

COMPUTER TECHNOLOGY / ITI

Workforce Development and Continuing Education | Spring 2026



Career-focused, hands-on IT courses taught by industry professionals.

Registration is Open

montgomerycollege.edu/wdce | 240-567-5188

Career-focused, hands-on IT courses taught by industry professionals

Not sure where to start?

We have made it easy for you! Start here!

Whether you want to start a new career, expand your professional skill set, or learn a new computer skill, the Information Technology Institute has the course or courses for you. Choose from a wide range of career focused, hands-on courses taught by industry professionals.

This road map will help you with the recommended course sequences for your computer needs.

COMPUTER BASICS

New to computers or need to refresh your skills? Start here! The skills taught in these courses are also a necessary foundation for more advanced courses.

- Mastering Windows Fundamentals
- Networking Basics
- Cloud Introduction
- IT Foundations
- Introduction to Generative AI

CERTIFICATIONS

- MC Certificate of Completion

CAREERS

- Administrative Assistant
- Office Assistant
- Executive Assistant

BUSINESS APPLICATIONS

Learn or expand the computer skills necessary to be successful in administrative office settings. Increase the efficiency of your day-to-day business operations by using technology applications that will make your job easier and business more profitable. These courses are designed for managers, project managers, accountants, bookkeepers, business owners, and other professionals.

- Microsoft Word and Excel Foundations
- Virtual Office Management with Office 365
- MS Excel—Levels I, II, & III
- Jira
- QuickBooks Online

CERTIFICATIONS

- MC Certificate of Completion
- Microsoft Office Specialist (MOS)

CAREERS

- Project Coordinator
- Bookkeeper
- Project Assistant
- Administrative Assistant
- Office Assistant
- Receptionist

CLOUD TECHNOLOGIES

Learn the cloud computing skills you need to stay relevant in the Information Technology field. The courses are the first steps to achieve Amazon Web Services certifications.

- Cloud Introduction
- AWS Solutions Architect - Associate
- AWS Solutions Architect Certification Exam Prep
- AWS GenAI Foundations Certification Exam Prep

CERTIFICATIONS

- AWS GenAI Foundations
- AWS Solutions Architect Associate

CAREERS

- Cloud Administrator
- Cloud Security Analyst
- Cloud Engineer

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 Helpdesk Support Technician, Computer Support Specialist, and Network and Computer System Administrators.

- IT Foundations
- Cybersecurity Practitioner
- CISSP Test Preparation
- CYSA+ Practitioner
- Security+ Certification Exam Prep

CERTIFICATIONS

- CompTIA ITF+
- CompTIA Security +
- CompTIA CySA+
- CISSP

CAREERS

- Security Engineer
- Security Architect
- Security Administrator
- Security Specialist

NETWORKING

Virtually all laptops, tablets, and smartphones can connect to networks ranging from local area networks in offices to the Internet. Many IT network specialists help businesses and organizations create, maintain, and improve these networks. The following courses will prepare you to enter this field.

- IT Foundations
- IT Help Desk Practitioner
- Networking Practitioner
- Network+ Certification Exam Prep
- Cisco CCNA Complete and CCNA Complete Lab

CERTIFICATIONS

- CompTIA ITF+
- CompTIA Network+
- Cisco Certified Network Associate (CCNA)

CAREERS

- Help Desk
- Support Technician
- Network Technician
- Network Administrator

DATA ANALYSIS

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 Data Analysts, Data Engineers, Data Consultant, and among others. The following courses will help you learn the initial skills to enter this field.

- Data Analytics Practitioner
- Business Intelligence in AI
- Data+ Certification Exam Prep
- Mastering Tableau—Introduction
- Power BI— Introduction
- Power BI Certified Data Analyst

CERTIFICATIONS

- CompTIA Data+
- Microsoft Certified: Power BI Data Analyst

CAREERS

- Data Analyst
- Database Administrator
- Database Specialist

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.

