Montgomery College
51 Mannakee Street
Rockville, MD  20850-1195
Call: 240-567-5188
Or Visit: www.montgomerycollege.edu/wdce
Workforce Development & Continuing Education

CAREER RESOURCE GUIDE

Montgomery College provides a wide variety of long- and short-term programs designed to assist individuals looking for a new career. Programs are designed for those entering the workforce for the first time, re-entering the workforce, changing career fields, receiving industry certifications, strengthening basic skills, or investing in ongoing professional development. College programs include traditional one- and two-year certificate and degree programs, as well as many short-term noncredit career programs.

This Career Resource Guide provides an overview of short-term career programs provided through the College’s noncredit program areas of Workforce Development & Continuing Education. Generally, the programs require less than one year, and in many cases, are designed to be started and finished within a few months.

For many individuals, these programs may serve as career starters. The programs are designed around entry-level skill requirements, certifications, or employer-driven competencies, which can serve as a starting point for career paths within the selected field of study.

Our most successful students are those who spend time reviewing career fields, thinking about personal interests, understanding work conditions and educational requirements, and seeing how career-starting programs can lead to an ongoing continuum of learning and advancement within the chosen fields.

The online resource Career Coach, described on the next page, has been very well received by community members as a helpful resource for considering career fields. Career Coach is designed for public access and integrates several labor market tools and related College programs.

We encourage students, community members, and employers to explore the array of programs and services that are available through Montgomery College. For further information, please call Montgomery College at 240-567-5000 or visit montgomerycollege.edu.

Additional Montgomery College Career Resources

Community Engagement Centers  240-777-4959   Gaithersburg 240-688-7559
https://www.montgomerycollege.edu/communityengagement

East County Educational Opportunity Center  301-890-1983
https://www.montgomerycollege.edu/special-programs/trio-programs-at-mc/educational-opportunity-center.html

Career Centers – Ejobs  240-567-1630
http://cms.montgomerycollege.edu/career

Scholarships and Financial Aid:

WD&CE: http://www.montgomerycollege.edu/wdce/
## TABLE OF CONTENTS

**OVERVIEW** .............................................................................................................. 1

**CAREER COACH**  
Career Coach for Students ........................................................................................ 6  
Career Coach for Counselors and Teachers .............................................................. 7  
Exploring Careers Using Career Coach .................................................................. 8

**ADULT ESOL & BASIC SKILLS**  
Adult ESOL & Basic Skills for College and Careers ............................................ 9

**ANIMAL CARE**  
Professional Pet/Dog Training Program ................................................................. 11  
Veterinary Assistant Program ................................................................................ 16

**BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)**  
Administrative Office Support and Microsoft Applications .................................. 21  
Business Applications ............................................................................................ 25  
Cloud Computing .................................................................................................... 29  
Computer Aided Design ......................................................................................... 33  
Computer Basics .................................................................................................... 37  
Computer Networking ............................................................................................. 41  
Cybersecurity .......................................................................................................... 45  
Data Analysis ........................................................................................................... 49  
Databases ................................................................................................................ 53  
Programming .......................................................................................................... 57  
Salesforce ............................................................................................................... 62  
Social Media Marketing .......................................................................................... 66  
Web and Mobile Design ......................................................................................... 70

**BUSINESS EDUCATION**  
National Apartment Leasing Professional ............................................................. 74
COSMETOLOGY
Make-Up Artistry ................................................................. 78
Nail Technician .................................................................... 83

EARLY CHILDHOOD EDUCATION
Family Child Care Provider .................................................. 88
Infant and Toddler Teacher ............................................... 93
Preschool Teacher .............................................................. 98

HOSPITALITY
Event-Experience Management ........................................ 103
Food Service Management ................................................. 110

CONSTRUCTION
Home Improvement Pre-License ......................................... 114
Leadership in Energy & Environmental Design (LEED) .... 118

HEALTH SCIENCES
Basic Cardiac Life Support, CPR and AED, & Basic First Aid  122
Clinical Medical Assistant .................................................. 126
Certified Medicine Aide ..................................................... 132
Certified Medicine Aide Update ....................................... 138
Certified Nursing Assistant ............................................... 141
Dialysis Technician ........................................................... 147
EKG Technician Program .................................................. 152
Geriatric Nursing Assistant (GNA) Exam Preparation ...... 157
Health Care Access and Registration Professional .......... 161
NCLEX RN Review ............................................................ 166
Nurse Refresher Face to Face, Classroom, Clinical and Lab  170
Online NCLEX RN Review ............................................... 176
Online Nurse Refresher, Classroom, Clinical and Lab ....... 179
Pharmacy Technician .......................................................... 185
Phlebotomy Technician ....................................................... 190
Physical Therapy and Occupational Therapy Aide .......... 196
Train the Trainer ................................................................ 201
Transition to Acute Care Training Program for Professional Healthcare Workers...........................................................204

**HISPANIC BUSINESS AND TRAINING INSTITUTE - (INSTITUTO HISPANO DE NEGOCIOS Y ENTRENAMIENTO)**

Accounting and Payroll.................................................................209
Business and Entrepreneurship.....................................................213
Electricity ....................................................................................217
PV/Solar Installation and Design ....................................................221
Food Safety ..................................................................................225
Maryland Home Improvement Exam Prep (Spanish) ..................229

**INCOME TAX**
Income Tax Preparation..............................................................233

**MANAGEMENT & LEADERSHIP**
Human Resources Manager.........................................................238

**NONCREDIT ONLINE COURSES**
Online Courses For Career Development ..................................242

**PROJECT MANAGEMENT**
Clinical Trial Project Management...........................................245
Project Management Professional ..............................................249

**REAL ESTATE**
Real Estate Appraiser...................................................................253
Real Estate Salesperson...............................................................257
Home Inspection Pre-License & Continuing Education ...........261

**SKILLED TRADES & INDUSTRIAL TRAINING**
Building Trades Technology .......................................................265
Certificate for Apartment Maintenance Technicians (CAMT) ....269
SUSTAINABILITY SPECIALIST
Intro to Sustainability: Environment, Social, and Financial .................. 274
Leadership in Energy & Environmental Design (LEED)..................... 278

TECHNICAL TRAINING
Automotive Maintenance and Light Repair Specialist.................... 282

TESOL TRAINING INSTITUTE
Teacher of English to Students of Other Languages (TESOL)............. 287

TRANSPORTATION SAFETY INSTITUTE
CDL-B Commercial Driver License – Class B..................................... 293
Montgomery College’s Career Coach can help take some uncertainty out of your academic and career decisions and provide you the opportunity to explore hundreds of potential careers at your fingertips.


Just enter a keyword of whatever career or educational program (credit and non-credit) that suits your interest and quickly learn about:

- Top career fields in the Maryland, Virginia, and Washington D.C. region
- Specific Montgomery College educational programs and courses to prepare you for a given occupation
- Current local and regional job opportunities
- Estimated salaries for occupations of interest
- Projected job openings and other employment trends for your occupational interests
- An easy-to-use tool to help you create a professional résumé

... and other up-to-date, easy-to-understand information about local employment.

Anyone can access the data using this free career exploration tool anytime and at any place. Get started today on your road to a new future and give it a try.
What Careers Do You Inspire?

Montgomery College’s Career Coach can help make academic planning and program review a breeze with simple and easy to understand occupational data related to your specific programmatic area.

Just enter a keyword and search for your educational program (credit and non-credit) and quickly learn about:

- Top career fields in the Maryland, Virginia, and Washington D.C. region related to your program
- Knowledge, Skills, and Abilities related to each occupation
- Current local and regional job opportunities
- Estimated salaries for occupations in your programmatic area
- Projected job openings and other employment trends....... and other up-to-date easy-to-understand information about local employment.

Anyone in the College can access the data using this free career and educational exploration tool anytime and at any place. Give it a try and see the endless possibilities that you can inspire!

For questions, please contact us at Career.Coach@montgomerycollege.edu or visit us on the web at http://montgomerycollege.edu.emsicareercoach.com

Fall Guide 2019
Montgomery College WD&CE Career Resource Guide. This information is provided as a guide. Not all classes are offered every term. Please check the official schedule for up to date registration, cost, and location information. The information on this page is subject to change without notice.
Exploring Careers Using Career Coach

http://montgomerycollege.edu.emsicareercoach.com

Select an occupation of interest to explore. Enter this into the Search Careers field.

What is your occupation of interest? ________________________________

What is a typical entry-level wage? ____________ Median Wage? ____________

How many individuals are employed in our area in this occupation? ______________

How many annual job openings are estimated for this occupation? ______________

How many current job postings do you see? ______________

Identify five primary responsibilities of this occupation as described in several job postings:

• __________________________________________________________
• __________________________________________________________
• __________________________________________________________
• __________________________________________________________
• __________________________________________________________

Identify five job skill requirements found in a variety of job postings:

• __________________________________________________________
• __________________________________________________________
• __________________________________________________________
• __________________________________________________________
• __________________________________________________________

Did you notice any certifications mentioned as desirable or required in the job postings?

• __________________________________________________________

What are three similar or related careers to the occupation you selected here?

• __________________________________________________________
• __________________________________________________________
• __________________________________________________________

What are several related education and training programs that you could explore further?

• __________________________________________________________
• __________________________________________________________
ADULT ESOL AND BASIC SKILLS
ADULT ESOL & BASIC SKILLS FOR COLLEGE AND CAREERS

Non-Credit Continuing Education Program Description:
The Adult ESOL & Basic Skills for College and Careers unit provides classes to support students who need additional help with basic academic skills and GED® test preparation; English language development; computer literacy; and U.S. citizenship in order to access college and entry-level employment. Program participants may receive additional guidance and advising services to assist with transitioning to college and careers.

Available classes and programs include

- Adult English for Speakers of Other Languages (ESOL)
- Literacy – GED® Test Preparation
- U.S. Citizenship Preparation
- Computer Literacy
- Refugee Programs
- Work Plus! (English language and basic skills for entry-level jobs in trades, healthcare, and customer service)

Additional programs may become available as funding becomes available. Please contact the office staff in order to receive email updates about new programs.

Possible Financial Aid and Payment Options:
- Most classes are funded by grants and are free or at very low cost to qualifying students.
- Because the classes are supported by outside grants, there may be additional entrance requirements.

Length of Training:
- Courses vary in length but meet for a minimum of 60 hours.

Information Sessions/Orientations (if applicable):
- Many courses have information sessions and orientations. See this link for more information. http://www.montgomerycollege.edu/wdce/aelg/

Application Process (if applicable):
- Follow the directions on the web page to apply for the different types of classes. http://www2.montgomerycollege.edu/departments/wdce/aelg/
- All classes require an assessment to determine the appropriate level.
- Some classes have additional entry requirements (e.g. interview, proof of income).
**Pre-requisites:**
Some classes have additional entry requirements (e.g. interview, proof of income, residency status, minimum age), depending on the class and grant requirements.

**Additional Requirements:**
There may be additional requirements depending on grant requirements or.

**Course Information:**
See links for details and schedules.

**Additional Expenses:**
In some classes, students are asked to purchase their own textbooks.

**Successful Completion:**
Varies depending on grant requirements.

**Contact Information:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult ESOL</td>
<td>ESOL Intake Specialist</td>
<td><a href="mailto:esol@montgomerycollege.edu">esol@montgomerycollege.edu</a></td>
<td>240-567-8950</td>
</tr>
<tr>
<td>Literacy – GED® Test Preparation</td>
<td>GED® Intake Specialist</td>
<td><a href="mailto:ged@montgomerycollege.edu">ged@montgomerycollege.edu</a></td>
<td>240-567-8950</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Nancy Newton</td>
<td><a href="mailto:nancy.newton@montgomerycollege.edu">nancy.newton@montgomerycollege.edu</a></td>
<td>240-567-8169</td>
</tr>
<tr>
<td>U.S. Citizenship</td>
<td>Izis Weills</td>
<td><a href="mailto:nancy.newton@montgomerycollege.edu">nancy.newton@montgomerycollege.edu</a></td>
<td>240-567-8339</td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugee Programs</td>
<td>Philip Bonner</td>
<td><a href="mailto:philip.bonner@montgomerycollege.edu">philip.bonner@montgomerycollege.edu</a></td>
<td>240-567-1409</td>
</tr>
<tr>
<td>Work Plus!</td>
<td>ESOL Intake Specialist</td>
<td><a href="mailto:esol@montgomerycollege.edu">esol@montgomerycollege.edu</a></td>
<td>240-567-8950</td>
</tr>
</tbody>
</table>

Montgomery College
11002 Veirs Mill Road, Westfield South, Suite 310, Wheaton, MD 20902
http://www.montgomerycollege.edu/wdce/aelg/
ANIMAL CARE

PROFESSIONAL PET/DOG TRAINING PROGRAM

Non-Credit Continuing Education Program Description:
Do you love dogs? Do you want to work in the growing pet industry? Then this 120-hour training program may be just the right fit for you. In this program, you will be introduced to the professional/dog-training industry and what it takes to succeed, enjoy, and fulfill the dream of working with dogs and their owners. Subjects covered will include breed identification, evaluating dogs, building a training plan, introduction to common training tools, obedience training and confidence building. This program will give you the tools to prepare you as an employee in the pet/dog-training industry or to eventually run your own business.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton: (301) 929-6880

Length of Training:
- 120 Hours classroom divided into 4 Modules

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville Campus and Saturdays at off-site locations.

Information Sessions/Orientations (if applicable): Yes (mandatory)

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center
Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences, Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:
Mandatory Orientation (Free)

Additional Requirements: High School Diploma or GED required.
Must take Modules in order (no exceptions) and must complete full program to receive certificate of completion

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/
Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs T: Tuition/F: Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET013</td>
<td>Professional Pet/Dog Training Orientation</td>
<td>2</td>
<td>Included</td>
<td>T: $0 / F: $0</td>
</tr>
<tr>
<td>PET014</td>
<td>Professional Pet/Dog Training Module I Basics</td>
<td>30</td>
<td>Included</td>
<td>$505 T: $435 / F: $70</td>
</tr>
<tr>
<td>PET015</td>
<td>Professional Pet/Dog Training Module II Intermediate</td>
<td>30</td>
<td>Included</td>
<td>$505 T: $435 / F: $70</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A

Successful Completion:
Participants that successfully complete the program will be given a certificate of completion

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): None Related.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

New workers generally start around $20,132. Normal pay for Animal Trainers is $26,011 per year, while highly experienced workers can earn as much as $42,934.

There are currently 1,009 Animal Trainers that are employed in Rockville, MD. In the last six months’ companies have posted 905 jobs for this career.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Tracy Singleton, Program Director
Contact: Tracy.Singleton@montgomerycollege.edu – Phone: 240-567-2599

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit
www.montgomerycollege.edu/wdce

<table>
<thead>
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<th>Physical Address</th>
<th>Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>12 S. Summit Ave, 4th Floor</td>
<td>12 S. Summit Ave, 4th Floor</td>
</tr>
<tr>
<td>Gaithersburg, MD 20877</td>
<td>Gaithersburg, MD 20877</td>
</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College's Pet/Dog Training Program
The primary goal of the Pet/Dog Training Program is to adequately prepare students to work in the Professional Pet Dog Training industry. Trainers are expected to gain the knowledge to operate and facilitate in an animal training facility, how to use appropriate training tools, know breed characteristics, temperament testing, client relations, animal socialization, and obedience. Types of career choices, and record keeping.

Physical Requirements:
Students must have sufficient strength and mobility to lift at least 40 pounds, and the ability to restrain a difficult or challenging animal of any size and species.

Interpersonal Skills and Professionalism:
Students must have the ability to interact with live animals and animal owners.

Intellectual Ability and Emotional Stability to:
Exercise independent judgment while working with animals and animal owners.

Environment Requirements:
In this career, you may be exposed to rabies or other diseases. You primarily work training facilities, open outdoors and client’s homes. The work may be physically and emotionally demanding. Daily tasks include training, lifting, meeting with and interacting with clients (both human and animal), giving demands to animals, using training tools, keeping appropriate training records.
ANIMAL CARE

VETERINARY ASSISTANT PROGRAM

Non-Credit Continuing Education Program Description:
This program prepares students to work in the animal care field. As a trained assistant, you will be involved in supporting veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment within the scope of your position. This program includes 96 hours of classroom lecture plus a 54-hour clinical externship.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 96 Classroom hours
- 54 Clinical externship hours to be completed at a separate location assigned by Montgomery College

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. The animal handling sessions are held at all locations except for GBTC.

Information Sessions/Orientations (if applicable):
Orientation sessions will be held one per year and they are mandatory for entrance into the program. Dates are assigned for the orientation and advertised via the schedule and program website.

