Sessions M, W
7/6-8/15 7-9 p.m.

Spanish I—Part 2
This is a continuation of Spanish I—Part 1 or appropriate for those with some basic experience. Grammar topics include present tense of regular verbs, ser and estar, definite and indefinite articles, and gender and number. You will expand your vocabulary as you practice communicating basic needs and responding to questions on everyday topics. Textbook is required. Details available at Rockville Campus bookstore. TWA

Course: LAN010 22 Hours
$126 + $109 fee = $235; NMR add $140

Gaithersburg Business Training Center
CRN#: 12068 12 Sessions M, F
6/3-7/18 1-3 p.m.
No class 6/27-7/4

Rockville Campus
CRN#: 12066 12 Sessions W
6/1-8/17 7-9 p.m.
CRN#: 12069 11 Sessions M
6/6-8/22 7-9:10 p.m.
No class 7/4

Takoma Park/Silver Spring Campus
CRN#: 12067 12 Sessions S
6/4-8/20 9:30-11:30 a.m.

Spanish Through Cinema
If you have intermediate to advanced language skills and are able to follow either the Spanish dialogues or subtitles, this class is for you. Enhance your Spanish language knowledge through movies from a variety of countries. Explore regional differences in accents, cadences, as well as idioms, grammar and vocabulary. TWA

Course: LAN174 22 Hours
$180 + $109 fee = $289; NMR add $140

Gaithersburg Business Training Center
CRN#: 42242 12 Sessions M, W
6/6-7/18 5-7 p.m.
No class 7/4

Writing

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

Clear and Concise: Business Writing in “Plain English”
Put your writing on a diet! Streamline your prose. In today’s fast-paced workplace, your writing must be clear and concise. The “Plain Language Act of 2010” was aimed at improving the readability of Federal documents, but can be applied to all business writing. In this workshop, you will learn to edit your own writing. Be direct—with your message upfront. Simplify rambling sentences. Replace vague phrases with precise words. TWA

Course: WRT159 5 Hours
$52 + $18 fee = $70; NMR add $50

Rockville Campus
CRN#: 12194 2 Sessions S
7/9-7/16 9:30 a.m.-12:10 p.m.

English Grammar: Correct Usage for the Writer
Do you need to write on the job but lack sufficient knowledge of grammar? Review the basic rules of English and apply them to your business writing. 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: WRT005 12 Hours
$130 + $42 fee = $172; NMR add $120

Rockville Campus
CRN#: 42379 4 Sessions S
6/4-6/25 9:30 a.m.-12:30 p.m.

Fiction Writing
So you’ve always dreamed of writing a novel? Or have you already published a few pieces and you’re looking to take your writing further? In this hands-on workshop, you’ll learn all the elements of great fiction: from character, motivation, and conflict to structure, setting, and scene-writing. Practice your hand at crafting dialogue, writing gorgeous sentences, showing instead of telling, and revising your work to commercial writing standards. We’ll also discuss the business of writing—with a step-by-step guide to getting published! TWA

Course: WRT149 15 Hours
$127 + $53 fee = $180; NMR add $120

Gaithersburg Business Training Center
CRN#: 42380 5 Sessions M, T, W, R, F
6/20-6/24 9 a.m.-12 p.m.

Writing on the Bright Side
NEW
Writing can help us maintain a positive outlook on life. In this course, we will read inspirational authors and try to lift our spirits through our own writing. We might keep a positive-thinking journal. After reading some humorous poems and anecdotes, we will experiment with writing to amuse ourselves—maybe even creating our own riddles, sayings or puns! This course will help getting the idea to gel. You want to make sure it’s properly positioned in the commercial marketplace. And of course, you need to know how to convince the right publisher to say yes! In this hands-on workshop, you’ll have an opportunity to create an outline for your book, write and get feedback on a sample chapter, draft a query letter to publishers, build a marketing plan, and craft the main parts of your book proposal. Whether your book belongs in how-to, self-help, memoirs, or one of the few dozen other commercial nonfiction categories, we’ll help you zero in on your target audience. Then we’ll equip you with the knowledge to find the right publisher, land a contract, and make your book a success! TWA