- IT Foundations
- Programming Fundamentals
- Python—Certified Entry Level Programmer
- Python—Certified Associate Level Programmer

CERTIFICATIONS

- CompTIA ITF+
- PCEP
- PCAP

CAREERS

- Software Developer
- Computer Programmer
- Software Engineer

WEB AND MOBILE DESIGN

Learn how to build sophisticated and interactive websites and start your career as a web developer. Students who complete the training develop a portfolio of web-based projects designed, developed, and deployed to a live World Wide Web portfolio of their work.

- Website Design with AI

CAREERS

- Web Designer
- Front End Web Developer

Not all classes require textbooks. If your class requires a textbook, please check with the bookstore or your instructor to see how to purchase your textbooks and/or materials.

Grading: Report cards are not issued for ITI courses. A Certificate of Completion will be issued to students who complete 80% of the course hours of instruction.

Software: Microsoft Office courses use Windows 10 platform and MS Office 2019/365 unless otherwise specified.

Courses Prerequisites: Some courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class.

Minimum technology requirements for all remote classes:

- PC running Windows 11 or MAC updated with latest operating system
- A broadband Internet connection
- Speakers, microphone, and webcam
- A second monitor is recommended

Once you register, claim your My MC account, and setup school email; the instructors will use your school email address to contact you.

Not all classes are offered every semester.

More Information: Please visit:

www.montgomerycollege.edu/iti/.

Ready to take your career to the next level?

Earn a Data Analytics Practitioner Micro-credential Badge to showcase your hands-on analytics expertise to employers and recruiters. For more information, please visit <https://www.credly.com/org/montgomery-college/badge/data-analytics-practitioner>.

For more information, please email
hong.zhang@montgomerycollege.edu
or call 240-567-1864.



<https://www.montgomerycollege.edu/wdce/information-technology/index.html>

Basic Courses

Cloud—Introduction

Step into the exciting world of cloud computing at Montgomery College! In today's digital age, our treasured photos, important documents, and favorite videos find their home in the vast expanse of the cloud. But with so many services available, navigating the cloud landscape can feel like exploring uncharted territory. Fear not! Our comprehensive course is your compass, guiding you through the major players of cloud computing—from OneDrive to iCloud, Google Drive to Netflix, and iTunes—and empowering you to harness their full potential. And for those intrigued by the technical side of cloud computing, consider exploring our Amazon Web Services (AWS) course sequence. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI284 8 Hours

\$45 + \$80 fee = \$125; NMR add \$120

Rockville Campus

CRN#: 34241 4 Sessions T R
2/10-2/19 9:30-11:30 a.m.

Introduction to Generative AI **NEW!**

This course introduces students to the history, development, and applications of Artificial Intelligence (AI) and Generative AI (GenAI). Students will explore foundational concepts and emerging technologies shaping GenAI, including frameworks, neural network models, and large language models (LLMs). The course will highlight how AI is applied in Microsoft 365 tools, as well as key terms and technologies relevant to GenAI. Through industry case studies, students will analyze how GenAI is transforming various fields. Hands-on activities with prompt engineering will provide practical skills for interacting with GenAI models. In addition, students will examine current challenges, risks, and ethical concerns associated with AI, while considering the future of AI and its impact on the job market. TWA

Course: ITI555 12 Hours

\$99 + \$99 fee = \$198; NMR add \$120

East County Education Center

CRN#: 34291 4 Sessions T R
2/24-3/5 6:30-9:30 p.m.

Gaithersburg Business Training Center

CRN#: 34290 4 Sessions M W
1/26-2/4 6:30-9:30 p.m.

Rockville Campus

CRN#: 34292 4 Sessions M W
4/6-4/15 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 34586 4 Sessions M W
4/27-5/6 6:30-9:30 p.m.

IT Foundations

Whether you're a tech newbie or just eager to broaden your horizons, This course is your gateway to a comprehensive understanding of basic IT concepts and terminology. From hardware to software, security to networking, we've got you covered! Through captivating lectures and engaging discussions, you'll gain invaluable insights into operating systems, software applications, and the intricate world of modern IT infrastructure. TWA

Course: ITI519 6 Hours

\$45 + \$80 fee = \$125; NMR add \$120

East County Education Center

CRN#: 34260 2 Sessions T R
2/10-2/12 6:30-9:30 p.m.