Application Process (if applicable):

1. On the Web: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

2. By Mail: Mail completed registration form with payment to:
   Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.
3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

**Gaithersburg Business Training Center**  
Montgomery College, Room 400  
12 S. Summit Avenue  
Gaithersburg, MD 20877.

**Germantown Campus**  
Montgomery College, Humanities and Social Sciences Building, Room 245  
20200 Observation Drive  
Germantown, MD 20876

**Rockville Campus**  
Montgomery College, 220 Campus Center  
51 Mannakee Street Rockville, MD 20850

**Takoma Park/Silver Spring Campus**  
Montgomery College, CF 230, Customer Service  
7600 Takoma Avenue  
Takoma Park, MD 20912

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

**Pre-requisites:**  
Students must take an assessment and pass with a 70% or higher or complete VET007 and VET009 to be accepted into the program. Students must attend a mandatory orientation and be at least 18 years of age prior to the beginning of the Veterinary Assistant Program and must be a high school graduate or possess a GED prior to the beginning of the program.

**Additional Requirements:**  
Students must wear the College provided nametag while on-site at the externship location. Students are required to submit a volunteer form prior to the assignment of a clinical externship.

**Schedule and registration information can be found at**  
http://cms.montgomerycollege.edu/wdce/courseschedule/
Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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<tbody>
<tr>
<td>VET008</td>
<td>Veterinary Assistant Assessment Exam</td>
<td>2</td>
<td></td>
<td>$20</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $ / F: $20</td>
</tr>
<tr>
<td>VET006</td>
<td>Veterinary Assistant Orientation</td>
<td>2</td>
<td></td>
<td>$ 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $ / F: $</td>
</tr>
<tr>
<td>VET002</td>
<td>Veterinary Assistant I Outpatient</td>
<td>38</td>
<td>Textbook included with cost of class</td>
<td>$498</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>T: $408 / F: $90</td>
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<tr>
<td>VET003</td>
<td>Veterinary Assistant II Diagnostics</td>
<td>27</td>
<td>Practicum hours</td>
<td>$416</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $326/ F: $90</td>
</tr>
<tr>
<td>VET004</td>
<td>Veterinary Assistant III Patient Care/Treatment</td>
<td>34</td>
<td>Practicum hours</td>
<td>$447</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $362/ F: $85</td>
</tr>
<tr>
<td>VET005</td>
<td>Veterinary Assistant IV</td>
<td>42</td>
<td>Practicum hours</td>
<td>$488</td>
</tr>
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<td></td>
<td></td>
<td></td>
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<td>T: $403/ F: $85</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
None

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:

- A certificate of completion of the training will be given upon successful completion of all our courses and practicum hours.

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): None related
Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current wage expectations for this career are from $9.33/hr. ($19K) to $20.21/hr. ($42K). 3,208 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Tracy Singleton, Program Director
Contact: Tracy.Singleton@montgomerycollege.edu – Ph: 240-567-2599

Montgomery College
Veterinary Assistant Program
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<tbody>
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<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
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</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College’s Veterinary Assistant Program
The primary goal of the Veterinary Assistant Program is to adequately prepare students to work in the animal care field. Assistants are expected to gain the knowledge to support veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment.

Physical Requirements:
Students must have sufficient strength and mobility to lift at least 40 pounds onto a table, and the ability to restrain a difficult or challenging animal of any size and species.

Interpersonal Skills and Professionalism:
Students must have the ability to interact with live animals and animal owners.
Business Information Technology and Safety (BITS)

ADMINISTRATIVE OFFICE SUPPORT & MICROSOFT APPLICATIONS

Non-Credit Continuing Education Program Description:
This course sequence will train for a successful career in administrative office settings. Instruction includes knowledge of basic computer concepts, the main Microsoft Office applications such as Word, Excel, Access, PowerPoint and Outlook. Students also have the opportunity to learn commonly used business applications such as QuickBooks, Microsoft Project and SharePoint.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 168 classroom hours for the basic and Microsoft Application courses, 40 classroom hours for Software Introductory Series. Additional 12-15 hours for Business Applications.

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

2. **By Mail:** Mail completed registration form with payment to:
   Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs T=F</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITI 095</td>
<td>Software Introductory Series</td>
<td>40 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$686</td>
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<td>T=$168 F=$518</td>
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<tr>
<td>ITI 201</td>
<td>MS Word Introduction</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<tr>
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<td></td>
<td>T=$85 F=$163</td>
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<tr>
<td>CMP 860</td>
<td>Word &amp; Excel Foundation Series</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$276</td>
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<td>T=$99 F=$177</td>
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<td>CMP 944</td>
<td>MS Word Intermediate</td>
<td>10 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$230</td>
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<td>T=$75 F=$155</td>
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<tr>
<td>ITI 080</td>
<td>Excel Level I</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<td>T=$85 F=$163</td>
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<tr>
<td>ITI 091</td>
<td>Excel Level II</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<td>T=$85 F=$163</td>
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<tr>
<td>ITI 305</td>
<td>Excel Level III</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<td>T=$85 F=$163</td>
</tr>
<tr>
<td>ITI 153</td>
<td>MS Access Level I</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<td>T=$85 F=$163</td>
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<td>ITI 154</td>
<td>MS Access Level II</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$248</td>
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<td>T=$85 F=$163</td>
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<tr>
<td>CMP 963</td>
<td>MS Access Level III</td>
<td>10 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$210</td>
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<td>T=$75 F=$135</td>
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<tr>
<td>CMP 954</td>
<td>PowerPoint Introduction</td>
<td>10 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$220</td>
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<td>T=$75 F=$145</td>
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<tr>
<td>CMP 227</td>
<td>MS Outlook</td>
<td>8 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$186</td>
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<td></td>
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<td></td>
<td>T=$69 F=$117</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.
Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:
- Upon successful completion of this course, students will feel comfortable to perform administrative computer tasks such as creating office documents, spreadsheets, using databases, and be able to use the email efficiently.
- Students will be able to create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2013 interface. Apply and modify new PowerPoint templates and use powerful presentation graphics build basic and enhanced Excel worksheets with ease; use Access to create a relational database to create, store, and retrieve.
- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record.

Certifying Professional Association:
Microsoft Office Specialist (MOS) certification is provided by Microsoft.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Management – Certificate
- Supervisory – Letter of Recognition
- Management Development – Workforce Development & Continuing Education
- Business – On Line courses – Workforce Development & Continuing Education
- Business A.A.
- Business A.A. – Online Degree
Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: First-Line Supervisory of Office and Administrative Support Workers, Administrative Services Manager, Executive Secretary and Executive Administrative Assistant

Current wage expectations for this career are from $15/hr. to $42/hr.

There are 30,000+ job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)

BUSINESS APPLICATIONS

Non-Credit Continuing Education Program Description:
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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 75 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit:
   www.montgomerycollege.edu/wdce/registerops.html

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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:  
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. Some accounting knowledge is recommended for students taking QuickBooks. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements:  N/A

Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)

### Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>* Costs</th>
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<tbody>
<tr>
<td>CMP 078</td>
<td>QuickBooks Level I</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$297</td>
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<td>T=$99 F=$198</td>
</tr>
<tr>
<td>CMP 080</td>
<td>QuickBooks Level II</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$297</td>
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<tr>
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<td>T=$99 F=$198</td>
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<tr>
<td>ITI 175</td>
<td>QuickBooks Level III</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<td>T=$99 F=$191</td>
</tr>
<tr>
<td>CMP 846</td>
<td>Microsoft Project Intro</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$280</td>
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<td>T=$99 F=$181</td>
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<tr>
<td>CMP 847</td>
<td>Microsoft Project Intermediate/Advanced</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$280</td>
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<td>T=$99 F=$181</td>
</tr>
<tr>
<td>CMP 868</td>
<td>Creating Your Personal or Small Business Web Site</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<td>T=$99 F=$191</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:  N/A
Skills for Success:
The successful participant should be comfortable working with computers and have 
the ability to study 2-4 hours per week on their own time in addition to time spent in 
class.

Successful Completion:
- Student will be able to set up a new company, manage bank account 
transactions, maintain customer, job, and vendor information, manage 
inventory, generate reports, and use the Company Snapshot window.
- Student will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and 
back up your data.
- Ability to share information and foster collaboration, organize 
information and manage documents.
- Create and manage sites and libraries, surveys, discussion boards, and 
work with wikis and blogs.
- A certificate of completion of the training will be given upon successful 
completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website 
at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website 
at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from 
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- Management – Certificate
- Supervisory – Letter of Recognition
- Management Development – Workforce Development & Continuing Education
- Business – On Line courses – Workforce Development & Continuing Education
- Business A.A.
- Business A.A. – Online Degree
Job Outlook: Source as listed on the Montgomery College Career Coach website [http://cms.montgomerycollege.edu/careercoach.html](http://cms.montgomerycollege.edu/careercoach.html): Bookkeeping, Accounting, Auditing Clerk

Current wage expectations for these careers are from $13/hr. - $32. /hr.

There are 1,280 job openings in bookkeeping, accounting and auditing clerk positions within 50 miles of Rockville, MD

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

**Contact Information:**

Mary Ann Behme, Program Coordinator
Contact: [MaryAnn.Behme@montgomerycollege.edu](mailto:MaryAnn.Behme@montgomerycollege.edu) – Ph. 240-567-5510

Eunice Melo, Program Director
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Montgomery College
Information Technology Institute

Workforce Development & Continuing Education
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)

CLOUD COMPUTING

Non-Credit Continuing Education Program Description:
This course sequence will train for a successful career in administrative office settings. Instruction includes knowledge of basic computer concepts, the main Microsoft Office applications such as Word, Excel, Access, PowerPoint and Outlook. Students also have the opportunity to learn commonly used business applications such as QuickBooks, Microsoft Project and SharePoint.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 88 classroom hours for the basic and Microsoft Application courses, 40 classroom hours for Software Introductory Series.
- Additional 12-15 hours for Business Applications.

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html

2. **By Mail**: Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
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<tr>
<td>ITI 362</td>
<td>AWS: Amazon Web Services</td>
<td>18 Hrs.</td>
<td>No book required. Student must have an AWS account</td>
<td>$304</td>
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<td>T=$99 F=$205</td>
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<tr>
<td>ITI 363</td>
<td>AWS: Amazon Web Services II</td>
<td>18 Hrs.</td>
<td>No book required. Student must have an AWS account</td>
<td>$304</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>T=$99 F=$205</td>
</tr>
<tr>
<td>ITI 364</td>
<td>AWS: Amazon Web Services III</td>
<td>18 Hrs.</td>
<td>Must purchase textbooks/materials. Student must have an AWS</td>
<td>$304</td>
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<tr>
<td>ITI 356</td>
<td>Microsoft Azure - Introduction</td>
<td>18 Hrs.</td>
<td>Must purchase textbooks/materials. Student must have an AWS</td>
<td>$304</td>
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<td>T=$99 F=$205</td>
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<tr>
<td>ITI 371</td>
<td>AWS: Amazon Web Services DevOps – Intro</td>
<td>16 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td></td>
<td></td>
<td></td>
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<td>T=$99 F=$205</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:
Experience with servers or the command line.
Successful Completion:
Upon completion students will
- Know how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances.
- Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud.
- Learn to understand pricing, security and gain practical experience configuring a fault-tolerant systems environment that can scale automatically to meet changing resource demands.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
- Computer and Information Systems
- Managers Computer Programmers
- Computer Systems
- Engineers/Architects
- Network and Computer Systems
- Administrators Software Developers
- Web Developers

Students will have access to a Continuing Academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

NON-CREDIT
- Cybersecurity – Workforce Development and Continuing Education
- Data Analysis – Workforce Development and Continuing Education
- Linux – Workforce Development and Continuing Education
- Networking – Workforce Development and Continuing Education
- Programming – Workforce Development and Continuing Education
- Web & Mobile Design and Development Courses - Information Technology Institute - Workforce Development & Continuing Education
CREDIT

- Database Systems Certificate
- Information Sciences & Systems Area of Concentration, A.A.
- Cybersecurity A.A.S.
- Computing and System Administrator Certificate

**Job Outlook:** For up-to-date job forecasting please visit the Montgomery College Career Coach website at

- [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)
  - Click Browse Careers
  - Click Information Technology
    - Information Technologies and Services
    - Network Systems

**Contact Information:**

Mary Ann Behme, Program Coordinator
Contact: [MaryAnn.Behme@montgomerycollege.edu](mailto:MaryAnn.Behme@montgomerycollege.edu) – Ph. 240-567-5510

Eunice Melo, Program Director
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Business Information Technology and Safety (BITS)

COMPUTER AIDED DESIGN

Non-Credit Continuing Education Program Description:
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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 90 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring Campus, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. Familiarity with drafting techniques is recommended. We recommend that the courses are taken in the order shown on course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements:  N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 076</td>
<td>Computer Aided Design (CAD) I</td>
<td>30 Hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$774</td>
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</tr>
<tr>
<td>ITI 261</td>
<td>Computer Aided Design (CAD) II:</td>
<td>30 Hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$660</td>
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<tr>
<td></td>
<td>3D Drawings</td>
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<tr>
<td>ITI 130</td>
<td>Revit</td>
<td>30 Hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$774</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.
Successful Completion:
- At the conclusion of this CAD I, the student will have the basic knowledge required to create, edit, and print clean, accurate drawings.
- The student will be able to create AutoCAD 3D objects, edit AutoCAD 3D objects, and prepare an AutoCAD 3D model for 3D printing.
- Ability to build graphic and non-graphic architectural information for a building produced through the creation of a single project database represented in a 3D model.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Students will have access to a Continuing Education academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Internet Games and Simulation - Certificate
- Digital Media and Web Technology - A.A.S.
- Graphic Design for Web and Interaction Certificate
- Graphic Design for Web and Interaction - A.A.S.
- Digital Animation - A.A.S.
- Graphic Design with Digital Tools - Certificate
- Digital Animation - Certificate
- Digital Design/Graphic Design - Workforce Development & Continuing Education
- Computer Design and Composition - Online Courses - Workforce Development & Continuing Education
- Architectural Technology, Architectural/Construction Technology AAS
- Illustration - A.A.S.
- Art - A.A.


Current wage expectations for these careers are from $15.00/hr. – $43.79/hr.

There are 315 job openings in these careers within 50 miles of Rockville.
For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Business Information Technology and Safety (BITS)

COMPUTER BASICS

Non-Credit Continuing Education Program Description:
This course sequence will train for a successful career in administrative office settings. The skills taught in these courses a necessary foundation for more advanced courses.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 55 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park, Rockville and GBTC location(s).

Application Process (if applicable):

1. On the Web: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html

2. By Mail: Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. Walk-In: A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245 Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service Westfield South, Suite 306
Pre-requisites:
There are no pre-requisites for this course sequence; however, we recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 628</td>
<td>Introduction to Keyboarding</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$291</td>
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<td></td>
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<td>T=$100 F=$191</td>
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<tr>
<td>CMP 941</td>
<td>Computer Basics</td>
<td>10 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$186</td>
</tr>
<tr>
<td></td>
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<td>T=$69 F=$117</td>
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<tr>
<td>CMP 226</td>
<td>File Management Skills</td>
<td>5 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$118</td>
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<td></td>
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<td>T=$42 F=$76</td>
</tr>
<tr>
<td>CMP 073</td>
<td>Working with Windows</td>
<td>8 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>T=$35 F=$115</td>
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<tr>
<td>ITI 284</td>
<td>Cloud – Introduction</td>
<td>8 hrs.</td>
<td>No book required</td>
<td>$125</td>
</tr>
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<td></td>
<td></td>
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<td>T=$45 F=$80</td>
</tr>
<tr>
<td>ITI 338</td>
<td>Networking Basics</td>
<td>6 hrs.</td>
<td>No book required</td>
<td>$125</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A

Related Careers:
Please visit the Montgomery College Career Coach website at http://cms.montgomerycollege.edu/careercoach.html

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.
Successful Completion:

- Students will be able to identify the main components of a typical computer system and the basic elements of the Windows interface.
- Students will know how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows; and
- Browse the Web with Internet Explorer 8 and how to protect their computers from malware.
- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Bookkeeping and MS Office - Information Technology Institute - Workforce Development & Continuing Education
- Bookkeeping and MS Office – Information Technology Institute – Workforce Development and Continuing Education
- General Studies - A.A.
- MS Office and Business Applications - Information Technology Institute - Workforce Development & Continuing Education
- Computer Applications - Online Courses - Workforce Development & Continuing Education
- QuickBooks Level -III - Workforce Development & Continuing Education

Job Outlook: Source as listed on the Montgomery College Career Coach website at: http://montgomerycollege.edu.emsicareercoach.com

Office Clerk, Receptionist, Customer Service Representative

Current wage expectations for these careers are from $9.33 - $26.00/hr.