Course: WRT176 12 Hours
$135 + $41 fee = $176; NMR add $120

Gaithersburg Business Training Center
CRN#: 12195 6 Sessions S
6/11-8/20 1:30-3:30 p.m.
No class 6/18, 7/2, 7/16, 7/30, 8/13

Nonfiction Book Workshop
Here’s the launch pad for your book! You’ve got a great idea for a nonfiction book, but it’s not quite publisher-ready. You could use some help getting the idea to gel. You want to make sure it’s properly positioned in the commercial marketplace. And of course, you need to know how to convince the right publisher to say yes! In this hands-on workshop, you’ll have an opportunity to create an outline for your book, write and get feedback on a sample chapter, draft a query letter to publishers, build a marketing plan, and craft the main parts of your book proposal. Whether your book belongs in how-to, self-help, memoirs, or one of the few dozen other commercial nonfiction categories, we’ll help you zero in on your target audience. Then we’ll equip you with the knowledge to find the right publisher, land a contract, and make your book a success! TWA

Course: WRT191 5 Hours
$55 + $18 fee = $73; Non-Md. residents add $50

Rockville Campus
CRN#: 12196 2 Sessions S
7/23-7/30 9:30 a.m.-12:10 p.m.
ADDITIONAL AELG COURSES

The Adult ESOL Program provides basic English language and life skills instruction to county residents whose native language is not English.

**ESOL for Building Trades Jobs**

Learn the English and basic skills you need to work in entry-level building trades jobs.

- Are you looking for a new job or a better job in carpentry, heating/air conditioning, or electricity?
- Do you want to learn more English for that job?
- Would you like to learn building/construction vocabulary?

If interested you must attend one of the ESOL for Building Trades Jobs Orientations:

- April 13: 6 p.m.
- April 19: 6 p.m.
- June 23: 6 p.m.
- June 27: 6 p.m.

Westfield South Office Bldg., Suite 306

For additional information, e-mail ESOL@montgomerycollege.edu or visit our website at http://cms.montgomerycollege.edu/wdce/aelg/

**ESOL for Customer Service Jobs**

Improve English-speaking skills and learn basic skills needed to enter the retail and customer service industry.

- Do you want to work in the sales and service industry?
- Do you live in Montgomery County?
- Would you like to improve your English-speaking skills?

If interested you must attend one of the ESOL for Customer Service Orientations:

- April 13: 6 p.m.
- April 19: 6 p.m.
- June 23: 6 p.m.
- June 27: 6 p.m.

Westfield South Office Bldg., Suite 306

**ESOL for Healthcare Jobs**

Learn the English and basic skills you need to work in entry-level healthcare jobs.

- Are you looking for a new job or a better job in healthcare?
- Do you want to learn more English for your job?
- Would you like to learn medical vocabulary?

If interested you must attend one of the ESOL for Healthcare Jobs Orientations:

- April 13: 6 p.m.
- April 19: 6 p.m.
- June 23: 6 p.m.
- June 27: 6 p.m.

Westfield South Office Bldg., Suite 306

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**Do you want to be a U.S. citizen? Citizenship Preparation Program**

- Are you a legal, permanent resident?
- Do you need help preparing for your citizenship test and interview?

Come to an information session and discover how Montgomery College may be able to help you... FOR FREE!

**Information/Registration Sessions:**

If interested, you must attend one of the following sessions:

- 4/5/16 6 p.m.  6/7/16 6 p.m.  8/2/16 6 p.m.
- 4/9/16 9 a.m.  6/11/16 9 a.m.  8/6/16 9 a.m.
- 5/3/16 6 p.m.  7/5/16 6 p.m.
- 5/7/16 9 a.m.  7/9/16 9 a.m.

**Information/Registration Sessions will be held at:**

Montgomery College,
Westfield South Office Building, Suite 306
11002 Veirs Mill Road, Wheaton, MD 20902

For more information call 240-567-8169, e-mail nancy.newton@montgomerycollege.edu, or visit our website at http://www.montgomerycollege.edu/wdce/aelg/citizenship.html

PLEASE, NO CHILDREN!