Gaithersburg Business Training Center

CRN#: 34259 2 Sessions T R
1/20-1/22 6:30-9:30 p.m.

Mastering Windows Fundamentals

Develop essential skills to excel in both professional and personal computing with our comprehensive Windows course. Designed to equip you with the fundamental knowledge and techniques necessary for efficient computer management, This course is your gateway to maximizing productivity in any environment. Dive deep into the Windows user interface, exploring its core capabilities and functionalities. From effectively organizing and managing computer files to seamlessly navigating between locally installed and cloud-based applications, you'll gain the expertise needed to streamline your digital workflow. But that's just the beginning. Prepare to expand your digital horizons as you learn to browse the internet with confidence and master basic Windows settings to tailor your computing experience to your preferences. TWA

Course: ITI499 12 Hours

\$100 + \$95 fee = \$195; NMR add \$120

East County Education Center

CRN#: 34255 4 Sessions M W
1/12-1/26 6:30-9:30 p.m.

No class 1/19

Rockville Campus

CRN#: 34256 4 Sessions T R
1/20-1/29 6:30-9:30 p.m.

Networking Basics

Learn how to set up a small, local computer and digital device network, connect and secure Wi-Fi devices to a network, and use routers, access points, computers, printers, tablets, cell phones, and other devices. You will also learn to set permissions and access control in a small network. The concepts learned can be applied to setting up home networks as well. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI338 6 Hours

\$45 + \$80 fee = \$125; NMR add \$120

Rockville Campus

CRN#: 34240 3 Sessions M W
1/26-2/2 9:30-11:30 a.m.

Business Applications

Microsoft Word and Excel Foundations

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: Mastering Windows Fundamentals (IT1499) or equivalent experience.* TWA

Course: ITI494 18 Hours
\$99 + \$177 fee = \$276; NMR add \$140

East County Education Center

CRN#: 34252 6 Sessions M W
2/2-2/18 6:30-9:30 p.m.

Rockville Campus

CRN#: 34253 6 Sessions T R
3/3-3/19 6:30-9:30 p.m.

MS Excel—Level I

Excel Level I provides the basic concepts and skills to start being productive with Microsoft Excel. The course covers Excel program fundamentals, creating a workbook using formulas and functions, entering, copying, and moving data in a worksheet, and formatting and manipulating Excel data. It also covers creating charts, outputting data, sharing and printing worksheets, and setting up workbooks and worksheet options and properties. A textbook is required on the first day. Please order your book at www.lablearning.com or <https://montgomerycollege.slingshotedu.com>. *Prerequisites: Mastering Windows Fundamentals (IT1499) or equivalent experience.* TWA

Course: ITI435 12 Hours
\$99 + \$163 fee = \$262; NMR add \$140

Rockville Campus

CRN#: 34242 4 Sessions M W
2/23-3/4 6:30-9:30 p.m.

MS Excel—Level II

Excel Level II builds on the basic concepts and skills of our Excel Level I course to provide more advanced tools for the analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful charts and presentation features, and collaborate with other users. Key capabilities and functions covered in This course include name ranges and table-structured references. This course follows the curriculum for the Microsoft Office Specialist (MOS). A textbook is required on the first day. Please order your book at www.lablearning.com or <https://montgomerycollege.slingshotedu.com>. *Prerequisites: MS Excel Level I (ITI435) or equivalent experience.* TWA

Course: ITI436 12 Hours
\$85 + \$163 fee = \$248; NMR add \$140

Rockville Campus

CRN#: 34243 4 Sessions M W
3/9-3/18 6:30-9:30 p.m.

MS Excel—Level III

Excel Level III builds on the concepts and skills of our Level I and Level II. Learn the advanced functions of Excel. Learn tables, financial functions, what-if analyses, PivotTables and PivotCharts, workbook protection, collaboration, and more. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS, please visit this link- <https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx>. A textbook is required in the first class. Please order your book at www.lablearning.com or <https://montgomerycollege.slingshotedu.com>. *Prerequisites: MS Excel-Level II (ITI 436) or equivalent experience.* TWA

Course: ITI437 12 Hours
\$85 + \$163 fee = \$248; NMR add \$140

Rockville Campus

CRN#: 34244 4 Sessions M W
3/23-4/1 6:30-9:30 p.m.