There are 4,400 jobs for these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – P: 240-567-1882

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Related Services for Montgomery College Students
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BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)
COMPUTER NETWORKING

Non-Credit Continuing Education Program Description:

Computer networks are the communications backbone of large and small businesses, and production stops for these businesses once the system goes down. Computer Networking is usually the starting point for careers in IT. Some of the positions in computer networking are Network Administrator, Network Engineer, Network Analyst, Help Desk Support Technician, and Computer Support Specialist. Some of these courses prepare the students for recognized IT industry certifications such as CompTIA Network+ and Security+, Microsoft Certified Solutions Associate (MCSA), and Cisco Network Associate (CCNA).

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- Various

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

2. **By Mail**: Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. Some accounting knowledge is recommended for students taking QuickBooks. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)

### Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Course Hours</th>
<th>Textbook Information</th>
<th>* Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITI 291</td>
<td>Networking Fundamentals</td>
<td>12 hrs.</td>
<td>No textbook required</td>
<td>$204</td>
</tr>
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<td></td>
<td>T=$65</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>F=$139</td>
</tr>
<tr>
<td>ITI 241</td>
<td>Networking+ Certification Training Exam Prep</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$604</td>
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<td></td>
<td>T=$199</td>
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<td></td>
<td></td>
<td></td>
<td>F=$405</td>
</tr>
<tr>
<td>ITI 240</td>
<td>Security+ Certification Training and Exam Prep</td>
<td>40 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$604</td>
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<td>T=$199</td>
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<td>F=$405</td>
</tr>
<tr>
<td>ITI 294</td>
<td>Networking Academy</td>
<td>94 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$1,099</td>
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<td>T=$200</td>
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<td></td>
<td></td>
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<td></td>
<td>F=$899</td>
</tr>
<tr>
<td>ITI 378</td>
<td>Computer Support Spec MCSA Windows 10</td>
<td>60 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$799</td>
</tr>
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<td>T=$200</td>
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<td></td>
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<td></td>
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<td>F=$599</td>
</tr>
<tr>
<td>ITI 277</td>
<td>Cisco CCNA Complete Lab</td>
<td>100 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$903</td>
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<td>T=$519</td>
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<td></td>
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<td>F=$1,284</td>
</tr>
<tr>
<td>ITI 300</td>
<td>Cisco CCNA Lab</td>
<td>40 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$70</td>
</tr>
<tr>
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<td>T=$15</td>
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<td></td>
<td></td>
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<td></td>
<td>F=$55</td>
</tr>
<tr>
<td>ITI 379</td>
<td>MCSA Windows Server 2016 Certification</td>
<td>54 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$799</td>
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<td>F=$599</td>
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<tr>
<td>CMP 212</td>
<td>Linux Unit Level I</td>
<td>12 hrs.</td>
<td>No textbook required</td>
<td>$290</td>
</tr>
<tr>
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<td>T=$99</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>F=$191</td>
</tr>
<tr>
<td>CMP 213</td>
<td>Linux Unit Level II</td>
<td>12 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$290</td>
</tr>
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<td>T=$99</td>
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<td>F=$191</td>
</tr>
<tr>
<td>CMP 214</td>
<td>Linux Unix System Administration Intro.</td>
<td>12 hrs.</td>
<td>Must purchase textbook / materials</td>
<td>$280</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>T=$99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F=$181</td>
</tr>
<tr>
<td>ITI 401</td>
<td>Python for IT Professionals</td>
<td>18 hrs.</td>
<td>Must purchase textbook/materials</td>
<td>$299</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>F=$200</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.
Successful Completion:
Students will be able to sit for recognize IT certifications and start a career in the information technology field.

Certifying Professional Association:
None

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://cms.montgomerycollege.edu/career coach.html
- Management Development – Workforce Development & Continuing Education
- Business – On Line courses – Workforce Development & Continuing Education
- Business A.A.
- Business A.A. – Online Degree

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Bookkeeping, Accounting, Auditing Clerk.

Current wage expectations for these careers are from $13/hr. - $32. /hr.

There are 1,280 job openings in bookkeeping, accounting and auditing clerk positions within 50 miles of Rockville, MD

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

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Related Services for Montgomery College Students
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CYBERSECURITY

Non-Credit Continuing Education Program Description:
The need for cybersecurity professionals continues to grow. The 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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:

- 223 classroom hours – Core Courses
- 158 classroom hours - Electives

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring Campus, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

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   - Germantown Campus, Humanities and Social Sciences Building, Room 245 Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>CORE COURSES</strong></td>
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<tr>
<td>ITI 375</td>
<td>Cybersecurity Foundations Training</td>
<td>75 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$899</td>
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<td>T=$300 F=$599</td>
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<tr>
<td>ITI 240</td>
<td>Security+ Certification Training and Exam Prep</td>
<td>40 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$604</td>
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<td></td>
<td>T=$199 F=$405</td>
</tr>
<tr>
<td>ITI 241</td>
<td>Networking+ Certification Training Exam Prep</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$604</td>
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<td>T=$199 F=$405</td>
</tr>
<tr>
<td>ITI 382</td>
<td>Digital Forensics – Hands-On</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$289</td>
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<td>T=$99 F=$190</td>
</tr>
<tr>
<td>ITI 381</td>
<td>Digital Forensics – Introduction</td>
<td>6 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$125</td>
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<td>T=$45 F=$80</td>
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<td>ITI 380</td>
<td>CISSP Test Preparation</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
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ITI277 and ITI300 must be taken concurrently

<table>
<thead>
<tr>
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<tr>
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<td><strong>ELECTIVES</strong></td>
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</tr>
<tr>
<td>ITI 277</td>
<td>Cisco CCNA Complete</td>
<td>100 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$1,903</td>
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<td></td>
<td>T=$519 F=$1,384</td>
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<tr>
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<td>Cisco CCNA Lab</td>
<td>40 hrs.</td>
<td></td>
<td>$70</td>
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<td>T=$15 F=$55</td>
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<tr>
<td>ITI 331</td>
<td>Splunk for Power Users</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$285</td>
</tr>
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<td>T=$99 F=$186</td>
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</tbody>
</table>

*Tuition & Fees are subject to change.
Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams they decide to achieve.

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:
- Student will be able to identify and explain basic computer components, set up a basic workstation, conduct basic software installation, and use basic network services.
- Students will be knowledgeable to the most common security threats, will gain basic understanding of best security practices and will learn how to prevent basic computer security problems and risks.
- Ability to identify vulnerabilities and defend web applications against hackers and malicious crafted input. Manage code debuggers, unexpected data threats, password administration, information leakage, token generation and life cycle protection.
- Develop skills to protect web databases and defend against browser attacks

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Computer Applications – A.A.S. Information Technology
- Track Network Engineer – Certificate
- Advanced Network Security – Certificate
- Cisco Certified Network Associate+ Security Preparation – Certificate
- Computer Engineering - A.S.

Current wage expectations for this career are from $31.32/hr. – $79.05/hr.

There are 5,000 job openings in these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Mary Ann Behme, Program Coordinator
Contact: [MaryAnn.Behme@montgomerycollege.edu](mailto:MaryAnn.Behme@montgomerycollege.edu) – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: [Eunice.Melo@MontgomeryCollege.edu](mailto:Eunice.Melo@MontgomeryCollege.edu) – Ph. 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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Business Information Technology and Safety (BITS)

DATA ANALYSIS

Non-Credit Continuing Education Program Description:
Learn hands-on exercises based on real world use cases. Learn how to integrate large datasets using Power Query, combining data from any data source. Use effective best practices working with Power Pivot, Power View and Power BI.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 279 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

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   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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<tbody>
<tr>
<td>ITI 339</td>
<td>Data Analysis Fundamentals</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
</tr>
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<td></td>
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<td>T=$99</td>
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<td></td>
<td>F=$191</td>
</tr>
<tr>
<td>ITI 340</td>
<td>Data Analytics Boot camp</td>
<td>40 hrs. Plus on-line 20 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$499</td>
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<td>T=$129</td>
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<td>F=$370</td>
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<tr>
<td>ITI 345</td>
<td>Tableau I</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td>T=$199</td>
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<td>F=$105</td>
</tr>
<tr>
<td>ITI 346</td>
<td>Tableau II</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td>F=$105</td>
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<tr>
<td>ITI 347</td>
<td>Tableau III</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td>ITI 399</td>
<td>Data Analytics Bootcamp – Adv.</td>
<td>90 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$749</td>
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<tr>
<td>ITI 394</td>
<td>Data Science for Managers</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$249</td>
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<td>ITI 406</td>
<td>Power BI – Introduction</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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<tr>
<td>ITI 402</td>
<td>Storytelling with Data</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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<tr>
<td>ITI 404</td>
<td>Automated Tools for Data Science/Doing Data Science without Programming</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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<td>F=$100</td>
</tr>
<tr>
<td>ITI 403</td>
<td>Ethics in Data Science</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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<td>F=$100</td>
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</tbody>
</table>

*Tuition & Fees are subject to change.
Additional Expenses:  N/A

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:
- Ability to create analytics directly using Excel and Power BI applications and integrate large datasets using Power Query, combining data from any data source. Create interactive dashboards and build custom dashboards to answer business questions.
- The student will be able to manipulate, process, clean and analyze structured data types: matrices, tabular/spreadsheet data, and relational databases, using Python.
- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:  N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at: 
http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at: 
http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Database Systems - Certificate
- Information Systems A.A. (Online Degree)
- Advanced Network Security - Certificate
- Technology - Online Courses - Workforce Development & Continuing Education
- Cybersecurity - A.A.S

Job Outlook:  Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:  Database Administrator, Business Intelligence Analyst, Accountant

Current wage expectations for this career are from $23.36/hr. - $67.53/hr.
There are 5,000 job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://cms.montgomerycollege.edu/careercoach.html

Contact Information:

Mary Ann Behme, Program Coordinator  
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director  
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

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Related Services for Montgomery College Students  
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BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)  
Databases

Non-Credit Continuing Education Program Description:  
Database administrators use specialized software to store and organize data, and make it available for users. These courses prepare students to become a certified Oracle Database Administrator.

Possible Financial Aid and Payment Options:  
- Continuing Education Career Path Scholarship  
- Employer/Sponsor Paid Tuition

Length of Training:  
- 108 classroom hours

Typical Location of Courses:  
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITI 351</td>
<td>MS SQL Server I</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$318</td>
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<td>T=$99 F=$219</td>
</tr>
<tr>
<td>ITI 352</td>
<td>MS SQL Server II</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$318</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$99 F=$219</td>
</tr>
<tr>
<td>ITI 212</td>
<td>Oracle 12c: Intro to SQL</td>
<td>39 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$983</td>
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<td>T=$289 F=$694</td>
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<tr>
<td>ITI 215</td>
<td>Oracle 12C: Database Administrator Certified Associate</td>
<td>39 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$983</td>
</tr>
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<td></td>
<td>T=$389 F=$594</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.
Successful Completion:
• Describe Oracle Database architecture
• Configure the database to support your applications
• Manage database security and implement auditing
• Implement basic backup and recovery procedures
• Move data between databases and files
• Employ basic monitoring procedures and manage performance
• Manage resources and automate tasks
• Work with Oracle Support
• A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Oracle

Career Opportunities:
Please visit the Montgomery College Career Coach website at: http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
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• Database Systems – Certificate
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• Advanced Network Security – Certificate
• Cybersecurity – A.A. S.
• Computer Programming – Certificate
• Java Developer - Certificate


Current wage expectations for this career are from $24.66/hr. – $67.53/hr.

There are 6,000+ job openings in database positions within 50 miles of Rockville.
For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://cms.montgomerycollege.edu/careercoach.html

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Business Information Technology and Safety (BITS)  

PROGRAMMING

Non-Credit Continuing Education Program Description:
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 course sequence will help you start a career in this field.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 138 classroom hours Visual Studio.NET track
- 96 classroom hours Java Track

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

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   - Westfield South, Suite 306
**Pre-requisites:**
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions

**Additional Requirements:** N/A

**Schedule and registration information can be found at**
http://cms.montgomerycollege.edu/wdce/courseschedule

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<th>Textbook Information</th>
<th>*Costs</th>
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</thead>
<tbody>
<tr>
<td>CMP 839</td>
<td>Programming Fundamentals</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
</tr>
<tr>
<td></td>
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<td>T=$99 F=$205</td>
</tr>
<tr>
<td>CMP950</td>
<td>Java Level I</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td>T=$99 F=$205</td>
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<tr>
<td>CMP123</td>
<td>Java Level II</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<td>T=$99 F=$191</td>
</tr>
<tr>
<td>CMP 128</td>
<td>Java Level III</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<tr>
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<tr>
<td>ITI 283</td>
<td>Java Web Development Boot Camp</td>
<td>8 hrs.</td>
<td>Must purchase textbooks/materials</td>
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<tr>
<td>ITI 401</td>
<td>Python for IT Professionals</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$299</td>
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<td>T=$99 F=$200</td>
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<tr>
<td>ITI 310</td>
<td>Enterprise SharePoint Boot camp</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$304</td>
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<td>T=$99 F=$205</td>
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<tr>
<td>ITI 405</td>
<td>SharePoint for Site Administrators</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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*Tuition & Fees are subject to change.*
| Course Number | Course Title                              | Course Hours | Textbook Information                   | *Costs  
T=Tuition/ F=Fees |
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<tr>
<td>ITI 337</td>
<td>Python Programming Level I</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<td>T=$99 F=$191</td>
</tr>
<tr>
<td>ITI 336</td>
<td>Python Programming Level II</td>
<td>15 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290</td>
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<td>T=$99 F=$191</td>
</tr>
<tr>
<td>ITI 366</td>
<td>Android Development with Kotlin</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$399</td>
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<td>T=$100 F=$299</td>
</tr>
<tr>
<td>ITI 368</td>
<td>Android Development with Kotlin–Summer</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$499</td>
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<td>T=$100 F=$399</td>
</tr>
<tr>
<td>ITI 367</td>
<td>iPhone/iPad with Swift</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199</td>
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<td></td>
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<td></td>
<td>T=$100 F=$99</td>
</tr>
<tr>
<td>ITI369</td>
<td>iPhone/iPad with Swift Summer Boot Camp</td>
<td>42 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$499</td>
</tr>
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<td></td>
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<td>T=$100 F=$399</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:  N/A

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:
Upon completion of this course, students should be able to:
- Write simple programs using decision and iteration constructs
- Write programs using object-oriented notation
- Manage database security in MS SQL Server 2012 database environments
- Implement Java Software Development Kit (J2SDK), and create development of simple Web applications and stand-alone applications in Java.
- Debugging programs, the pre-processor, aggregate data types, class definitions and programming operator overloading using C++.
- Use SQL commands
- Design and use of classes and interfaces within generics in C#
- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:  N/A
Career Opportunities:
Please visit the Montgomery College Career Coach website at:
http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at:
http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Computer Science - A.A.
- Digital Media and Web Technology - A.A.S.
- Internet Games and Simulation - Certificate
- Web Design - Certificate
- Web Programming - Certificate
- Web Development - Certificate
- Web & Mobile Design and Development Courses - Information Technology Institute - Workforce Development & Continuing Education
- Technology - Online Courses - Workforce Development & Continuing Education Information Technology Institute

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Computer Programmer, Computer System Analyst, Computer & Information Systems Manager

Current wage expectations for this career are from $26.00/hr. –$122.64/hr.

There are 8,809 job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)

SALESFORCE

Non-Credit Continuing Education Program Description:
Learn the foundational concepts of being a Salesforce Administrator and a Salesforce Platform App builder. This training will help you learn how to configure Salesforce so you are able to collect, analyze and retrieve all of the vital information associated with your customer base. Moreover, you will use Force.com fundamentals to understand Salesforce online application development and the deployment of next-generation cloud apps. We offer practical hands-on learning that will ensure your job success as well as the theoretical knowledge needed to pass both Salesforce certification exams (ADM201 & Platform App Builder).

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 80 Hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

2. **By Mail**: Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:

   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Understanding of basic database and salesforce concepts.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITI 370</td>
<td>Salesforce Administrator</td>
<td>40 hrs.</td>
<td></td>
<td>$799 T = $300 F = $499</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITI248</td>
<td>Salesforce Developer</td>
<td>40 hrs.</td>
<td></td>
<td>$799 T = $300 F = $499</td>
</tr>
<tr>
<td></td>
<td>Certification Training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class. Also, understanding of basic Salesforce concepts is highly recommended.

Successful Completion:
- Understand the basics of Apex programming
- Create a developer’s account
- Build a practical application on Salesforce

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Careers: Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Management – Certificate
- Supervisory – Letter of Recognition
- Management Development – Workforce Development & Continuing Education
- Business – On Line courses – Workforce Development & Continuing Education
- Business A.A.
- Business A.A. – Online Degree

Job Outlook: Source as listed on the Montgomery College Career Coach website: http://cms.montgomerycollege.edu/careercoach.html: Bookkeeping, Accounting, Auditing Clerk

Current wage expectations for these careers are from $13/hr. - $32. /hr.