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**TESOL Training Institute**

Make a difference...

**Learn to teach English to immigrants**

The TESOL Training Institute at Montgomery College WD&CE provides high-quality, innovative education that enables individuals to become highly competent instructors of adult English for Speakers of Other Languages (ESOL) classes.

Join us in a supportive and challenging environment that contributes to the best teacher training in the region.

If interested, you must attend an information session.

For more information and a class schedule, call 240-567-8169, e-mail nancy.newton@montgomerycollege.edu, or visit our website at www.montgomerycollege.edu/wdce/aelg/tesol.html

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**Colisted** ▲ Tuition Installment Plan ▼ VA-Approved TWA Tuition Waiver Applies NMR Non-Md. resident
The Adult ESOL Program has six levels, and provides basic English language and life skills instruction to county residents, whose native language is not English.

### Registration Guidelines:
1. You must live in Montgomery County to register for classes.
2. All new students must register in person.
3. You may register at one of the centers listed below.
4. Do not bring children to registration, testing, or class.
5. If there is no room in the class for you, we will put your name on a waiting list for another class.
6. Students in Advanced ESOL level classes must pay tuition.

### Call (240) 567-8950
Press 2 for ESOL information and then:
- for information in English, press 1
- for information in Spanish, press 2
- for information in French, press 3
- for information in Amharic, press 4
- for information in Korean, press 5

### Website:
[http://cms.montgomerycollege.edu/wdce/aelg/](http://cms.montgomerycollege.edu/wdce/aelg/)

### Summer 2016

#### The Adult ESOL Program has six levels, and provides basic English language and life skills instruction to county residents, whose native language is not English.

### Registration Guidelines:
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5. If there is no room in the class for you, we will put your name on a waiting list for another class.
6. Students in Advanced ESOL level classes must pay tuition.

### School Registration Class Days and Times

#### Day Classes

<table>
<thead>
<tr>
<th>School</th>
<th>Registration</th>
<th>Class Days and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohrer Parent Center</td>
<td>April 21 &amp; June 22</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Westfield South*</td>
<td>May 2 &amp; June 24</td>
<td>7:00 a.m.</td>
</tr>
</tbody>
</table>

#### Evening Classes

<table>
<thead>
<tr>
<th>School</th>
<th>Registration</th>
<th>Class Days and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Mario Loiederman MS</td>
<td>June 22</td>
<td>6:30 p.m.</td>
</tr>
<tr>
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<td>6:30 p.m.</td>
</tr>
<tr>
<td>Westfield South*</td>
<td>April 26 &amp; June 21</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>John F. Kennedy HS</td>
<td>April 25 &amp; June 21</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Montgomery Blair HS</td>
<td>April 27 &amp; June 20</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Richard Montgomery HS</td>
<td>April 25 &amp; June 20</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Seneca Valley HS</td>
<td>June 22</td>
<td>6:30 p.m.</td>
</tr>
</tbody>
</table>

#### Saturday Classes

<table>
<thead>
<tr>
<th>School</th>
<th>Registration</th>
<th>Class Days and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaithersburg ES</td>
<td>July 16</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td>John F. Kennedy HS</td>
<td>July 16</td>
<td>8:30 a.m.</td>
</tr>
</tbody>
</table>

### For more information visit our website at [http://cms.montgomerycollege.edu/wdce/aelg/](http://cms.montgomerycollege.edu/wdce/aelg/) or call 240-567-8950.

### Are you a documented refugee or political asylee? If yes, call the Montgomery College Refugee Center at 240-567-1404 for English classes and help.

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### Disability Services:
For disability related accommodations, please contact the Montgomery College Disability Support Services Office at 240-567-8841 at least six weeks before registration.

### Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty, and staff. This program is funded by the MD Dept. of Labor, Licensing, and Regulation, the U.S. Dept. of Education and the Montgomery County Government.
Adult Literacy and GED® Test Preparation Classes

Registration Guidelines: Website: http://cms.montgomerycollege.edu/wdce/aelg/

1. You must live in Montgomery County to register for classes.
2. All new students must register in person, and bring a picture ID
3. Do not bring children to registration, testing, or class.
4. Choose a location offering class at a time you can attend.
5. Go there in person to register and get tested.
6. If there is no room in the class for you, we will put your name on a waiting list for another class.
7. Only students in GED® test preparation level classes must pay tuition.
8. All students purchase their own textbooks.