QuickBooks Online

This course is for those who want to learn the fundamentals of using QuickBooks Online to track the finances of a small business. Students will learn to set up a new company, maintain customer and vendor information, work with banking and credit card transactions, and generate and customize reports. Students will also create sales receipts and invoices, pay bills, manage inventory, use purchase orders, and manage sales tax. In addition, students work with other balance sheet accounts, including asset and loan accounts, and learn how to create and review budgets in QuickBooks Online. A textbook is required in the first class. Please order your book at <https://montgomerycollege.slingshotedu.com/> or www.lablearning.com *Prerequisites: Mastering Windows Fundamentals (IT1499) and some accounting knowledge or equivalent experience.* TWA

Course: ITI500 24 Hours
\$150 + \$145 fee = \$295; NMR add \$140

Rockville Campus

CRN#: 34258 8 Sessions T R
4/7-4/30 6:30-9:30 p.m.

Virtual Office Management with Office 365

Acquire a comprehensive view of Office 365 to take advantage of its powerful business tools and maximize your productivity. Fill in the missing gap between the MS apps you already know or haven't seen in a while and those you do not. You will learn how to use the power of the Cloud to collaborate and share with others from anywhere, at any time. You will learn to share and collaborate on OneDrive, SharePoint, Teams, OneNote, and other Office 365 apps. *Prerequisites: Mastering Windows Fundamentals (IT1499) or equivalent experience.* TWA

Course: ITI490 30 Hours
\$199 + \$200 fee = \$399; NMR add \$160

East County Education Center

CRN#: 34251 10 Sessions T R
3/24-4/23 6:30-9:30 p.m.

Cloud Computing

AWS GenAI Foundations Certification Exam Prep **NEW!**

This introductory course is designed for individuals new to Artificial Intelligence (AI) who want to explore how it can be applied using Amazon Web Services (AWS). It is ideal for business professionals, project managers, entry-level technologists, and anyone seeking foundational knowledge of AI concepts and their practical use in solving real-world challenges. Through interactive lectures, live demonstrations, and hands-on labs, students will learn core AI principles, explore AWS AI/ML services, and discover how to identify AI opportunities within their own domain. By the end of the course, participants will gain practical experience using AWS tools such as Amazon Rekognition, Amazon Lex, Amazon Comprehend, and Amazon SageMaker to develop intelligent, data-driven solutions, while also preparing for the AWS Generative AI Foundation certification exam. All instructional materials are provided. *Prerequisites: Students should have a basic understanding of cloud computing concepts. No prior coding or AWS experience is required, but an interest in AI/ML trends and real-world use cases will be beneficial.* TWA

Course: ITI554 33 Hours
\$250 + \$200 fee = \$450; NMR add \$225

Germantown Campus

CRN#: 34286 11 Sessions M W
4/13-5/18 6:30-9:30 p.m.

AWS Solutions Architect- Associate (TIP)

This course is designed for individuals looking to deepen their understanding of AWS services, blending theory with practical application. Whether aiming to become an AWS network administrator or seeking fundamental cloud engineering skills, this course serves as a gateway to a dynamic field. Beyond covering basics, it prepares students for the AWS Solutions Architect Associate certification, emphasizing comprehensive comprehension of AWS services through interactive learning and lively discussions. Prepare to expand your knowledge in a stimulating environment that fosters active participation and understanding. All instructional materials are included. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

Course: ITI535 85 Hours
\$1,100 + \$500 fee = \$1,600; NMR add \$800

Hybrid (Online & Face to Face)

CRN#: 34288 21 Sessions T R S *
2/17-4/7 6:30-9:30 p.m. (T R)
9:30 a.m.-12:30 p.m. (S)

No class 3/21

* This class will meet on Tuesdays and Thursdays via Structured Remote and on Saturdays on the Rockville Campus