There are 1,280 job openings in bookkeeping, accounting and auditing clerk positions within 50 miles of Rockville, MD

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
**Contact Information:**

Mary Ann Behme, Program Coordinator  
Contact: [MaryAnn.Behme@montgomerycollege.edu](mailto:MaryAnn.Behme@montgomerycollege.edu) – Ph. 240-567-5510

Eunice Melo, Program Director  
Contact: [Eunice.Melo@MontgomeryCollege.edu](mailto:Eunice.Melo@MontgomeryCollege.edu) – Ph. 240-567-1882

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Business Information Technology and Safety (BITS)
SOCIAL MEDIA NETWORKING

Non-Credit Continuing Education Program Description:
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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 54 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park/Silver Spring, Rockville and GBTC location(s).

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

2. **By Mail:** Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
There are no pre-requisites for this course sequence; however, we recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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</thead>
<tbody>
<tr>
<td>ITI 311</td>
<td>Linked in for Entrepreneurs Small Business Leaders</td>
<td>6hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$103 T=$29 F=$74</td>
</tr>
<tr>
<td>ITI 267</td>
<td>Optimizing Land Your LinkedIn to Next Job</td>
<td>6hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$103 T=$29 F=$74</td>
</tr>
<tr>
<td>ITI 384</td>
<td>Build Your Social Media Marketing Plan Module I – Facebook &amp; Instagram</td>
<td>12 hours</td>
<td>Must purchase textbooks/materials</td>
<td>$220 T=$95 F=$125</td>
</tr>
<tr>
<td>ITI 385</td>
<td>Build Your Social Media Marketing Plan Module II – Pinterest, You Tube &amp; Google</td>
<td>12 hours</td>
<td>Must purchase textbooks/materials</td>
<td>$220 T=$95 F=$125</td>
</tr>
<tr>
<td>ITI 386</td>
<td>Build Your Social Media Marketing Plan Module III – Twitter &amp; Periscope</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$220 T=$95 F=$125</td>
</tr>
<tr>
<td>ITI 383</td>
<td>Intro to Social Media Marketing</td>
<td>6 hours</td>
<td>Must purchase textbooks/materials</td>
<td>$98 T=$29 F=$69</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Textbooks.

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 1-2 hours per week on their own time in addition to time spent in class.
Successful Completion:

- Implement best practices in Social Media Marketing. Students will be able to construct a strategy, leverage listening channels, crises and landmines, content development, measurement and ROI, social media platforms and engaging influencers.

- Design, modify, and effectively manage a LinkedIn site. Create effective profile setup, networking techniques, market-specific connections, (e.g. real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses; resume design, blog marketing techniques, and other uses.

- Manage a Facebook site and a Twitter account to market your business. Implement effective Facebook site management with new techniques and emerging trends; tools; plug-ins; and third-party applications customized for your business, non-profit, or association use.

- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Related Careers:
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Communication Studies - A.A.


Current wage expectations for these careers are from $18.42/hr. to $86.83/hr.

There are 2,200 job openings in these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)
Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

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Business Information Technology and Safety (BITS)

WEB AND MOBILE DESIGN

Non-Credit Continuing Education Program Description:
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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

Length of Training:
- 132 classroom hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park, Rockville and GBTC location(s).

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html

2. **By Mail**: Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Before taking these courses, students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

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<th>Textbook Information</th>
<th>*Costs</th>
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<tbody>
<tr>
<td>ITI 395</td>
<td>CSS3</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199 T=$99 F=$191</td>
</tr>
<tr>
<td>ITI 388</td>
<td>Front-end Web Development Hands-on</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290 T=$99 F=$191</td>
</tr>
<tr>
<td>ITI 396</td>
<td>Front-end Web Development Capstone Portfolio</td>
<td>18 hrs.</td>
<td>Must purchase Textbooks/materials</td>
<td>$99 T=$40 F=$59</td>
</tr>
<tr>
<td>ITI 376</td>
<td>Hosting Full-Stack Applications with AWS</td>
<td>6 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$105 T=$45 F=$60</td>
</tr>
<tr>
<td>ITI 389</td>
<td>HTML5</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199 T=$99 F=$100</td>
</tr>
<tr>
<td>ITI 390</td>
<td>JavaScript</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199 T=$99 F=$100</td>
</tr>
<tr>
<td>ITI 391</td>
<td>jQuery</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199 T=$99 F=$100</td>
</tr>
<tr>
<td>ITI 377</td>
<td>PostgreSQL for Back-end Web Development</td>
<td>18 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$290 T=$100 F=$190</td>
</tr>
<tr>
<td>ITI 392</td>
<td>Responsive Web Design</td>
<td>12 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$199 T=$99 F=$100</td>
</tr>
<tr>
<td>ITI 387</td>
<td>Securing Web Services</td>
<td>6 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$115 T=$45 F=$70</td>
</tr>
<tr>
<td>ITI 393</td>
<td>XML/JSON/AJAX</td>
<td>6 hrs.</td>
<td>Must purchase textbooks/materials</td>
<td>$110 T=$45 F=$65</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.
Additional Expenses:
In order to become certified, participants will have to pay for textbooks and any certification exams they decide to achieve.

Skills for Success:
The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:
- Create basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5 and CSS.
- Build core technologies developed for defining XML documents, validating their structure and formatting, and delivering them via the Web.
- Use jQuery, a JavaScript library, to add interesting, interactive features to a web site.
- Create secure web sites.
- A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at: http://montgomerycollege.edu.emsicareercoach.com

Students will have access to a Continuing Education academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Graphic Design for Web and Interaction Certificate
- Graphic Design for Web and Interaction - A.A.S.
- Digital Animation - A.A.S.
- Information Systems A.A. (Online Degree)
- Digital Media and Web Technology - A.A.S.
- Cybersecurity - A.A.S
- Web Development - Certificate
- Web Design - Certificate
- Web & Mobile Design and Development Courses - Information Technology Institute - Workforce Development & Continuing Education
Job Outlook: Source as listed on the Montgomery College Career Coach website: http://montgomerycollege.edu.emsicareercoach.com: Web Developer, Graphic Designer, Mechanical Engineering Technician. Current wage expectations for this career are from $17.14/hr. - $60.39./hr.

There are 4,575 job openings in web and mobile design positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Mary Ann Behme, Program Coordinator
Contact: MaryAnn.Behme@montgomerycollege.edu – Ph. 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – Ph. 240-567-1882

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Fall Guide 2019

Montgomery College WD&CE Career Resource Guide. This information is provided as a guide. Not all classes are offered every term. Please check the official schedule for up to date registration, cost, and location information. The information on this page is subject to change without notice.
NATIONAL APARTMENT LEASING PROFESSIONAL

Non-Credit Continuing Education Program Description:
This program will train students to obtain the national certification from the National Apartment Association to start a career as a leasing professional. To obtain a temporary certificate, you must complete a survey of 3 leasing communities (developments/buildings), and successfully pass final online exams. You must also have 6 months of experience as a leasing professional to obtain the permanent certificate.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 20 hours classroom plus some hours of a special project (survey); course for experienced industry practitioners;
- 56 Hours classroom includes some hours of a special project (survey); course for new industry professionals.

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville Campus, Gaithersburg Business Training Center or Westfield Business Training Center.

Information Sessions/Orientations (if applicable): Yes (mandatory)

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center
Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:

Additional Requirements: Must take both courses

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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</tr>
</thead>
<tbody>
<tr>
<td>AMI005</td>
<td>National Apartment Leasing Professional</td>
<td>20</td>
<td></td>
<td><strong>$395</strong> T: $250 / F: 145</td>
</tr>
<tr>
<td>AMI003</td>
<td>National Apartment Leasing Professional</td>
<td>56</td>
<td></td>
<td><strong>$795</strong> T: $450 / F: 345</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A
Skills for Success:
Leasing professionals are the face of leasing properties and the first point of contact for prospective residents. Therefore, excellent customer service skills, strong interpersonal and communication skills are a must. Enjoy working with people. Good computer and administrative skills and teamwork are also ways to a successful career.

Successful Completion:
- Upon successful completion of this course, and 6 months of experience students will be eligible to obtain the National Apartment Leasing Professional Certification.

Certifying Professional Association:
National Apartment Association

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): Real Estate

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current Median Salary for this career is $66,796

860 Leasing Managers (Property, Real Estate, and Community Association Managers) annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph: 240-567-2592
Liz.Sepulveda@montgomerycollege.edu Program Coordinator, Ph: 240-567-3823

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COSMETOLOGY

MAKEUP ARTISTRY

Non-Credit Continuing Education Program Description:
This program will train you in the artistry of makeup application. The program is designed for beginner and intermediate level students who desire hands-on training in the professional application of makeup. The program will teach tips and tricks from the professionals and how to create the latest makeup looks. 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. This program includes 64 hours of classroom lecture and hands-on demonstrations.

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 64 Hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Takoma Park Silver Spring Campus location(s).

Information Sessions/Orientations: N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College, Room 400
   12 S. Summit Avenue
   Gaithersburg, MD 20877.
Pre-requisites:  N/A

Additional Requirements:
Students must complete the courses in sequential order; COS015 Makeup Artistry I, COS016 Makeup Artistry II. Students are required to bring a makeup kit and textbooks to class. Students are also required to dress in the makeup industry standard professional solid black attire for the duration of the program.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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<tr>
<td>COS16</td>
<td>Makeup Artistry II</td>
<td>24</td>
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<td></td>
<td></td>
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<td>T: $128/F: $95</td>
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</table>

*Tuition & Fees are subject to change.
Additional Expenses:
Students must bring a basic makeup kit to class consisting of:

- Foundation
- Blusher
- Power
- Concealer
- Lipstick
- Eye shadow
- Brushes
- Eyeliner
- Mascara

Students purchase the textbook; Bobbi Brown Makeup Manual The author for each book is Bobbi Brown and the book is available at the Takoma Park Silver Spring Campus Bookstore. The basic makeup kit and textbooks must be brought to each class session.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of Makeup Artistry I, and Makeup Artistry II students will be eligible for a certificate of completion.

Certifying Professional Association:
N/A

Career Opportunities/Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $20.88/hr. ($43K) to $34.90/hr. ($73K).

484 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Tracee Matthias, Program Director
Contact: Tracee.Matthias@montgomerycollege.edu - Ph: 240-567-2595

Montgomery College
Gaithersburg Business Training Center
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<td>12 South Summit Ave. GBTC 400</td>
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</tr>
<tr>
<td>Gaithersburg, MD 20877</td>
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</tr>
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</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
**Technical Standards for Montgomery College’s Makeup Artistry Program**

The primary goal of the Makeup Artistry program is to adequately prepare students to become professional makeup artists.

**Physical Requirements:**
Makeup artists must be able to spend most of their day standing and applying makeup to clients’ faces and bodies. Be able to use ventilation pieces and prop fabrication. Be able to analyze the skin, know natural curves and shapes of the face.

**Interpersonal Skills and Professionalism:**
Makeup artists should be friendly and courteous when dealing with clients. Repeat business is important, particularly for self-employed workers. Self-employed makeup artists generate their own business opportunities and must be proactive in finding new clients.

**Intellectual Ability and Emotional Stability to:**
Makeup artists who run their own business must understand general business principles. For example, they should be skilled at administrative tasks, such as accounting and personnel management, and be able to manage a business efficiently and profitably.

**Environment Requirements:**
Makeup artists must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients, as well as to make the clients comfortable enough to want to return. Makeup artists are exposed to preservatives, metals, solvents, dyes, waxes, and oils that may cause allergic reactions to clients.
COSMETOLOGY

NAIL TECHNICIAN

Non-Credit Continuing Education Program Description:
This course will teach students manicure and pedicure techniques, electric filing, how to apply nail tips and wraps. Students will review anatomy and physiology of the hand and nails. Instruction includes theory, demonstration, practical application, and safety protocol. Students will also learn state laws, regulations, and explore career opportunities and discuss salon management. This course provides 250 hours of instruction and will prepare you to take the State Board of Cosmetologists Nail Technician: Practical and Theory exam to become exam to become a licensed nail technician.

- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 250 Hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College's Takoma Park Silver Spring Campus location(s).

Information Sessions/Orientations (if applicable): n/a

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center  
Montgomery College, Room 400  
12 S. Summit Avenue,  
Gaithersburg, MD 20877

Germantown Campus  
Montgomery College, Humanities and Social Sciences Building, Room 245  
20200 Observation Drive  
Germantown, MD 20876

Rockville Campus  
Montgomery College, 220 Campus Center  
51 Mannakee Street  
Rockville, MD 20850

Takoma Park/Silver Spring Campus  
Montgomery College, CF 230, Customer Service  
7600 Takoma Avenue  
Takoma Park, MD 20912

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

Pre-requisites:  N/A

Additional Requirements:  
Students must complete the courses in sequential order; COS004 Nail Technician I, COS005 Nail Technician II, and COS006 Nail Technician III. Students are required to bring a nail tech kit and textbooks to class.

Schedule and registration information can be found at  
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

| Course Number | Course Title     | Course Hours | Textbook Information | *Costs
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<td>250</td>
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*Tuition & Fees are subject to change.
Additional Expenses:
Students need to purchase a nail technician kit and textbooks for the program.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:

- Certificates of completion will be provided once students complete COS006 Nail Technician III
- Students will be qualified to sit for the Maryland Board of Cosmetologists'

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Maryland Board of Cosmetologists

Career Opportunities:
Please visit the Montgomery College Career Coach website at
http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at
http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the
Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website
http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for
this career are from $8.03/hr. ($17K) to $15.82/hr. ($33K).

5,092 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach
website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Tracee Matthias, Program Director
Contact: Tracee.Matthias@montgomerycollege.edu – Ph. 240-567-2595

Montgomery College
Cosmetology
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College's Nail Technician Program
The primary goal of the Nail Technician Program is to adequately prepare students to pass the State Board of Cosmetologists Nail Technician: Practical and Theory exam to become a licensed nail technician.

Physical Requirements:
Sufficient strength and mobility to sit for long periods of time, consistent bending, good vision and be able to use their hands, fingers, and wrists to make repeated movements quickly and effectively.

Interpersonal Skills and Professionalism:
Good communication and interpersonal skills are essential.

Intellectual Ability and Emotional Stability to:
Exercise independent judgment by having the ability to evaluate the condition of the client’s nails and be able to provide appropriate services. To know how to properly sanitize client’s hands and tools to minimize the risk of infection.

Environment Requirements:
Students are exposed to a variety of chemicals including acrylates, solvents, glues and biocides such as dusts or vapors.
FAMILY CHILD CARE PROVIDER

Non-Credit Continuing Education Program Description:
This program will prepare you to operate a family childcare facility. You will learn the principles of child growth, curriculum development, special needs, community, emergency preparedness, professionalism, and health, safety and nutrition required by the state of Maryland to open your own family childcare. The program is approved by the Maryland State Department of Education (MSDE) Division of Early Childhood Licensing. This program provides 34 classroom hours to fulfill the family childcare pre-service training requirements.

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery http://worksourcemontgomery.com:
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 55 hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College's Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web”.

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:
To be approved as a family childcare provider, an individual shall be 18 years old or older and adhere to the requirements established under the Code of Maryland Regulations (COMAR). The requirements to open a family child care facility are outlined in Title 13A Subtitle 15 State Board of Education under the (COMAR).
http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat.htm

Additional Requirements:
To operate a family childcare facility, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge, child development, curriculum, health, safety and nutrition, special needs, professionalism and community.

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/
## Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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<td>28</td>
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<td>ECH172</td>
<td>Emergency Preparedness Training</td>
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<td>ECH257</td>
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<td>Supporting Breastfeeding</td>
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<td></td>
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<td>ECH305</td>
<td>Health and Safety Training</td>
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<td>CPR090</td>
<td>CPR and First Aid</td>
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<td>TBA</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

### Additional Expenses:
Course textbooks and materials are included in the cost of each course.

### Skills for Success:
See Technical Standards at the end of this document.

### Successful Completion:
- Upon successful completion of these courses you will receive a certificate

### Certifying Professional Association:
Maryland State Department of Education, Office of Child Care Licensing

### Career Opportunities:
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

### Related Careers:
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Early Childhood Education Technology AAS
- Early Childhood Education Certificate
- Early Childhood Leadership and Management Letter of Recognition
- Secondary Education AAT
- Alternative Certificate for Effective Teachers (ACET) WD&CE
- Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Jobs in this area are generally home-based businesses. Current wage information varies based on the scope of services.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Nelida Andres, Interim Program Director
Contact Information: Nelida.Andres@montgomerycollege.edu – Ph. 240-567-3827

Montgomery College
Early Childhood Education
Workforce Development & Continuing Education

Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College’s Family Childcare Provider
Early Childhood Education Program
The primary goal of the Family Childcare Provider Program is to adequately prepare students to operate a family childcare facility.