Community Information Session: Come and get information about the GED® test preparation program. You will learn about classes and the GED® test, how long it takes to prepare, and what you need to do to register for classes or the GED® test. You do not need to register for this event. The meeting includes time for questions and answers. We strongly recommend that you go to a session. Attending does not mean you are registered for classes. Please note, no childcare is provided for the meeting.

Community Information Sessions will be at:

<table>
<thead>
<tr>
<th>Locations</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quince Orchard High School</td>
<td>Thursday, July 14 &amp; Wednesday, September 7</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>Westfield South*</td>
<td>Thursday, April 14 &amp; Wednesday, August 3</td>
<td>7:00 p.m.</td>
</tr>
</tbody>
</table>

Registration for Classes: To Register for Classes you must register in person at one of the centers below. You will be given a placement exam to determine your class level. There are three class levels—Adult Basic Education, Pre GED® Test Preparation, and GED® Test Preparation.

School                              | Registration   | Class Days and Times          |
---|-------------------------------|----------------|------------------------------|
Montgomery College Rockville Campus | May 4 & June 28 | Monday–Friday 9:05 a.m.–1:10 p.m. |
Westfield South*                     | May 5 & June 27 | Monday–Friday 9:05 a.m.–1:10 p.m. |
(Use front entrance, across from the parking garage) |

Evening Classes

Montgomery College Germantown Campus | April 11 & June 20 | Monday–Thursday 6:30 p.m.–9:30 p.m. |
Takoma Park MS                        | April 12 & June 22 | Monday–Thursday 6:30 p.m.–9:30 p.m. |

Saturday Classes

Montgomery College Germantown Campus | August 13 | Saturday 9:00 a.m.–1:00 p.m. |

Official GED Practice Test™

For information about the Maryland state administration of the GED® test call 410-767-0538 or visit the website at http://www.dllr.maryland.gov/gedmd/

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This information is not endorsed or approved by ACE or GED Testing Service.

Class Locations:

A. Mario Loiederman Middle School 12701 Goodhill Road Silver Spring, MD 20906
Bohrer Parent Center at Gaithersburg Elementary School 35 North Summit Avenue Gaithersburg, MD 20877
Gaithersburg Elementary School 35 North Summit Avenue Gaithersburg, MD 20877
Gaithersburg High School 101 Education Blvd. Gaithersburg, MD 20877
Gaithersburg Library 18330 Montgomery Village Ave. Gaithersburg, MD 20879
John F. Kennedy High School 1901 Randolph Road Silver Spring, MD 20902
Montgomery Blair HS 51 University Blvd., East Silver Spring, MD 20901
Montgomery College Germantown Campus 20200 Observation Drive Germantown, MD 20876
Montgomery College Rockville Campus 51 Manassakee Street Rockville, MD 20850 (N. Campus Dr. & Hungerford Dr. GU Bldg.)
Montgomery Village Middle School 19300 Watkins Mill Road Montgomery Village, MD 20886
Quince Orchard High School 15800 Quince Orchard Road Gaithersburg, MD 20878
Richard Montgomery High School 250 Richard Montgomery Drive Rockville, MD 20852
Seneca Valley High School 19401 Crystal Rock Dr. Germantown, MD 20874
Takoma Park Middle School 7611 Piney Branch Road Silver Spring, MD 20910
White Oak Middle School 12201 New Hampshire Ave. Silver Spring, MD 20904

Westfield South*: Disability access for this leased site is on the same side as the WorkSource Montgomery entrance. For more information regarding disability access at this site, please call 240-567-8841

Disability Services: For disability related accommodations, please contact the Montgomery College Disability Support Services Office at 240-567-4118 at least six weeks before registration.