Computer Networks

Cisco CCNA Complete (TIP)

This accelerated class is designed to take you through all 3 courses of the Cisco Networking Academy Routing and Switching v7.0 Program, and prepare you for the Cisco Certified Network Associate (CCNA) certification. Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices. Career pathways include network technician, support engineer, network administrator, network designer, and network engineer. Students who register for this class must register also for the lab sessions, course ITI300. This is an exciting, challenging, and rewarding course. All instructional materials are included. *Prerequisites: Network+ training, knowledge of networking infrastructure, or equivalent working experience.* TWA

Course: ITI277 100 Hours
\$800 + \$1,005 fee = \$1,805; NMR add \$800

Gaithersburg Business Training Center

CRN#: 34239 38 Sessions M W R
2/16-5/13 6:30-9:30 p.m. (M W)
6:30-8:20 p.m. (R)

Cisco CCNA Complete Lab

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

Course: ITI300 40 Hours
\$15 + \$55 fee = \$70; NMR add \$50

Gaithersburg Business Training Center

CRN#: 34284 12 Sessions R
2/19-5/7 8:30-9:30 p.m.

IT Helpdesk Practitioner Training

Learn fundamental IT helpdesk troubleshooting skills to diagnose common technical problems and apply practical solutions. Learn to install and repair damaged operating systems and applications. Learn to troubleshoot OS, application, display, printing, networking, email, and security issues. Learn to use a helpdesk ticketing system to document problems and solutions. This training is for students who wish to start a career in IT as Helpdesk Support, Helpdesk Specialist, or Service Desk Technicians. A textbook is required in the first class. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

Course: ITI474 30 Hours
\$200 + \$249 fee = \$449; NMR add \$225

Rockville Campus

CRN#: 34249 10 Sessions M W
2/23-3/25 6:30-9:30 p.m.

Networking Practitioner (TIP)

Begin your journey into the world of computer networking with the Networking Practitioner course. This instructor-led, hands-on program covers the fundamentals of computer networking, equipping you with the essential skills needed to start a career in Information Technology. By the end of the course, you'll be exposed to the five domains tested in the CompTIA Network+ certification exam. All instructional materials and labs are included. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

Course: ITI530 **94 Hours**
\$550 + \$724 fee = \$1,274; NMR add \$650
Gaithersburg Business Training Center
CRN#: 34261 27 Sessions T R
2/3-5/5 6-9:30 p.m.

Cybersecurity

Cybersecurity Practitioner (TIP)

This course caters to aspiring cybersecurity professionals, equipping them with essential foundational cybersecurity concepts and fostering confidence in navigating intricate networking and security landscapes. It focuses on preparing students for the CompTIA Security+ exam by thoroughly exploring its core domains. Through integrated hands-on exercises, participants will solidify their understanding of Security+ exam topics, ensuring comprehensive preparation for certification and readiness to excel in diverse IT environments. All instructional materials and labs are included. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

Course: ITI493 **100 Hours**
\$1,250 + \$1,250 fee = \$2,500; NMR add \$1,075
Gaithersburg Business Training Center
CRN#: 34281 24 Sessions M W
2/23-5/13 6:30-9:30 p.m.

Security+ Certification Exam Prep

Enhance your career in the growing field of cybersecurity with our focused Security+ Certification Exam Preparation course. As the demand for skilled IT professionals in security continues to rise, earning the CompTIA Security+ certification can be a critical step toward your success. This exam-focused course is designed to help you prepare for and pass the CompTIA Security+ certification exam. It reviews essential concepts and critical knowledge aligned with the six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks, and Vulnerabilities. Please note: This course does not include hands-on lab exercises and is intended solely as a comprehensive exam preparation program. It is best suited for students who have already gained practical experience through prior training or work. Textbook required. *Prerequisites: Cybersecurity Practitioner (ITI493) or equivalent experience.* TWA

Course: ITI532 **42 Hours**
\$249 + \$455 fee = \$704; NMR add \$350
Online: Structured Remote
CRN#: 34248 14 Sessions S
2/7-5/16 9:30 a.m.-12:30 p.m.
No class 3/21

Data Analysis

Business Intelligence with AI (TIP) NEW!