Physical Requirements:
Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:
Family childcare provider must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:
Working with children can be frustrating, and family childcare providers should be able to respond calmly to overwhelming and difficult situations. Family childcare providers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:
Family childcare providers work in their own homes. Providers may work long or unusual hours to fit parents’ work schedules. Childcare providers may offer evening and overnight care to meet the needs of families.

Family childcare programs are open year-round, with long hours of operation. The state of Maryland limits the number of children that each family childcare is allowed to care for based on the children’s age.
INFANT AND TODDLER TEACHER

Non-Credit Continuing Education Program Description:
This program will prepare you to become a lead teacher in an infant & toddler classroom setting. You will learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. The program also provides the curriculum planning for programs serving children from infancy through age three. This program provides the 90 classroom hours needed to become a teacher in programs licensed by the Maryland State Department of Education (MSDE) Division of Early Childhood Licensing. This program includes 99 hours of classroom lecture.

Possible Financial Aid and Payment Options:
• Tuition Waiver for Senior Citizens and Individuals with Disabilities
• Employer/Sponsor Paid Tuition
• Division of Rehabilitation Services (DORS)
• Worksource Montgomery http://worksourcemontgomery.com: Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
• 108 hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):
1. On the Web: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

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

3. Walk-In: A completed registration form with payment may be submitted at any of these locations:
Pre-requisites:
To qualify as a lead teacher in an infant & toddler classroom setting, an individual shall be 19 years old or older, hold a high school diploma and/or a certificate of high school equivalence, and one (1) year of experience working under supervision primarily with infants in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers or one (1) year of college, or a combination of experience and college that together are equivalent to one (1) Year.

To be eligible for the 45-hour course ECH208, Infant and Toddler Development and Curriculum Planning, you must successfully complete the 45-hour course ECH205, Child Growth and Development. Students will be required to take a final examination for each course.

Additional Requirements:
For employment in an infant & toddler classroom setting, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge; child development, curriculum, health, safety and nutrition, special needs, professionalism and community.
Course Information:

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
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</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Course textbooks and materials are included in the cost of each course.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of these courses, you will receive a certificate and be eligible to work in a day care center as an infant and toddler teacher

Certifying Professional Association:
Maryland State Department of Education, Office of Child Care Licensing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Early Childhood Education Technology AAS
- Early Childhood Education Certificate
- Early Childhood Leadership and Management Letter of Recognition
- Secondary Education AAT
- Alternative Certificate for Effective Teachers (ACET) WD&CE
- Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $8.00 ($17K) to $13.95 ($29K).

45,941 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Nelida Andres, Interim Program Director
Contact Information: Nelida.Andres@montgomerycollege.edu Ph. 240-567-3827

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College’s Early Childhood Education Program
The primary goal of the Infant and Toddler Teacher Program is to adequately prepare students to work in a childcare center as lead infant and toddler teachers.

Physical Requirements:
Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:
Lead teachers must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:
Working with children can be frustrating, and lead teachers should be able to respond calmly to overwhelming and difficult situations. Teachers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:
Childcare centers are open year-round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family childcare is allowed to care for based on the children’s age.
Early Childhood Education

PRESCHOOL TEACHER

Non-Credit Continuing Education Program Description:
This program will prepare you to become a lead teacher in a preschool setting. You will learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. The program also provides the curriculum planning for programs serving children from age three through age five. This program provides the 90 classroom hours needed to become a teacher in programs licensed by the Maryland State Department of Education (MSDE) Division of Early Childhood Licensing. This program includes 99 hours of classroom lecture.

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 99 hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:
To qualify as a lead teacher in a preschool setting, an individual shall be 19 years old or older, hold a high school diploma and/or a certificate of high school equivalence, and one (1) year of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers or one (1) year of college, or a combination of experience and college that together are equivalent to one (1) year.

To be eligible for the 45-hour course ECH207, Planning Curricula for Child Care, you must successfully complete the 45-hour course ECH205, Child Growth and Development. Students will be required to take a final examination for each course.

Additional Requirements:
For employment in a preschool setting, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge; child development, curriculum, health, safety and nutrition, special needs, professionalism and community.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/
Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Textbook Information</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>ECH205</td>
<td>Child Growth and Development</td>
<td>45</td>
<td></td>
<td>$350</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $125 / F: $225</td>
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<tr>
<td>ECH207</td>
<td>Planning Curricula for Child Care</td>
<td>45</td>
<td></td>
<td>$350</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $125 / F: $225</td>
</tr>
<tr>
<td>ECH170</td>
<td>Communications Skills for Child Care Professionals</td>
<td>9</td>
<td></td>
<td>$120</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $50 / F: $70</td>
</tr>
<tr>
<td>ECH271</td>
<td>Including All Children &amp; the AD</td>
<td>3</td>
<td></td>
<td>$55</td>
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<td></td>
<td></td>
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<td></td>
<td>T: $21 / F: $34</td>
</tr>
<tr>
<td>ECH305</td>
<td>Health and Safety Training</td>
<td>5</td>
<td></td>
<td>$60</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $20 / F: $40</td>
</tr>
<tr>
<td>ECH292</td>
<td>Supporting Breastfeeding</td>
<td>1</td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $3 / F: $7</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Course textbooks and materials are included in the cost of each course.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
• Upon successful completion of these courses, you will receive a certificate

Certifying Professional Association:
Maryland State Department of Education, Office of Child Care Licensing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Early Childhood Education Technology AAS
- Early Childhood Education Certificate
- Early Childhood Leadership and Management Letter of Recognition
- Secondary Education AAT
- Alternative Certificate for Effective Teachers (ACET) WD&CE
- Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current wage expectations for this career are from $9.38/hr. ($20K) to $25.49/hr. ($53K). 14,978 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Nelida Andres, Interim Program Director
Contact Information: Nelida.Andres@montgomerycollege.edu – Ph. 240-567-3827

Montgomery College
Early Childhood Education
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
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Technical Standards for Montgomery College’s Preschool Early Childhood Education Program

The primary goal of the Preschool Teacher program is to adequately prepare students to work in a childcare center as preschool teacher.

Physical Requirements:
Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:
Preschool teachers must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:
Working with children can be frustrating, and preschool teachers should be able to respond calmly to overwhelming and difficult situations. Preschool teachers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:
Childcare centers are open year-round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family childcare is allowed to care for based on the children’s age.
HOSPITALITY

EVENT-EXPERIENCE MANAGEMENT

Non-Credit Continuing Education Program Description:
This program will train you to work in a hotel, conference, concert, wedding, etc., or any event, which requires an event manager/coordinator.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton: (301) 929-6880

Length of Training:
- 54 Hours

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877.

   **Germantown Campus**
   Montgomery College, Humanities and Social Sciences Building, Room 245
   20200 Observation Drive
   Germantown, MD 20876
Pre-requisites: None

Additional Requirements:
Must take 4 core courses plus one elective

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
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<tr>
<td>HOS034 [Core]</td>
<td>Event Management - Introduction</td>
<td>12</td>
<td>Course materials are provided.</td>
<td>$200</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $80 / F: $120</td>
</tr>
<tr>
<td>HOS030 [Core]</td>
<td>Event Operation</td>
<td>12</td>
<td>Course materials are provided.</td>
<td>$229</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $109 / F: $120</td>
</tr>
<tr>
<td>HOS047 [Core]</td>
<td>Event Marketing</td>
<td>12</td>
<td>Course materials are provided.</td>
<td>$229</td>
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<td></td>
<td></td>
<td></td>
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<td>T: $109 / F: $120</td>
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<tr>
<td>HOS044 [Core]</td>
<td>Case Study in Event Management Forum</td>
<td>9</td>
<td>Course materials are provided.</td>
<td>$165</td>
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<td></td>
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<td>T: $80 / F: $85</td>
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</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A.

Skills for Success:
Marketing and good written and oral communication skills. Must be flexible, detail oriented; demonstrate initiative, energy and passion for the job. Strong interpersonal communication skills. Strong knowledge of Microsoft office products.
Successful Completion:

- Upon successful completion of this course series, students will obtain an Event/Experience Management Certificate and be able to work in the hospitality or arts industries, for community or government agencies, or
- Open their own businesses.
- Students will have access to a Continuing Education academic record (transcript), and the Montgomery College Event/Experience Management Continuing Education Certificate, to display at business office or provide to employer.

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Hospitality Management A.A. degree

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $60,147

1,053 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu – Program Director, Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit  www.montgomerycollege.edu

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FOOD SERVICE MANAGEMENT

Non-Credit Continuing Education Program Description:
Serve-Safe Certification course; by the National Restaurant Association Education Foundation.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition YES
- Division of Rehabilitation Services (DORS)
- Worksourc Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com);
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 16 Hours (includes the exam)

Typical Location of Courses:
These courses are typically held at Montgomery College’s, Westfield Training Campus, Rockville and Germantown Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877.

   **Germantown Campus**
   Montgomery College, Humanities and Social Sciences Building, Room 245
   20200 Observation Drive
   Germantown, MD 20876
Pre-requisites:  None

Additional Requirements:  None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>*Costs</th>
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<tbody>
<tr>
<td>HOS-013</td>
<td>Food Service Certification, ServSafe</td>
<td>16</td>
<td>$80</td>
<td>$195</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T:$85</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F:$110</td>
</tr>
<tr>
<td>HOS-049</td>
<td>Food Service Recertification, ServSafe</td>
<td>8</td>
<td>$80</td>
<td>$100</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F: $70</td>
</tr>
<tr>
<td>HBI-191</td>
<td>Certificación para la manipulación de alimentos</td>
<td>16</td>
<td>$80</td>
<td>$190</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F:$105</td>
</tr>
<tr>
<td>HOS-053</td>
<td>Allergen Awareness-Aller Train Certification</td>
<td>4</td>
<td>All Materials with exam and included</td>
<td>$189</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>T:$90</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>F:$99</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Successful completers can present $50 payable to Department of Health of Montgomery County to obtain the licensed food manager's cards.
Skills for Success:
Food Managers work in restaurants, hotels, and concessions. The primary goal of
the Food Safety classes is to adequately prepare students to obtain the National
ServSafe Manager’s certification and the Allergen Awareness-Aller Train
certification. Successful Food Managers are detail oriented, have strong team
working skills and organizational skills, and are able to coordinate kitchen activities
and schedules.

Successful Completion:
- Upon successful completion of this course, students will be eligible to take and
  prepared to pass the ServSafe Manager’s exam, by the National Restaurant
  Association Education Foundation and the AllerTrain, Allergen Awareness exam
  by MenuTrinfo.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: ServSafe, National Restaurant Association
and AllerTrain, MenuTrinfo.

Career Opportunities:
Please visit the Montgomery College Career Coach website
at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from
the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach
website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $55,225

783 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career
Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu – Program Director, - Ph. 240-567-2592
Liz.Sepulveda@montgomerycollege.edu - Program Coordinator, - Ph. 240-567-3823

Montgomery College
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HOME IMPROVEMENT PRE-LICENSE

Non-Credit Continuing Education Program Description:
Any business earning income from home improvements and remodeling requires a state license. Home improvement work includes alteration, remodeling, repair or replacement of a building or part of a building used as a residence. Home improvement also includes work done on individual condominium units. Home improvement does not include work done on commonly owned areas of condominiums or buildings that contain four or more single-family units.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com);
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 12 hours’ classroom education, Courses offered in the summer, fall, and spring.

Typical Location of Courses:
The course is typically held at Montgomery College’s Rockville location.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College,
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Requirements: High School Diploma or GED

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information: (Continuing Education courses also available)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
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<th>* Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMB181</td>
<td>Home Improvement</td>
<td>12</td>
<td>Business/Project Management For Home Improvement Contractors, available at College bookstore</td>
<td>$156</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $85/ F: $71</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.
**Skills for Success:**
Previous work-related skill, at least two years of experience in home improvement work, construction and/or related education; proof of financial solvency based on the scope and size of their business in relation to total assets, liabilities, credit rating and net worth; contractors representing a corporation, articles of incorporation and a certificate of good standing from the Department of Assessments and Taxation must be submitted; A contractor using a trade name must first check with the Commission to make sure the name is available for use with the Commission and then register the name with the Department of Assessments and Taxation; A certificate of trade name registration must be submitted with the license application; Proof of current $50,000 liability insurance must be filed with the application for licensure.

Detail-oriented; dependability, ability to follow safety rules, ability to follow directions; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

**Successful Completion:**
- Successful completers will receive additional tools to assist in successfully passing the state exam.

**Certifying Professional Association:**
The Maryland Home Improvement Commission

**Career Opportunities:**
The Home Improvement contractor is someone who completes an addition to or alteration, conversion, improvement, modernization, remodeling, repair, or replacement of a building or part of a building that is used or designed to be used as a residence or dwelling place or a structure adjacent to that building; or an improvement to land adjacent to the building.

Position: Construction Laborer, Construction Manager.

**Related Careers:**
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for Laborer in this career is $32,728.
Current Median Salary for Construction Manager in this career is $84,736.

1,028 Construction Managers and 4,409 Construction Laborers annual job openings are posted within 50 miles of Rockville, Maryland.
For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

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CONSTRUCTION

LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED)

Non-Credit Continuing Education Program Description:
LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. LEED certified buildings save money and resources and have a positive impact on the health of occupants, while promoting renewable, clean energy.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 10 hours’ classroom education, Courses offered in the fall, and spring.

Typical Location of Courses:
The course is typically held at Montgomery College’s Rockville location.

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877.

   **Germantown Campus**
   Montgomery College, Humanities and Social Sciences Building, Room 245
   20200 Observation Drive
   Germantown, MD 20876
Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Requirements:
High School Diploma or GED

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
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<tbody>
<tr>
<td>GRN005</td>
<td>LEED Green Associate Exam Prep</td>
<td>10</td>
<td>N/A</td>
<td>$299</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Skills for Success:
A LEED credential gives you a competitive edge and shows the market that you have the key knowledge, experience, and creditability to bring success to LEED projects and sustainability focused organizations. The LEED GA credential demonstrates to potential employers your understanding of the LEED system, your dedication to environmental issues, and your desire to go the extra mile and continue your education.

Successful Completion:
- Students will receive a Montgomery College certificate and have access to a Continuing Education academic record (transcript).
Certifying Professional Association:
The United States Green Building Council USGBC

Career Opportunities:
This first level of LEED professional credentialing is designed for professionals who want to demonstrate green building expertise in non-technical fields of practice, and to demonstrate basic knowledge of green design, construction, and operations. Energy Auditor, First Line Supervisor of Construction and Trades, Urban and Regional Planner, and Construction Carpenter.

Read more:
https://greeneconomypost.com/becoming-leed-green-associate-8011.htm#ixzz3aVSrM81q

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $55,225

783 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>12 South Summit Ave. GBTC 400, Gaithersburg, MD 20877</td>
<td>12 South Summit Ave. GBTC 400, Gaithersburg, MD 20877</td>
</tr>
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</table>

**Related Services for Montgomery College Students**
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
HEALTH SCIENCES

BASIC CARDIAC LIFE SUPPORT, CPR & AED, & BASIC FIRST AID

Non-Credit Continuing Education Program Description:
These courses teach basic life support to healthcare professionals and individuals who do not work in healthcare but who desire or require having CPR, AED (automated external defibrillator), and first aid knowledge and skills in order to respond to emergencies. There are specific classes for the healthcare professional and classes for non-healthcare providers such as camp directors, counselors, school bus drivers, child-care works, teachers, parents, babysitters).

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com);
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 4 -6 Hours (Depending on the course)

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites: None

Additional Requirements: Must be 16 years old in order to participate in courses.

Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)

Course Information: This course is VA-approved for GI Bill benefits.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
<th>T=Tuition</th>
<th>F=Fees</th>
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<tbody>
<tr>
<td>CPR007</td>
<td>Basic Cardiac Life Support for Healthcare Providers (BLS)</td>
<td>6</td>
<td>Textbook included with cost of class. Will be given out at the beginning of class.</td>
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<td>$102</td>
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<td></td>
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<td></td>
<td>T: $62 / F: $40</td>
<td></td>
</tr>
<tr>
<td>CPR090</td>
<td>CPR, AED, &amp; Basic First Aid Course (Non-healthcare providers – ASHI)</td>
<td>6</td>
<td>Textbook included with cost of class. Will be given out at the beginning of class.</td>
<td></td>
<td>$102</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>T: $62 / F: $40</td>
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<tr>
<td>CPR 084</td>
<td>CPR and AED(Non-healthcare providers – ASHI)</td>
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<td>Textbook included with cost of class. Will be given out at the beginning of class.</td>
<td></td>
<td>$87</td>
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</tr>
<tr>
<td>AHT011</td>
<td>First Aid-Basic</td>
<td>4</td>
<td>Textbook included with cost of class. Will be given out at the beginning of class.</td>
<td></td>
<td>$82</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>T: $62 / F: $20</td>
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</table>

*Tuition & Fees are subject to change.

Additional Expenses: Attending a class for certification must be completed every two years.