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty, and staff. This program is funded by the MD Dept. of Labor, Licensing, and Regulation, the U.S. Dept. of Education and the Montgomery County Government.
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Basic Computer Skills for Adult ESOL Learners
Is English your second or third language?
Do you wish you could communicate with your friends and family via e-mail?
Do you wish you could use the Internet to look for a job?
Do you want to use a computer to write a professional résumé so you can apply for a new job?

If you answered yes, Montgomery College can help adult ESOL learners get basic computer literacy and e-mail skills.
For more information, please contact Nancy Newton at 240-567-8169 or e-mail nancy.newton@montgomerycollege.edu.

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Want to improve your math placement?
Then get on the FAST TRACK!

FAST TRACK is a 20-hour review course, covering prealgebra and elementary algebra topics, that prepares qualified students to potentially improve their math course placement. Students should have a history of being successful in equivalent levels of math, although they may not recall enough information to place well on the assessment test. All students must take the assessment test before the first day of class (call 240-567-7459 for information).

Advanced Fast Track is also a 20-hour review course, but covers elementary algebra and intermediate algebra topics. To take Advanced Fast Track, students must have scored 55 or better on the Accuplacer Algebra test, or successfully completed MATH080 or successfully completed basic Fast Track.

For more information please contact Professor Bill Coe at william.coe@montgomerycollege.edu or visit www.montgomerycollege.edu/wdce/ce/fasttrackmath.html.
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**Co-listed Classes**

Classes marked with this symbol ▲ are co-listed. They are offered so that students may register either for credit or continuing education (noncredit) status. Co-listing gives students an option to choose the best path for their educational needs. Each section includes both credit and noncredit students. For students seeking credit classes, please consult the credit course schedule. The expectations for attendance, participation, and effort are the same for all students. Instructors will announce policies concerning class activities.

If you have registered as a noncredit student in a co-listed course and you wish to change from noncredit to credit status, you will have one day after the class has begun to do so. After that, you are committed to your path as a noncredit student 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. Dates for co-listed classes may reflect the actual credit term dates. Please check the day on your calendar for the actual start date of your class.

**Services for Students with Disabilities**

Montgomery College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2009. The college provides accommodations, access to facilities, programs, activities and services for qualified students with documented disabilities. Accommodations are determined on a case by case analysis based on information provided by a qualified professional.

If you need support services due to a disability, please contact Natalie Martinez, WD&CE Disability Support Services Counselor, to schedule an appointment, phone 240-567-4118, e-mail natalie.martinez@montgomerycollege.edu, Fax: 240-567-5163 at least six weeks prior to the start of the classes to ensure timely services. If necessary and appropriate, students may register for courses or activities prior to or while going through the support services process but are expected to comply with required deadlines to ensure that appropriate accommodations can be secured.

Any student who may need assistance in the event of an emergency evacuation must identify to Disability Support Services; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-4118.

A Sorenson Video Relay Service with a large Monitor is available in the Rockville, Takoma Park/Silver Spring and Germantown Campus libraries.

**Students Under 16**

Students must be 16 or older, or have permission of the program area by the start date of class, in order to participate. Call 240-567-5188 for more information.

**Parking Regulations**

Each person associated with the College who parks a vehicle on any campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty, staff and visitors must abide by college traffic regulations. The College reserves the right to issue a citation or tow, at the owner’s risk and expense, any unregistered vehicle parked in violation.

**Instructions for Parking Permits:**

- Students parking a vehicle on any campus of the College (Rockville, Germantown and Takoma Park/Silver Spring) while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials. If you register via the web, your printed confirmation or registration history will serve as a parking permit until you can print out the WD&CE Student Temporary Parking Permit. The parking permit is free to students but you must register your vehicle.

All Students registered for WD&CE classes spanning greater than 15 days from start to end date MUST obtain a parking permit following steps 1 to 4 below.

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the “Order MY Parking Permit/Pay Parking fines” link on the “MyMC Quick Links” tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

Be sure to click the print link on the confirmation page as the permit will not be mailed.

Information about vehicle registration and parking, and how to pay or appeal a citation is available at www.montgomerycollege.edu/parking. The Montgomery College Motor Vehicle Regulations are available at www.montgomerycollege.edu/verified.