This course examines how Artificial Intelligence (AI) enhances Business Intelligence (BI), focusing on data collection, analytics, visualization, predictive modeling, and practical applications in various industries. Students will work with industry-standard tools such as Power BI and Python to complete hands-on assignments, quizzes, and a capstone project that integrates AI-driven insights into BI solutions. All instructional materials are provided. *Prerequisite: Data Analytics Practitioner (ITI469) or equivalent experience, including fundamental SQL, basic Python, and basic data visualization skills.* TWA

Course: ITI553 **100 Hours**
\$600 + \$650 fee = \$1,250; NMR add \$650

Rockville Campus

CRN#: 34289 26 Sessions M W S
3/16-5/16 6:30-9:30 p.m. (M W)
No class 3/21 9:30 a.m.-12:30 p.m. (S)

Data Analytics Practitioner (TIP)

This course is designed for aspiring data analysts and data scientists, providing foundational skills and hands-on experience with Python, SQL, Power BI, and introductory machine learning. It is tailored for professionals looking to build a strong analytics foundation and advance their careers with in-demand tools and techniques. You will learn to clean, analyze, and visualize data to solve real-world business problems and make data-driven decisions with confidence. Topics include: basic SQL and Python for data analysis; statistical analysis techniques for uncovering patterns and trends; interactive dashboard creation with Power BI; fundamental machine learning concepts for predictive analytics; ethical data practices and effective presentation methods. All instructional materials are included. *Prerequisites: Some experience in the field of data analytics, knowledge of MS Excel, statistical concepts, and programming are recommended.* TWA

Course: ITI469 **100 Hours**
\$600 + \$650 fee = \$1,250; NMR add \$650

Rockville Campus

CRN#: 34282 24 Sessions T R S
2/17-4/16 6:30-9:30 p.m. (T R)
9:30 a.m.-12:30 p.m. (S)

No class 3/21

Need Customized Computer Training For Your Business?

The Information Technology Institute offers a wide variety of noncredit, hands-on classes at our site or yours. Classes range from very basic Microsoft Office to advanced certifications in Microsoft, Cisco, CompTIA (Network+ and Security+).

More Information: Please visit:

<https://www.montgomerycollege.edu/business-partners-employers/mc-business-solutions/index.html>.

Power BI—Introduction

This course covers the latest features added to the Office 365 version of Power BI. You will learn the basic concepts of Power BI with demos, quizzes, and hands-on labs. You will walk through Power BI, end-to-end, starting from how to import data, connect to data sources, author reports, and publish those reports to the Power BI services. Plus, learn to create dashboards and share them with business users on the web. Please note that Power BI is only compatible with Windows OS. *Prerequisites: File Management Skills, Excel Level I, or equivalent experience.* TWA

Course: ITI462 **12 Hours**
\$99 + \$100 fee = \$199; NMR add \$120

Takoma Park/Silver Spring Campus

CRN#: 34246 4 Sessions S
2/21-3/14 9:30 a.m.-12:30 p.m.

Power BI Certified Data Analyst **NEW!**

This comprehensive course is designed for individuals seeking to develop strong data visualization and business intelligence skills using Microsoft Power BI, the industry-leading business intelligence tool. Students will learn how to connect to various data sources, transform and clean data, create compelling charts, tables, and visualizations, and build interactive reports and dashboards that effectively communicate data-driven insights. The course also covers the fundamentals of DAX (Data Analysis Expressions), advanced DAX techniques, and best practices for data modeling and visualization. By the end of the course, students will be well-prepared to sit for the Microsoft ML-300: Power BI Data Analyst Associate certification exam. Please note that Power BI is only compatible with Windows OS. *Prerequisite: File management skills, MS Excel—Level 1 (ITI435) or equivalent experience. All instructional materials are included.* TWA

Course: ITI542 **30 Hours**
\$199 + \$249 fee = \$448; NMR add \$225

Gaithersburg Business Training Center

CRN#: 34247 10 Sessions M W
3/23-4/22 6:30-9:30 p.m.