Skills for Success: N/A
Successful Completion:
- Upon successful completion of this course, you will receive an American Heart Healthcare provider card (BLS) and an American Safety and Health Institute (ASHI) card via an email link a few days after completion. This link will allow you to print your card and give to your employer.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
American Heart Association and American Safety and Health Institute

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- EKG Technician

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $12.33/hr. ($26K) to $21.36/hr. ($44K).

For up-to-date job forecasting please visit the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant
Lisa Bouknight, lisa.bouknight@montgomerycollege.edu
Ph: 240-567-5507

Program Director
Wendy Wells, MSN, RN,
wendy.wells@montgomerycollege.edu

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<thead>
<tr>
<th>Physical Address</th>
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<tbody>
<tr>
<td>7977 Georgia Avenue, HC126</td>
<td>7600 Takoma Avenue, HC 126</td>
</tr>
<tr>
<td>Silver Spring, MD 20910</td>
<td>Takoma Park, MD 20912</td>
</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
CLINICAL MEDICAL ASSISTANT

Non-Credit Continuing Education Program Description:
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 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 (HHS112), plus a 90-hour hands-on lab and clinical externship opportunity (HHS126). **YOU MUST REGISTER FOR BOTH CLASSES TOGETHER.**

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 96 Hours for Clinical Medical Assistant Program and 90 Hours for Clinical Medical Labs and Clinical Externship

Information Sessions/Orientations (if applicable):
You must register for HS112 and HHS126 at the same time.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400  
Germantown Campus, Humanities and Social Sciences Building, Room 245  
Rockville Campus, 220 Campus Center  
Takoma Park/Silver Spring Campus, CF 230, Customer Service  
Westfield South, Suite 306

**Pre-requisites:**  
There are no prerequisites for course registration. To be eligible for the 90-hour clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meeting other requirements.

**Schedule and registration information can be found at**  
[http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)

**Course Information:** This course is VA-approved for GI Bill benefits.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>*Costs T=Tuition F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS112</td>
<td>Clinical Medical Assistant Program</td>
<td>96</td>
<td>Included in Tuition</td>
<td>$2,280 T: $1,680/ F: $600</td>
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<td>HHS126</td>
<td>Clinical Medical Assistant – Labs and Clinical Externship</td>
<td>90</td>
<td>Included in Tuition</td>
<td>$1,180 T: $830 / F: $350</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

**Additional Expenses:**  
The cost of all medical testing, background check, drug screening, is paid by the students. An estimate of these costs is $850.  
Medical Assistant exam cost: $155.

**Skills for Success:**  
See Technical Standards at the end of this document.

**Successful Completion:**
- Upon successful completion of both courses, you would be eligible to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.
Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
National Health Career Association (NHA) www.nhanow.com

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Certified Nursing Assistant (CAN) – WD&CE
- Certified Medicine Aide (CMA) – WD&CE
- Phlebotomy Technician – WD&CE
- Dialysis Technician – WD&CE
- Pharmacy Compounding and Sterile Preparations – WD&CE
- EKG Technician

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current wage expectations for this career are from $12.31/hr. ($26K) to $21.32/hr. ($44K).

15,012 Medical Assistants are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant  Matt Wilson, matt.wilson@montgomerycollege.edu
Ph: 240-567-5508

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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  Takoma Park, MD 20912 |

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice.

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

CERTIFIED MEDICINE AIDE

Non-Credit Continuing Education Program Description:
This classroom and clinical course trains certified nursing assistants (CNA) and geriatric nursing assistants (GNA) to become certified to administer medications to nursing home clients. Prospective students must be a current licensed CNA and GNA and haveworked in a long-term facility for at least a year. Confirmation of current employment by the human resource director in a long-term facility is required to enroll in this course. Students must pass the final exam of the classroom portion of the program with a grade of 80 percent or higher in order to continue to the clinical portion of the class.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- Classroom 45 Hours / Clinical 47 Hours

Information Sessions/Orientations (if applicable):
There will be an orientation during which students are required to pass a math and reading test with a grade of not less than 80 percent in order to register for this class.

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Prospective students must have attended the orientation session and have passed the mandatory math and reading tests with a minimum of 80 percent in order to register for this class. Prospective students must be a current licensed CNA and GNA and have worked in a long-term facility for at least a year. Confirmation of current employment by the human resource director in a long-term facility is required to enrolling in this course. Students must pass the final exam of the classroom portion of the class with a grade of 80 percent or higher to continue to the clinical portion of the class.

Additional Requirements:
Students are required to complete physical examination by healthcare provider in addition to providing documentation of immunizations (MMR, HepB, Varicella, Tdap, and seasonal flu vaccine), current negative TB test, CPR training for Healthcare providers, and purchase of a white uniform. There is no cost for the orientation session or the mandatory math and reading tests.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Textbook Information</th>
<th>*Costs</th>
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<tr>
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<td></td>
<td>$734</td>
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<tr>
<td></td>
<td>Classroom</td>
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<td>T: $520</td>
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<tr>
<td>AHT226</td>
<td>Medicine Aide</td>
<td>47</td>
<td></td>
<td>$928</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
TB Test; CPR training for Healthcare providers, White uniform, Immunizations, Physical, watch with a second hand

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- After successful completion of this course, students will be able to apply to work in a long-term health care facility.
Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: Maryland Board of Nursing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Nursing A.S.
- Pharmacy Technical

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current wage expectations for this career are from $12.33/hr. ($26K) to $21.36/hr. ($44K).

14,903 Certified Medicine Aides are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments. Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures
Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

CERTIFIED MEDICINE AIDE UPDATE

Non-Credit Continuing Education Program Description:
This program will update your Certified Medicine Aide training and teach you about new medications, procedures, and protocols. You will get the necessary training to satisfy recertification requirements for Medicine Aides.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 9 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306

Pre-requisites:
Applicants must present a current Medicine Aide Certificate and Geriatric Nursing Assistant license on the first day of class.
Additional Requirements:
Students may only register 90 days before their certificate expires, or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information: This course is VA-approved for GI Bill benefits.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
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<tbody>
<tr>
<td>AHT145</td>
<td>Certified Medicine Aide Update Program</td>
<td>9</td>
<td>No textbook. All information is provided in folder</td>
<td>$160 T: $110 / F: $50</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
License must be updated every two years.

Skills for Success: N/A

Successful Completion:
- Upon successful completion of this course you will be eligible to apply for recertification of your current Certified Medicine Aide license.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Maryland Board of Nursing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- EKG Technician
Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current wage expectations for this career are from $12.33/hr. ($26K) to $21.36/hr. ($44K).

14,903 Certified Medicine Aides are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Program Assistant Lisa Bouknight, lisa.bouknight@montgomerycollege.edu
Ph: 240-567-5507

Program Director Wendy Wells, MSN, RN,
wendy.wells@montgomerycollege.edu

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Takoma Park, MD 20912 |

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
HEALTH SCIENCES

CERTIFIED NURSING ASSISTANT

Non-Credit Continuing Education Program Description:
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 an attendance award from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination.

This program includes 88 hours of classroom lecture & lab practice (AHT028), plus a 60-hour hands-on clinical opportunity (AHT223). **YOU MUST REGISTER FOR BOTH CLASSES TOGETHER**

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 88 Hours for Nursing Assistant Classroom and 60 Hours for Nursing Assistant Clinical.

Information Sessions/Orientations (if applicable):
You must attend the free orientation session which includes a mandatory reading and math test. You must obtain at least 80% on each test in order to register. After successfully passing both tests, you will receive a signed authorized registration form. You must register for AHT028 and AHT223 at the same time.

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400
Germantown Campus, Humanities and Social Sciences Building, Room 245
Rockville Campus, 220 Campus Center
Takoma Park/Silver Spring Campus, CF 230, Customer Service,
Westfield South, Suite 306

Pre-requisites:
- You must attend the free orientation session which includes a mandatory reading and math test. You must obtain at least 80% on each test in order to register.
- You must be 18 years of age and have a social security number or have a tax identification number.

Additional Requirements:
- A physical examination by your Health care provider.
- Up to date immunizations (MMR, Varicella, Hep B, TDap, Influenza).
- CPR Heath Provider certification before the start of midterm.
- A negative TB skin test (PPD) or chest x-ray.
- A criminal background check and fingerprinting will be arranged by your Instructor after the class begins.
- Must carry health insurance during the duration of your clinical practicum.

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<tr>
<td>AHT028</td>
<td>Nursing Assistant Classroom (CNA)</td>
<td>88</td>
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<td>T: $840 / F: $270</td>
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<tr>
<td>AHT223</td>
<td>Nursing Assistant Clinical (CNA)</td>
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<td></td>
<td>$920</td>
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<td>T: $770 / F: $150</td>
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<tr>
<td>AHT237</td>
<td>Math &amp; Reading review For Nursing Assistants</td>
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<tr>
<td>NUR070</td>
<td>Hospital-Based Nursing Assistant Class/Lab</td>
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</table>

*Tuition & Fees are subject to change.
Additional Expenses:
There will be additional fees for TB test, Immunizations, Physical, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Eligible to apply for certification as a nursing assistant.
- Upon successful completion of both courses, you would be eligible to sit for Maryland Board of Nursing Geriatric Nursing Assistant Licensing examination for CNA/GNA combined course.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Maryland Board of Nursing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Certified Medicine Aide – WD&CE
- Phlebotomy Technician – WD&CE
- Dialysis Technician – WD&CE
- EKG Technician

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $10.13/hr. ($21K) to $18.12/hr. ($38K).

38,784 Certified Nursing Assistants are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant  
Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  
Ph: 240-567-5507

Program Director  
Wendy Wells, MSN, RN,  
wendy.wells@montgomerycollege.edu

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Call: 240-567-5188 or visit  
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Related Services for Montgomery College Students  
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments.
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
DIALYSIS TECHNICIAN

Non-Credit Continuing Education Program Description:
This program will provide you with the knowledge and skills required 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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites: None.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<tr>
<th>Course Number</th>
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<td>HHS064</td>
<td>Dialysis Technician Program</td>
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</table>

*Tuition & Fees are subject to change.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of this course you would be eligible to work as a dialysis technician.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Board of Nephrology Examiners Nursing and Technology (BONENT).

Career Opportunities:

Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:

Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- Pharmacy Compounding and Sterile Preparations – WD&CE
- EKG Technician
Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $13.34/hr. ($28K) to $31.07/hr. ($65K).

5,718 Dialysis Technicians are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:
Program Assistant Matt Wilson, matt.wilson@montgomerycollege.edu
Ph: 240-567-5508

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures
Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice.

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

EKG TECHNICIAN PROGRAM

Non-Credit Continuing Education Program Description:
This program will provide you with the knowledge and skills required 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 for 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. You will learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. You will compare normal and abnormal EKG printed readings and measure various “peaks and troughs.”

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
Takoma Park/Silver Spring Campus, CF 230, Customer Service
Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<tr>
<th>Course Number</th>
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<th>*Costs</th>
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<tr>
<td>HHS051</td>
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*Tuition & Fees are subject to change.

Additional Expenses: Cost of examination.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of this course you would be eligible to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT).

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: ASPT

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs
(from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- Dialysis Technician
- Pharmacy Compounding and Sterile Preparations – WD&CE

Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career are from $15.90/hr. ($33K) to $43.77/hr. ($91K).

1,610 EKG Technicians are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Program Assistant Matt Wilson, matt.wilson@montgomerycollege.edu
Ph: 240-567-5508

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**Related Services for Montgomery College Students:**
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Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments. Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient's problems. Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient's problems. Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
Geriatric Nursing Assistant (GNA) Exam Preparation

Non-Credit Continuing Education Program Description:
This course is designed for CNAs or student nurses who want a skills and test taking strategies review to prepare to successfully pass the Geriatric Nurse Assistant (GNA) skills and written examination. Topics will include review of 22 basic nursing skills with hands-on practice such as hand hygiene, ambulating using transfer belts, vital signs, and test taking strategies to assist in successfully passing the GNA written examination. After successful completion of the skills review course, students will receive an achievement award from Montgomery College and will be eligible to qualify to take the National Nurse Aide Assessment Program (NNAAP) skills and written examination through Pearson Vue. Must have two pieces of ID to register for the course such as driver license, passport, social security card. One piece must be a photo ID. This is also a requirement to take the GNA exam.

Possible Financial Aid and Payment Options:

- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 10 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
Pre-requisites:

Must have proof of any of the following - program CNA/GNA training certificates, transcripts for student nurses:

- Certified nurse assistants (CNAs) who have successfully completed a Board or Nursing-approved 100-hr nursing assistant program that includes clinical experience within the last 12 months.
- Student nurses currently enrolled in a nursing education program who successfully completed Board of Nursing requirements within the last 12 months.
- Graduate nurses who have graduated from an accredited nursing education program in the United States.
- Foreign graduate nurses who have graduated from a nursing program who are waiting to take the NCLEX examination.
- Expired GNA Certification: Persons with expired GNA license who have worked 8 hours in a nursing home within the last 2 years.

Additional Requirements:

- Must be 18 years old in order to participate in courses.

Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule](http://cms.montgomerycollege.edu/wdce/courseschedule)

Course Information:

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<tr>
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<td>Study Guide, GNA Handbook</td>
<td>$165</td>
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*Tuition & Fees are subject to change.

Additional Expenses:

None
Successful Completion:
Upon completion of this skills review course, students will:
- Demonstrate competency in performing 22 basic nursing skills required by the Maryland Board of Nursing.
- Demonstrate competency in infection control and prevention practices.
- Demonstrate competency in patient safety practices.
- Apply principles of body mechanics so as to conserve energy, decrease potential strain, injury, and fatigue on the caregiver as well as promote patient safety.
- Demonstrate caring behaviors in patient care delivery.
- Demonstrate proficiency in answering healthcare questions.
- Demonstrate appropriate communication techniques during patient interactions.

Certifying Professional Association:
Maryland Board of Nursing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- EKG Technician

Job Outlook:  Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current wage expectations for this career are from $12.33/hr. ($26K) to $21.36/hr. ($44K).

14,903 Certified Medicine Aides are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant  Lisa Bouknight, lisa.bouknight@montgomerycollege.edu
Ph: 240-567-5507

Program Director  Wendy Wells, MSN, RN,
wendy.wells@montgomerycollege.edu

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call:  240-567-5188 or visit www.montgomerycollege.edu/wdce

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Mailing Address</th>
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</table>
| 7977 Georgia Avenue, HS 126
Silver Spring, MD 2091 | 7600 Takoma Avenue, HC 419
Silver Spring, MD 20912 |

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
HEALTH SCIENCES

HEALTH CARE ACCESS AND REGISTRATION PROFESSIONAL

Non-Credit Continuing Education Program Description:
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 program 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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 90 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites: None.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

<table>
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<tr>
<th>Course Number</th>
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*Tuition & Fees are subject to change.

Additional Expenses:
Cost of relevant examination.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion and Certifying Professional Association:

- Students who complete this program will be eligible to sit for the National Health Career Association (NHA), the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors.

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- Dialysis Technician
- Pharmacy Compounding and Sterile Preparations – WD&CE
- EKG Technician
- RN Case Manager/Delegating Nurse Training for Assisted Living

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Program Assistant  Matt Wilson, matt.wilson@montgomerycollege.edu
Ph: 240-567-5508

Montgomery College
Health Sciences Institute
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Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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**Related Services for Montgomery College Students**

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments

Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures.

Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:

- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

NCLEX RN REVIEW

Non-Credit Continuing Education Program Description:
This course is designed for nurses who have completed an RN program of study and who require preparation in order to sit for the NCLEX RN licensure examination. Topics will include an overview of anatomy and physiology, test taking strategies, and critical thinking. NCLEX questions will be practiced with rationales.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 100 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
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   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
**Pre-requisites:**
Applicants must have completed a Maryland Board of Nursing approved registered nurse degree program.

**Additional Requirements:** None

**Schedule and registration information can be found at**
[http://cms.montgomerycollege.edu/wdce/courseschedule](http://cms.montgomerycollege.edu/wdce/courseschedule)

**Course Information:**

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<td>$1,192 T: $880 / F: $312</td>
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</table>

*Tuition & Fees are subject to change.

**Additional Expenses:**
Cost of Maryland Board of Nursing Examination.

**Skills for Success:** N/A

**Successful Completion:**
Upon successful completion of this course, students will be able to:

- Apply the nursing process to clients with selected medical, surgical, pediatric, female reproductive and psychiatric conditions.
- Describe pathophysiology related to selected conditions likely to be on the NCLEX RN exam.
- Discuss nursing care for clients with selected conditions likely to be on the NCLEX RN exam.
- Practice answering multiple-choice questions similar to those on the NCLEX RN exam.

Students will have access to a Continuing Education academic record (transcript).
Certifying Professional Association:
Maryland Board of Nursing.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- RN Case Manager/Delegating Nurse Training for Assisted Living
- Train the Trainer- Preparing CNAs for success

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com : Current wage expectations for this career are from $25.52/hr. ($53K) to $45.65/hr. ($95K).