**Textbooks and Materials**

Textbooks/course materials: Purchase textbooks and/or course materials at the campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELT), and off-campus MCPS locations, please use the Rockville campus MC Books & More; for classes at Westfield South use the Takoma Park/Silver Spring campus MC Books & More. You do not need to go to a campus store to make your purchase. You may purchase your textbooks/course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College’s MC Books & More website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WD&CE, please visit our reference page at www.montgomerycollege.edu/wdce/bookstores.html. A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

**Inclement Weather**

Inclement weather conditions: go to www.montgomerycollege.edu or call 240-567-5000. If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to www.montgomeryschoolsmd.org. If MCPS is closed, or evening activities are cancelled, there are no classes. Students attending classes at local hospitals, will have class unless notified by their instructor.

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College’s nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.
Buying / Selling Foreclosure Properties

Course Title

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

Course Number
Course: REC034

Course Hours
3 Hours

Course Tuition and Fees
$25 + $30 fee = $55; NMR add $50

Course Location
Rockville Campus

CRN #
CRN#: 42303

# of Sessions
1 Session

Day(s) of week course meets
S

Date(s) course meets
5/14

Time Course Meets
12:30-3:30 p.m.

WDCE’s online schedule located at http://aceitoc.montgomerycollege.edu/course/CourseSearch.aspx is updated nightly. In the case of conflicts between the printed catalog or other versions of the catalog, the material on the online page shall control.
REGISTRATION OPTIONS

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

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.

Option 1: In-Person Registration

A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

Gaithersburg Business Training Center Room 400
8:30 a.m.–9 p.m. (M–F) • 8:30 a.m.–4 p.m. (S)

Germantown Campus
Humanities and Social Sciences Building Room 241 and/or 243
8:30 a.m.–5 p.m. (M–R) • 8:30 a.m.–4:30 (F)

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R) • 8 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–6 p.m. (M–R) • 8:30 a.m.–5 p.m. (F)

Westfield South, Room 306 ***
8:30 a.m.–9 p.m. (M–R) • 8:30 a.m.–5 p.m. (F)
8:30 a.m.–4 p.m. (S)

Registrations are also accepted at all three campus Admissions Offices.

**Cash payments can only be made at the Cashier’s Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses and will be accepted between 8:30 a.m.–1 p.m. and 2–4:30 p.m., M–F.

*** 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.

Option 2: Online (Web) Registration

A. Go to montgomerycollege.edu/wdce
B. Click on “How to Register” in the left navigation bar.
C. Click on “Register by Web.”
D. Follow the appropriate directions depending on if you are a new student or a returning student.

Option 3: Mail Registration

A. Send completed form with payment for total due to Montgomery College, WD&CE, 51 Mannakee St., Rockville, MD 20850.
B. APPE students MUST register at Customer Service locations in Rockville, Wheaton, Gaithersburg, Takoma Park, or Germantown.

Option 4: Fax Registration

A. Fax completed form with payment information to WD&CE at 240-567-7860.
B. APPE students MUST register at Customer Service locations in Rockville, Wheaton, Gaithersburg, Takoma Park, or Germantown.

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.

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 of both CRNs of the course. If you have enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a ▲ have a tuition installment plan available. For more information go to cms.montgomerycollege.edu/wdce/registerops.html.

Questions?

Call 240-567-5188.

REGISTRATION OPTIONS AND INFORMATION

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 classification.

To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.

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; unless you are a member of the Military covered under HB935.

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 or she intends to remain indefinitely.

TUITION INSTALLMENT PLAN (TIP)

The TIP may allow students to pay registration charges in several payments; some restrictions apply. Each term is independent and must be enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a ▲ have a tuition installment plan available. For more information go to cms.montgomerycollege.edu/wdce/registerops.html.

TUITION WAIVER

Only noncredit courses designated “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 (TWA): Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: 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 the ♥ 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.

Payment Options

<table>
<thead>
<tr>
<th>Credit or Debit Card</th>
<th>Check</th>
<th>Money Order</th>
<th>Cash (See note above)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: In Person</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Option 2: Online</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Option 3: Mail</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Option 4: Fax</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Questions?