Programming

Programming Fundamentals

This course provides knowledge to begin programming in any language. The course covers creating small programs to explore conditions, loops, variables, and expressions, as well as working with different kinds of data, how to debug, and using different approaches to building programs in Scratch and Python. Topics include understanding compiled and interpreted languages, requesting input, working with numbers, characters, strings, and operators, writing conditional statements and loops, and debugging. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI454 **18 Hours**
\$99 + \$205 fee = \$304; NMR add \$160

Gaithersburg Business Training Center

CRN#: 34245 6 Sessions T R
2/10-2/26 6:30-9:30 p.m.

Python—Certified Entry Level Programmer **(TIP)**

Python is one of the most popular programming languages used in various IT sectors, including software development, data analytics, and cybersecurity. The main goal of the course is to guide individuals from a state of complete programming illiteracy to a level of programming knowledge that allows them to design, write, debug, and run programs encoded in the Python language and to understand the basic concepts of software development technology. The course will also prepare you for the PCEP (Python Certified Entry-Level Programmer) certification, equipping you with foundational skills for jobs and careers in software development, including creating code as a junior developer, computer systems design, and software testing. All instructional materials are included. *Prerequisites: Programming Fundamentals (ITI454) or equivalent experience.* TWA

Course: ITI538 **54 Hours**
\$650 + \$400 fee = \$1,050; NMR add \$650

Online: Structured Remote

CRN#: 34279 15 Sessions T R
3/3-4/21 6:30-9:30 p.m.

Web and Mobile Design and Development

Website Design with AI **NEW!**

This hands-on course introduces students to the fundamentals of modern website development using intuitive online website builder platforms enhanced by AI. Students will create a development plan, select and customize design concepts, and build a functional, multimedia-rich website. The course also covers integrating social media, optimizing websites for search engines through analytics and SEO tools, and understanding ongoing website maintenance. No prior coding experience is required—making it ideal for aspiring web designers, small business owners, and content creators. All instructional materials are included. *Prerequisites: Mastering Windows Fundamentals (ITI499) course or equivalent experience.* TWA

Course: ITI552 **24 Hours**
\$199 + \$200 fee = \$399; NMR add \$160

Rockville Campus

CRN#: 34285 12 Sessions T R
3/31-5/7 6:30-8:30 p.m.

STAY UP-TO-DATE

Visit us online for:

- **More course offerings**
- **Up-to-date course information**
- **Events**
- **AND MORE!**

<https://www.montgomerycollege.edu/iti>

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.

Students with disabilities are encouraged to contact Disability Support Services as close to admission to the College as possible for accommodations and support services. To ensure timely services, students are encouraged to provide at least a two-week notice as some accommodations are time sensitive.

- Germantown: 240-567-7770
- Rockville: 240-567-5058
- Takoma Park/Silver Spring: 240-567-1480

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.

Questions?

Call 240-567-5188.



www.facebook.com/mc wdce

Co-Listed Classes

Classes marked with this code **(CoL)** 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. Any non-credit student who enrolls in a co-listed class must be prepared to document that they meet the applicable credit class assessment/prerequisite requirements upon request and in specific classes, the student will be required to be assessed prior to enrollment. Instructors will announce policies concerning class activities. If you have questions about readiness/assessments, please contact the listing program/department.

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.

Parking Regulations

You must obtain a virtual parking permit to park on campus and other College properties. Please visit <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html> for directions on how to obtain a virtual parking pass.

Parking for Workforce Development and Continuing Education (WDCE) Students

When registering in-person at any WDCE Customer Service location you will receive a temporary (30-day) parking permit. If the duration of your class is more than 30 days, you must log in to the Parking Portal using your MyMC information. Click on Get Permits, then follow the instructions given.

If you need assistance, please email Parking@montgomerycollege.edu or visit <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking.html>

Textbooks and 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 Campus Store and Distribution Hubs website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302.