72,695 Registered Nurses are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant  Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  
Ph: 240-567-5507

Program Director  Wendy Wells, MSN, RN,  
wendy.wells@montgomerycollege.edu

Montgomery College  
Health Sciences Institute
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit  www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students  
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at  www.montgomerycollege.edu/ejobs
HEALTH SCIENCES

NURSE REFRESHER FACE TO FACE CLASSROOM, CLINICAL & LAB

Non-Credit Continuing Education Program Description:
This course is designed for RNs and PLNs who desire to maintain or re-establish their active license to reenter the nursing field. Nursing experts will present topics to review systems, anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, and end-of-life issues. You must register for the classroom, clinical and lab in order to use the payment plan. There is a non-refundable fee to participate in the payment plan. Permission from the department may be required.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton: (301) 929-6880

Length of Training:
- Classroom - 100 Hours
- Clinical – 60 Hours Nursing
- Lab – 8 Hours

Information Sessions/Orientations (if applicable):
Mandatory. Usually 1 month prior to the start of the program.
See MC Brochure or MC website for date, time, and location.

Application Process (if applicable):

1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences, Building, Room 245
   - Rockville Campus, 220 Campus Center
Pre-requisites:
Applicants must have a current inactive RN or LPN license with a current expiration date, a temporary RN or LPN license, or an active RN or LPN license.

You must register for NUR057, NUR023, and NUR007 concurrently,

Additional Requirements:
White uniform (pants, top, white shoes with rubber bottom), Watch with a second hand, and stethoscope. Cost of Maryland Board of Nursing Fee to activate license after successfully completing the entire program.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
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<tr>
<th>Course Number</th>
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*Tuition & Fees are subject to change.

Additional Expenses:
Cost of CPR Certification, required immunizations and TB test, together with any medical professional charges related thereto.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of this course, you would be eligible to maintain or re-establish your active RN or LPN license.
Students will have access to a Continuing Education academic record (transcript).

**Certifying Professional Association:**
Maryland Board of Nursing.

**Career Opportunities:**
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

**Related Careers:**
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

**Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):**

- RN Case Manager/Delegating Nurse Training for Assisted Living
- Train the Trainer: Preparing CNAs for Success

**Job Outlook: Source as listed on the Montgomery College Career Coach website** http://montgomerycollege.edu.emsicareercoach.com:

Current wage expectations for this career are from $25.52/hr. ($53K) to $45.65/hr. ($95K).

72,695 RNs or LPNs are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant  Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  Ph: 240-567-5507

Program Director  Wendy Wells, MSN, RN, wendy.wells@montgomerycollege.edu

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Related Services for Montgomery College Students
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Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments. Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments

Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient’s problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient’s problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures

Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice.

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
ONLINE NCLEX RN REVIEW

Non-Credit Continuing Education Program Description:
This course is designed for nurses who have completed an RN program of study and who require preparation in order to sit for the NCLEX RN licensure examination. Topics will include an overview of anatomy and physiology, test taking strategies, and critical thinking. NCLEX questions will be practiced with rationales and explanations.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 100 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Applicants must have completed a Maryland Board of Nursing approved registered nurse degree program.

Additional Requirements: None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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*Tuition & Fees are subject to change.

Additional Expenses:
Cost of Maryland Board of Nursing Examination.

Skills for Success: N/A

Successful Completion:
Upon successful completion of this course, students will be able to

- Apply the nursing process to clients with selected medical, surgical, pediatric, female reproductive and psychiatric conditions.
- Describe pathophysiology related to selected conditions likely to be on the NCLEX RN exam.
- Discuss nursing care for clients with selected conditions likely to be on the NCLEX RN exam.
- Practice answering multiple-choice questions similar to those on the NCLEX RN exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Maryland Board of Nursing.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- RN Case Manager/Delegating Nurse Training for Assisted Living
- Train the Trainer- Preparing CNAs for success

**Job Outlook:** Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career are from $25.52/hr. ($53K) to $45.65/hr. ($95K).

72,695 Registered Nurses are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

**Contact Information:**

Program Assistant  
Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  
Ph: 240-567-5507

Program Director  
Wendy Wells, MSN, RN,  
wendy.wells@montgomerycollege.edu

Montgomery College  
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HEALTH SCIENCES
ONLINE NURSE REFRESHER CLASSROOM, CLINICAL & LAB

Non-Credit Continuing Education Program Description:
This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. The program includes both online and hands-on experience. The theory portion of the course will be delivered totally online and will include: online lectures to include topics such as reviewing anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation, current trends and end-of-life issues, videos, discussion groups and other learning activities. Attendance is required for the on-campus lab which will be taught in the skills lab at Montgomery College and clinical which will be taught off-campus. You must enroll for this classroom (online), lab and clinical

Possible Financial Aid and Payment Options:
• Continuing Education Career Path Scholarship
• Tuition Waiver for Senior Citizens and Individuals with Disabilities
• Employer/Sponsor Paid Tuition
• Division of Rehabilitation Services (DORS)
• Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
• Classroom - 100
• Hours Clinical – 60
• Hours Nursing Lab – 8 Hours

Information Sessions/Orientations (if applicable): Mandatory. Usually 1 month prior to the start of the program. See MC Brochure or MC website [http://cms.montgomerycollege.edu/hsi] for date, time, and location.

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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Rockville Campus, 220 Campus Center

Takoma Park/Silver Spring Campus, CF 230, Customer Service

Westfield South, Suite 306

**Pre-requisites:**
Applicants must have a current inactive RN or LPN license with a current expiration date, a temporary RN or LPN license, or an active RN or LPN license.

**You must register for NUR069, NUR023, and NUR007 concurrently.**

**Additional Requirements:**
Cost of CPR Certification, physical examination by a healthcare provider, required immunizations and TB test, together with any medical professional charges related thereto.

**Schedule and registration information can be found at**
http://cms.montgomerycollege.edu/wdce/courseschedule/

**Course Information:**

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<th>*Costs T=Tuition F=Fees</th>
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<tr>
<td>NUR069</td>
<td>Online Nurse Refresher Classroom</td>
<td>100</td>
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<td>$1,470 T: $1,235 / F: $235</td>
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<td>NUR023</td>
<td>Nursing Lab</td>
<td>8</td>
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<td>$270 T: $215 / F: $55</td>
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<tr>
<td>NUR007</td>
<td>Nurse Refresher Clinical</td>
<td>60</td>
<td></td>
<td>$1,320 T: $1,110 / F: $210</td>
</tr>
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</table>

*Tuition & Fees are subject to change.

**Additional Expenses:**
White uniform (pants, top, white shoes with rubber bottom), Watch with a second hand, and stethoscope. Cost of Maryland Board of Nursing Fee to activate license after successfully completing the entire program.

**Skills for Success:**
See Technical Standards at the end of this document.
**Successful Completion:**
Upon completion of this course, students will be able to:

- Describe the current social factors, trends, evidence-based practice, and ethical dilemmas facing nursing.
- Identify effective communication techniques utilized in the health care setting.
- Describe the implementation of standard precautions when providing patient care.
- Perform nursing procedures and use equipment according to guidelines.
- Prepare to administer medications.
- Discuss various means of documentation in the health care setting.
- Discuss legal aspects of nursing related to licensure, practice, and documentation.

Students will have access to a Continuing Education academic record (transcript).

**Certifying Professional Association:**
Maryland Board of Nursing.

**Career Opportunities:**
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

**Related Careers:**
Please visit the Montgomery College Career Coach website at: [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

**Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):**

- Nursing A.S.
- RN Case Manager/Delegating Nurse Training for Assisted Living
- RN NCLEX Review
- Train the Trainer: Preparing CNAs for Success

**Job Outlook:** Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com):

Current wage expectations for this career are from $25.52/hr. ($53K) to $45.65/hr. ($95K).

72,695 Registered Nurses are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)
Contact Information:

Program Assistant     Lisa Bouknight, lisa.bouknight@montgomerycollege.edu
Ph: 240-567-5507

Program Director      Wendy Wells, MSN, RN,
wendy.wells@montgomerycollege.edu

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures
Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

PHARMACY TECHNICIAN

Non-Credit Continuing Education Program Description:
This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s (PTCB) examination. A GED or high school diploma is required to sit for the PTCB 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 define 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.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 72 Hours

Information Sessions/Orientations (if applicable): None.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   Gaithersburg Business Training Center, Room 400
   Germantown Campus, Humanities and Social Sciences Building, Room 245
   Rockville Campus, 220 Campus Center
   Takoma Park/Silver Spring Campus, CF 230, Customer Service
   Westfield South, Suite 306
Pre-requisites:
Prior to registering, prospective students must have a high school diploma or a GED.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<th>*Costs</th>
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<tr>
<td>HHS105</td>
<td>Pharmacy Technician Classroom</td>
<td>72</td>
<td>Included in Tuition</td>
<td>$2,030</td>
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<td>T: $1,380 / F: $650</td>
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*Tuition & Fees are subject to change.

Additional Expenses: None

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- After successful completion of this course, students will be prepared to apply to take the PTCB examination.
- After successful completion of the PTCB examination, Pharmacy Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings – working under the supervision of a registered pharmacist.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Pharmacy Technician Certification Board (PTCB)

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- Dialysis Technician
- EKG Technician
- RN Case Manager/Delegating Nurse Training for Assisted Living

**Job Outlook:** Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career are from $10.78/hr. ($22K) to $23.92/hr. ($50K).

8,798 Pharmacy Technicians are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

**Contact Information:**

Program Assistant  Matt Wilson, matt.wilson@montgomerycollege.edu  Ph: 240-567-5508

Montgomery College  
Health Sciences Institute  
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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**Related Services for Montgomery College Students**

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures
Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
PHLEBOTOMY TECHNICIAN

Non-Credit Continuing Education Program Description:
Classroom work includes medical terminology, anatomy and physiology review, blood collection procedures, specimen collection practice, and specimen processing and handling. Laboratory operations are reviewed including safety, quality control, universal precautions, routine laboratory tests, confidentiality, and ethics. **This class must be taken with Phlebotomy Technician Clinical Internship (HHS115). You must register for both courses at the same time.** The Clinical Internship includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this internship 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 Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- Classroom - 90 Hours and Clinical – 40 Hours.

Information Sessions/Orientations (if applicable): None.

Application Process (if applicable):
1. **On the Web**: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In**: A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400  
Germantown Campus, Humanities and Social Sciences Building, Room 245  
Rockville Campus, 220 Campus Center  
Takoma Park/Silver Spring Campus, CF 230, Customer Service  
Westfield South, Suite 306  

Pre-requisites:  
To be eligible for the clinical internship, you must have completed or currently be enrolled in Montgomery College’s 90-Hour Phlebotomy Technician program.

Additional Requirements:  
You must register for HHS034 and HHS115 at the same time. You will be in class two nights a week, as well as in daytime clinical for one 40-hour week, Monday- Friday as part of the clinical internship. Additionally, you must submit to a thorough background check and meet other requirements. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola, IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)

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<th><em>Costs</em> T=Tuition F=Fees</th>
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<tr>
<td>HHS034</td>
<td>Phlebotomy Technician</td>
<td>90</td>
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<td>HHS115</td>
<td>Phlebotomy Technician Clinical Internship</td>
<td>40</td>
<td>Included in Tuition</td>
<td>$335 T: $210 /F: $125</td>
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</table>

*Tuition & Fees are subject to change.*

### Additional Expenses:
Student will be responsible for obtaining background check and required medical tests prior to first day of class.
Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- After successful completion of this course, students will have received important clinical experience and will be ready to apply for employment as a Phlebotomy Technician.

Certifying Professional Association:
National Phlebotomy Association

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Pharmacy Technician – WD&CE
- Dialysis Technician
- Pharmacy Compounding and Sterile Preparations – WD&CE
- EKG Technician
- NCLEX

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $12.33/hr. ($26K) to $21.36/hr. ($44K).

14,903 Phlebotomy Technicians are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Program Assistant Matt Wilson, matt.wilson@montgomerycollege.edu
Ph: 240-567-5508

Montgomery College
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Technical Standards:

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**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.
Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments
Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient’s problems.
Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures
Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice.

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing. Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

PHYSICAL THERAPY & OCCUPATIONAL THERAPY AIDE TRAINING

Non-Credit Continuing Education Program Description:
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.

Possible Financial Aid and Payment Options:
• Continuing Education Career Path Scholarship
• Tuition Waiver for Senior Citizens and Individuals with Disabilities
• Employer/Sponsor Paid Tuition
• Division of Rehabilitation Services (DORS)
• Worksource Montgomery http://worksourcemontgomery.com:
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
• 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building Room 245 Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites: None.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

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<tr>
<td>HHS041</td>
<td>Physical Therapy and Occupational Therapy Aide Training Program</td>
<td>50</td>
<td>Included in Tuition</td>
<td>$2,000 T: 1,350 / F:$650</td>
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</table>

*Tuition & Fees are subject to change.

Additional Expenses: None.

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of this course, you would be eligible to apply for employment as a Physical Therapy and/or Occupational Therapy Aide.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: None.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Life Science A.S. (Pre-Medicine Track)
- Nursing A.S.
- Phlebotomy Technician – WD&CE
- Pharmacy Compounding and Sterile Preparations – WD&CE
- EKG Technician
Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career are from $13.21/hr. ($27K) to $36.40/hr. ($76K).

1,805 Physical Therapy and Occupational Therapy Aides are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Program Assistant       Matt Wilson, matt.wilson@montgomerycollege.edu  
Ph: 240-567-5508

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**Hearing ability** sufficient to evaluate patients and their environments

Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient's problems.

Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient's problems.

Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures

Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care.
Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.
Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes.
Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HEALTH SCIENCES

TRAIN THE TRAINER: Preparing CNAs for Success

**Non-Credit Continuing Education Program Description:**
This course is designed to meet the Maryland Board of Nursing faculty requirements for teaching in CNA programs. This program for RNs combines classroom learning, instructional technology, and a learning lab where you will demonstrate competency in applying knowledge of the principles of adult learning and methods of instruction. This class is for students who have at least two years’ experience (one in long-term care) and a desire to instruct in an approved CNA program.

**Possible Financial Aid and Payment Options:**
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

**Length of Training:**
- 24 hours of classroom training Information

**Application Process (if applicable):**

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306
Pre-requisites:
Must be a registered Nurse licensed in the state of Maryland. Have a minimum of 2 years of nursing experience, at least 1 year of which was in caring for the elderly or chronically ill in the past 5 years.

Additional Requirements: None.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
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<tbody>
<tr>
<td>NUR065</td>
<td>Train the Trainer: Preparing CNAs for Success</td>
<td>24</td>
<td>Learning materials provided</td>
<td>$360</td>
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*Tuition & Fees are subject to change.

Additional Expenses: None.

Skills for Success:
Upon completion of this course, your name will be submitted to the Maryland Board of Nursing as an individual who may train Certified Nursing Assistants in long term care facilities.

Successful Completion:
Upon successful completion of this course, students will be eligible to
  • apply for employment as a RN Delegate Nurse or as a Medication Aide Trainer in an assisted living facility.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: Maryland Board of Nursing

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs
(from the Montgomery College Career Coach website):

- RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Program Assistant  Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  Ph: 240-567-5507

Program Director  Wendy Wells, MSN, RN,  wendy.wells@montgomerycollege.edu

Montgomery College  
Health Sciences Institute  
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit  [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

<table>
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<tr>
<th>Physical Address</th>
<th>Mailing Address</th>
</tr>
</thead>
</table>
| 7977 Georgia Avenue, HC126  
Silver Spring, MD 20910 | 7600 Takoma Avenue, HC 126  
Takoma Park, MD 20912 |

**Related Services for Montgomery College Students**

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
Transition to Acute Care Training Program for Professional Healthcare Workers

Non-Credit Continuing Education Program Description:
This course is designed for RNs, Pharmacology Techs, Radiology Techs, Surgical Techs, and Ultrasound Techs to ease into the transition roles of working in sub-acute and long term, acute care hospital, urgent care and surgical centers. Professional topics will include scope of practice, professional practice, organization and prioritization, delegation, risk management, and inter-professional collaboration; Transition topics will include shift assessment, ISBAR reporting, and reflective thinking to improve clinical practice; Simulation and Task Training will include medication safety, IV insertion/use of intravenous infusion pump, central venous catheter blood draws/flushes/dressing changes and patient assessment. After successful completion of this course, you will receive an achievement award from Montgomery College and be eligible to apply for the Transition to Professional Acute Healthcare Practice certification through the American Nurses Association.