Call 240-567-5188.
Students registering for a course or program at least one week prior to the starting date will receive a mailed registration acknowledgement along with a parking permit.

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.

________________________________________________________
Student Signature Required

Date

9/14/15

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
WHAT IS WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WD&CE)?

The Workforce Development & Continuing Education (WD&CE) programs at Montgomery College provide a wide range of noncredit and credit educational offerings and services designed to meet the needs of county residents and businesses. Individuals in career transitions, those reentering the workforce, and those maintaining current technical skills, as well as those seeking lifelong education enrichment experiences, are among the 25,000 students each year. High-quality noncredit courses are available in numerous program areas including information technology, small business and management, technical training, certification and licensure preparation, financial planning, real estate, early childhood education, health sciences, professional development, writing, English as a Second Language, human resources, supervision, and more. Special programs are available for older adults, adults with developmental disabilities, and Spanish speakers. Course offerings change continuously to reflect the ever-changing needs of the businesses and communities we serve. As you peruse the programs and services in this publication, we’re sure you’ll find a wide variety of offerings suited to you.

In addition to classes for individuals, we contract with many businesses and government agencies to provide customized training for their employees. These classes are held at places of employment or can be offered at WD&CE sites throughout the county.

About Our Students

When you enroll in one of our Workforce Development & Continuing Education courses, you will be joining more than 25,000 people who have attended our programs during the past year. These people come from diverse backgrounds but have one thing in common: the desire to learn new things. Although the median age of our students is 40, many of our students are young or older adults. Students come from all corners of the community, regardless of age and educational experience.

About Our Faculty

Our faculty are carefully screened professionals with expertise in their fields. Some are drawn from the College’s credit faculty. Instructors are hand-picked for their teaching skills, professional knowledge, and talent, ensuring our reputation as a provider of high-quality courses.

Where to Find Us

Classes are held on the Germantown, Rockville, or Takoma Park/Silver Spring campuses at Montgomery College and two satellite campuses—Westfield South in Wheaton and the Gaithersburg Business Training Center in Olde Towne Gaithersburg. Additional off-campus locations have been selected for convenience, amenities, and suitability for instruction. Classes meet at more than 40 locations countywide, including on site at places of employment.

Open to All

Montgomery College is committed to equal employment opportunity that assures access, equity, and diversity. Further, the College is committed to providing an environment in which all persons are provided the opportunity for employment, participation in academic programs, and/or other college activities free from discrimination, any form of harassment as prohibited by federal regulations and state law, and sexual assault.

National Recognition

Montgomery College Workforce Development & Continuing Education is certified by the Learning Resources Network (LERN), an international association in lifelong learning. LERN has rated our Workforce Development & Continuing Education unit as one of the leading providers of continuing education programs in North America.

Summer Youth Programs

at Montgomery College!

Over 200 Fun-Filled Classes for Grades K–12


For more information, visit our website at www.montgomerycollege.edu/youth or call Youth Programs at 240-567-7264 or 240-567-7917

Asistencia en Español Disponible

Career Path WD&CE Scholarships

Montgomery College Workforce Development & Continuing Education offers a limited number of scholarship opportunities for each semester. These are one-time opportunities for up to $1,000 to pay for tuition and fees in career path courses.

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

Smart Phone Users: For a quick link to our scholarship information on the web, scan our QR code.
Save the date

OPEN HOUSE—Come find out about:

Interested in updating your technology skills, learning something new, or discussing a career in IT?

Come to our next ITI Information Session!

This is your opportunity to discuss a new career in IT, boost your current one, or learn a new technology skill.

August 25, 2016 • 10 a.m.-1 p.m.
Gaithersburg Business Training Center

For more information and registration visit: http://cms.montgomerycollege.edu/iti/informationsession.html

Summer 2016 Youth Programs
Over 200 Fun-Filled Classes for Grades K–12
See page 91 for details.

Placement Institute
June 27–30, 2016
For teachers who are interested in teaching AP courses.

Nonprofit Leadership Boot Camp
August 17, 2016