A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

For information specific to WDCE, please visit our reference page at <https://info.montgomerycollege.edu/offices/business-services/mc-campus-store.html/>

Scholarship Opportunities

For detailed information regarding scholarship opportunities and how to apply, visit <https://www.montgomerycollege.edu/workforce-development-continuing-education/wdce-scholarships/index.html>

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.

Tobacco Free

All tobacco products, including traditional cigarettes, chewing tobacco, and e-cigarettes or vapes are prohibited from Montgomery College property, including its three campuses at Germantown, Rockville, and Takoma Park/Silver Spring, and its central administration building in Rockville. Use of both traditional and e-cigarettes or vapes is not permitted on any MC property, including buildings, walkways, recreation and athletic areas, building entrances, and parking lots.

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: www.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:

East County Education Center

2221 Broadbirch Drive
Silver Spring, MD 20904
Normal Hours: 8:30 a.m.–4:30 p.m. (M–F)

Gaithersburg Business Training Center

12 South Summit Avenue
Gaithersburg, MD 20877
Room 400
Normal Hours: 8:30 a.m.–8:30 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

Germantown Campus

20200 Observation Drive
Germantown, MD 20876
Humanities and Social Sciences Building
Room 245 and/or 243
Normal Hours: 8:30 a.m.–4:30 p.m. (M–F)

Rockville Campus

51 Mannakee Street
Rockville, MD 20850 Campus Center Building
Room 220
Normal Hours: 8:30 a.m.–6:30 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F); 8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus

7600 Takoma Avenue
Takoma Park, MD 20912
Morris & Gwendolyn Cafritz Foundation Arts
Center Room 230
Normal Hours: 8:30 a.m.–4:30 p.m. (M–F)

***Cash payments can only be made at the Cashier's Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses.

Option 2: Online (Web) Registration

- Go to montgomerycollege.edu/wdce
- Click on "How to Register" in the left navigation bar.
- Click on "Register by Web."
- Follow the appropriate directions depending on if you are a new or returning student.

Option 3: Mail Registration

Send completed form with payment for total due to Montgomery College, WDCE, 51 Mannakee St., 220 CC, Rockville, MD 20850.

Option 4: Fax Registration

Fax completed form with payment information to WDCE at 240-683-6945.

Residential Policy

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

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

Refund Policy

Refunds are paid at 100% for classes canceled, 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. ESL Noncredit 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 <https://www.montgomerycollege.edu/workforce-development-continuing-education/registration-information/refund-wdce.html>

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.

Transfer Policy

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

Tuition Installment Plan

The Tuition Installment Plan (**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 (**TIP**) code have a tuition installment plan available. For more information go to www.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.

GI Bill®: If you are interested in using VA benefits for a Workforce Development and Continuing Education class please contact va@montgomerycollege.edu for additional information. *Attendance policy differs for each course. Please contact your professor.*

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

Questions?

Call 240-567-5188.

Workforce Development and Continuing Education
51 Mannakee Street
Rockville, MD 20850-1195

**Computer Technology / ITI
SPRING 2026 Schedule**

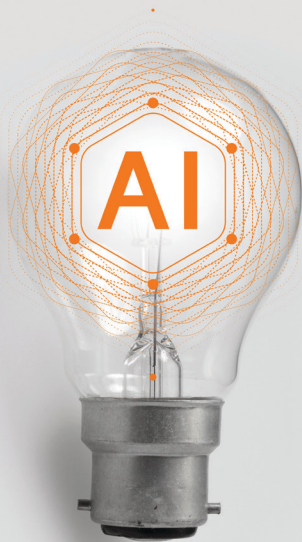


<https://www.montgomerycollege.edu/wdce/information-technology/index.html>

For more information, please email
hong.zhang@montgomerycollege.edu
or call 240-567-1864.

COMPUTER TECHNOLOGY / ITI

Workforce Development and Continuing Education | **SPRING 2026**



NEW! NEW! NEW!
**Empower Your Future with AI:
Learn, Innovate, and Lead**

- Introduction to Generative AI
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Certification Exam Prep
Course #: ITI554
- Business Intelligence with AI
Course #: ITI553
- Website Design with AI
Course #: ITI552

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