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 100 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
Pre-requisites:
Must have proof of any of the following - This course is designed for Healthcare professionals such as but not limited to RNs, Pharmacology Techs, Radiology Techs, Surgical Techs, and Ultrasound Techs

Additional Requirements:
Must be 18 years old in order to participate in courses.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>*Costs</th>
</tr>
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<tbody>
<tr>
<td>NUR075</td>
<td>Transition to Acute Care Training Program for Professional Healthcare Workers</td>
<td>100</td>
<td>Hand-outs and medical supplies for practice are included</td>
<td>$1480</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $1060 / F: $420</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: None

Successful Completion:
Upon completion of this course, students will be able to:

- Describe the scope of practice within professional practices
- Prioritize care and patient teaching
- Communicate effectively to inter-professionals using shift assessment and ISBAR, IPASS report, and TEAMSTEPPS Communication process.
- Apply simulation competency skills to professional practice

Certifying Professional Association:
American Nurses Association

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

* Life Science A.S. (Pre-Medicine Track)
* Nursing A.S.
* Phlebotomy Technician – WD&CE
* EKG Technician

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

Program Assistant  Lisa Bouknight, lisa.bouknight@montgomerycollege.edu  
Ph: 240-567-5507

Program Director  Wendy Wells, MSN, RN,  
wendy.wells@montgomerycollege.edu

Montgomery College  
Health Sciences Institute  
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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| 7977 Georgia Avenue, HS 126  
Silver Spring, MD 2091  | 7600 Takoma Avenue, HC 419  
Silver Spring, MD 20912 |

Related Services for Montgomery College Students  
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards:

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

**Visual acuity** sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

**Hearing ability** sufficient to evaluate patients and their environments

Examples of relevant activities:
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

**Olfactory ability** sufficient to identify patient’s problems.

Examples of relevant activities:
- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

**Tactile ability** sufficient to identify patient’s problems.

Examples of relevant activities:
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

**Strength and mobility** sufficient to perform patient care activities and emergency procedures

Examples of relevant activities:
- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bed rest
- Perform cardiopulmonary resuscitation
Technical Standards:

**Fine motor skills** sufficient to perform psychomotor skills integral to patient care
Examples of relevant activities:
- Manipulate small equipment and container

**Physical endurance** sufficient to complete assigned periods of clinical practice

**Ability to communicate** sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.
Examples of relevant activities:
- Ability to speak, comprehend, read and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

**Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

**Cognitive ability** to collect information and knowledge to promote positive patient outcomes.
Examples of relevant activities:
- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care
HISPANIC BUSINESS AND TRAINING INSTITUTE
INSTITUTO HISPANO DE NEGOCIOS Y ENTRENAMIENTO

COMPUTATION: ACCOUNTING AND PAYROLL (48hrs) – (Spanish)

Non-Credit Continuing Education Program Description:
These short programs will train students for an entry-level position to work in an accounting office as a payroll employee. The program contains 3 courses. Para información en español comunicarse con institutohispano@montgomerycollege.edu Ph. 240-567-3823.

Possible Financial Aid and Payment Options:
• Continuing Education Career Path Scholarship
• Tuition Waiver for Senior Citizens and Individuals with Disabilities
• Employer/Sponsor Paid Tuition
• Division of Rehabilitation Services (DORS)
• Worksource Montgomery http://worksourcemontgomery.com; Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
• 48 Hours

Typical Location of Courses:
These courses are typically held at Montgomery College, Gaithersburg Business Training Center.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Pre-requisites:  none

Additional Requirements:  none

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information: Courses in bold are offered in current term

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs T=Tuition F=Fees</th>
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<tr>
<td>HBI184</td>
<td>Contabilidad Computarizada (QuickBooks)</td>
<td>21</td>
<td></td>
<td>$260</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $100 / F: $160</td>
</tr>
<tr>
<td>HBI196</td>
<td>Nómina de pagos</td>
<td>15</td>
<td></td>
<td>$205</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $85 / F: $105</td>
</tr>
<tr>
<td>HBI202</td>
<td>Computación para el trabajo de oficina</td>
<td>24</td>
<td></td>
<td>$205</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $80 / F: $125</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: None
Skills for Success:
The primary goal of the Accounting and Payroll Program is to adequately prepare students for entry position as payroll employees. Individuals must like numbers and be detail oriented. Payroll employees compile and record employee time and payroll data. They may compute wages and deductions and prepare payroll checks. Strong computer skills and QuickBooks knowledge.

Successful Completion:
• Upon successful completion of this course, students will be able to work as a payroll employee or as an accounting clerk.

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach Website):

• A.A. in Accounting - advanced QuickBooks courses.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $52,269

462 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph: 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph: 240-567-3823
(en español)

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<tbody>
<tr>
<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
BUSINESS AND ENTREPRENEURSHIP

Non-Credit Continuing Education Program Description:
These courses will train students for business management, operations or ownership. This training offer student’s skills in sales and marketing, finance, etc. and provide the needed technical assistance. **Para información en español comunícares** con institutohispano@montgomerycollege.edu, Ph. 240-567-3823

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 12 hours

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville, Wheaton and Takoma Park/Silver Spring Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites: N/A

Additional Requirements:

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
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<tr>
<td>HBI 146</td>
<td>Recursos Para Su Negocio – Group Workshop</td>
<td>Individual Coaching</td>
<td>4</td>
<td>$10 T: $0 / F: 10</td>
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<tr>
<td>HBI 166</td>
<td>Curso de “Preparacion para el Medio Laboral”</td>
<td>9</td>
<td></td>
<td>$129 T: $75 / F: 54</td>
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<tr>
<td>HBI 201</td>
<td>EL ABC de comenzar un negocio</td>
<td>21</td>
<td></td>
<td>$220 T: $80 / F: 140</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.
Additional Expenses: None

Skills for Success:
Social, Creative, Adaptable, Achievement-oriented, Basic Technical aptitude.

Successful Completion:
• This training does not grant students a license, but the knowledge and skills to advance in a career or start and operate a business.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $133,880

8,242 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph: 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph: 240-567-3823

(en español)

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit www.montgomerycollege.edu

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<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
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</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
CONSTRUCTION: ELECTRICITY, SOLAR PANEL & BLUEPRINT

ELECTRICITY (RESIDENTIAL 80hrs) - ELECTRICIDAD RESIDENCIAL

Non-Credit Continuing Education Program Description:
This course will train students for an entry-level position with an electrical company. Students will have 20 hours of theory course and 60 hours in a practice lab. This training offers student’s skills in residential electricity. Para información en español comunicarse con institutohispano@montgomerycollege.edu, Ph: 240-567-3823.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com); Ph: Germantown: (240) 406-5485; PH: Wheaton: (301) 929-6880

Length of Training:
- 80 Hours

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Suite 400
   Gaithersburg, MD 20877
Pre-requisites: N/A

Additional Requirements: N/A

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>*Costs</th>
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<tr>
<td>HBI134</td>
<td>Electricidad I Teoría</td>
<td>20</td>
<td>$40</td>
<td>$250</td>
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<td></td>
<td>Práctica I</td>
<td></td>
<td></td>
<td>T: $80 / F: $170</td>
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<td>HBI135</td>
<td>Electricidad II</td>
<td>20</td>
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<td>$210</td>
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<td>Práctica I</td>
<td></td>
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<td>T: $80 / F: $130</td>
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<tr>
<td>HBI136</td>
<td>Electricidad III</td>
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<td>$210</td>
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<td>Práctica I</td>
<td></td>
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<td>T: $80 / F: $130</td>
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<td>Electricidad IV</td>
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<td>Práctica I</td>
<td></td>
<td></td>
<td>T: $80 / F: $130</td>
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<tr>
<td>HBI154</td>
<td>Lectura de Planos</td>
<td>33</td>
<td></td>
<td>$299</td>
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<td></td>
<td></td>
<td></td>
<td>T: $199/ F: $100</td>
</tr>
</tbody>
</table>

*Additional Expenses: None

*Tuition & Fees are subject to change.
Skills for Success:
Detailed oriented, willing to continue studying and learning about NEC updates.

Successful Completion:
- This training does not grant students a license, but an entry-level position with an electrical company.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
Once students have worked with an electrical company for 4 years under the supervision of a Master Electrician, they will be ready to take the Journey Electrician Prep class to sit for the Journeyman Electrician Exam

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $54,773

2,720 annual job openings are posted within 50 miles of Rockville, Maryland.

Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph: 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph: 240-567-3823
(en español)

Montgomery College
Workforce Development and Continuing Education
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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
PV/SOLAR INSTALLATION AND DESIGN (SPANISH) 50hrs.
Instalación y Diseño de Paneles Solares

Non-Credit Continuing Education Program Description:
This program uses the curriculum of the National American Board of Certified Energy Practitioners (NABCEP). These courses will train students for an entry-level position with a PV contractor. The program offers two courses of theory and one practice course.

Para información en español comunicarse con institutohispano@montgomerycollege.edu, Ph: 240-567-3823

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship - NO
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 50 Hours

Typical Location of Courses:
These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable):

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

Gaithersburg Business Training Center
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877
Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD  20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD  20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD  20912

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

Pre-requisites:  Knowledge of electricity and basic math.

Additional Requirements:  None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
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<td>HBI177</td>
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<tr>
<td>HBI188</td>
<td>Instalación y Diseño de Paneles Solares III</td>
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*Tuition & Fees are subject to change.

Additional Expenses:  None.
Skills for Success:
Students must have basic knowledge of math and residential electricity. Measuring, cutting, assembling, and bolting structural framing and solar modules. Detailed oriented, willing to continue studying and learning although this is a new field in the area of sustainable energy, demand is increasing.

Successful Completion:
- Upon successful completion of this course, students would be eligible to apply for a job with a PV contractor for an entry-level position. This training does not grant students a license, but an entry-level position with an electrical company.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: NABCEP

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Advanced Solar PV Design
- Renewable and sustainable Energy Technologies

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $49,753

26 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph: 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph: 240-567-3823
(en español)

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<tr>
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<td></td>
</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
FOOD SAFETY (16 hours)

Non-Credit Continuing Education Program Description:
Serve-Safe Certification course; by the National Restaurant Association Education Foundation.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Typical Location of Courses:
These courses are typically held at Montgomery College’s Westfield Training Center and at the Rockville Campus.

Information Sessions/Orientations (if applicable):

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

**Gaithersburg Business Training Center**
Montgomery College  
12 S. Summit Avenue, Room 400  
Gaithersburg, MD 20877

**Germantown Campus**
Montgomery College, Humanities and Social Sciences Building, Room 245  
20200 Observation Drive  
Germantown, MD 20876
Pre-requisites: None

Additional Requirements: None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>*Costs</th>
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<tbody>
<tr>
<td>HBI191</td>
<td>Certificación para la manipulación de alimentos ServSafe,NRAEF(Spanish)</td>
<td>16</td>
<td>$68</td>
<td>$190.00</td>
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</tr>
<tr>
<td>HOS013</td>
<td>Food Safety ServSafe,NRAEF (English)</td>
<td>16</td>
<td>$68</td>
<td>$195.00</td>
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<tr>
<td></td>
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<td>T: $85 / F: $110</td>
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</tbody>
</table>

*Tuition & Fees are subject to change.
Additional Expenses:
$50 payable to Department of Health of Montgomery County to obtain the manager’s card.

Successful Completion:
- Upon successful completion of this course, students will be eligible to take the ServSafe Manager’s exam. Students will have access to a Continuing Education academic record (transcript). Exam Retakes and Recertification

Certifying Professional Association:
ServSafe, National Restaurant Association

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com

Current Median Salary for this career is $55,225

783 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

**Marcy.Jackson@montgomerycollege.edu** Program Director – Ph: 240-567-2592

**Liz.Sepulveda@montgomerycollege.edu** Program Coordinator – Ph: 240-567-3823

(en español)

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Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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**Related Services for Montgomery College Students**
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
MARYLAND HOME IMPROVEMENT EXAM PREP (SPANISH)
Preparación para el examen de “Home Improvement” de MD
Para información en español comunicarse con institutohispano@montgomerycollege.edu
Ph: 240-567-3823

Non-Credit Continuing Education Program Description:
This 30-continuing education course will prepare students to take the MD home improvement contractor’s exam. This course will offer the tools to manage a construction company. At least two years of experience in the field are needed to obtain the license. The exam is offered by the State of MD in Baltimore and in College Park. Upon passing the exam you have to send taxes, proof of insurance, certificate of good standing, etc. to the Home Improvement Commission in Baltimore. The commission is the government office that grants Home Improvement Licenses.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 30 Hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College, Rockville Campus.

Application Process (if applicable):

1. On the Web: If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. Walk-In: A completed registration form with payment may be submitted at any of these locations.
Pre-requisites: N/A

Additional Requirements: None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBI195</td>
<td>Preparacion para el examen de Home Improvement de MD</td>
<td>30</td>
<td>Guía NASCLA sobre finanzas, legislación y gestión de proyectos para contratistas</td>
<td>$300</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Students must pay $50 to PSI, the company that administer the exam for the State of Maryland.
Skills for Success:
Previous work-related skill, at least two years of experience in home improvement work, construction and/or related education; proof of financial solvency based on the scope and size of their business in relation to total assets, liabilities, credit rating and net worth; contractors representing a corporation, articles of incorporation and a certificate of good standing from the Department of Assessments and Taxation must be submitted; A contractor using a trade name must first check with the Commission to make sure the name is available for use with the Commission and then register the name with the Department of Assessments and Taxation; A certificate of trade name registration must be submitted with the license application; Proof of current $50,000 liability insurance must be filed with the application for licensure.

Successful Completion:
- Upon successful completion of this course, students would be eligible to sit and take the Home Contractor’s exam required by the State of MD

Certifying Professional Association:
MD Home Improvement Commission

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Construction Management Certificate; Construction Management A.A.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current Median Salary for Construction Laborer in this career is $32,728.
Current Median Salary for Construction Manager in this career is $84,736.

1,028 Construction Managers and 4,409 Construction Laborers, annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph: 240-567-3823
(en español)

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
INCOME TAX PREPARATION

Non-Credit Continuing Education Program Description:
This program will train you to prepare individual tax returns filed with the Internal Revenue Service including forms 1040EZ, 1040A, basic itemized returns and more complicated long forms. Instruction will prepare students to sit for the Maryland Board of Individual Tax Preparers exam. Successful completion of the exam will qualify students for registration as an individual tax preparer in Maryland. This program includes 54 hours of classroom lecture.

Possible Financial Aid and Payment Options:
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com);
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 54 Hours

Typical Location of Courses:
The course to complete this program is typically held at Montgomery College’s Rockville Campus, Takoma Park/Silver Spring Campus or Gaithersburg Business Training Center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   
   **Gaithersburg Business Training Center**
   
   Montgomery College
   
   12 S. Summit Avenue, Room 400
   
   Gaithersburg, MD 20877
Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:
There are no prerequisites for course registration. Students interested in becoming registered individual tax preparers in Maryland must have a valid Preparer Tax Identification Number (PTIN) from the Internal Revenue Service. Find out more about the IRS-PTIN. [https://www.irs.gov/tax-professionals/ptin-requirements-for-tax-return-preparers](https://www.irs.gov/tax-professionals/ptin-requirements-for-tax-return-preparers)

Additional Requirements:
To remain active in the industry, individual tax preparers are required to complete continuing professional education. The College offers TAX006 Maryland Individual Tax Preparer Continuing Education to meet the requirement. The course content also covers the topics required for the voluntary IRS annual filing season program. Montgomery College is an IRS approved continuing education provider.

The College offers TAX002 Individual Tax Preparer Exam Test Prep for experienced individual tax preparers who need to pass the Maryland Board of Individual Tax Preparers exam. Students enrolled in the TAX002 and TAX006 courses are expected to be familiar with the industry and only require an update on current tax yearforms.

Additional Expenses:
Students should be prepared to pay fees related to acquiring the PTIN, taking the Maryland Board of Individual Tax Preparers exam and registering as an individual tax preparer in Maryland.
Schedule and registration information can be found at: 
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<tr>
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</tbody>
</table>

*Tuition & Fees are subject to change.

Skills for Success: 
See Technical Standards at the end of this document.

Successful Completion: 
Upon successful completion of this course, you would be prepared to sit for the Maryland Board of Individual Tax Preparers exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: 
Maryland Board of Individual Tax Preparers

Career Opportunities: 
Please visit the Montgomery College Career Coach website at 
http://montgomerycollege.edu.emsicareercoach.com

Related Careers: 
Please visit the Montgomery College Career Coach website at 
http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Accounting (A.A.S.)
- Accounting (Certificate)
- Bookkeeping and MS Office (Information Technology Institute WD&CE)
- Accounting and Finance (Online Courses WD&CE)
Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career is from $12.81/hr. ($27K) to $40.11/hr. ($83K).

2,497 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Tracee Matthias, Program Director  
Contact: Tracee.Matthias@montgomerycollege.edu  Ph. 240-567-2595

Montgomery College, Income Tax Preparation  
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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Gaithersburg, MD 20877 | 12 South Summit Ave. GBTC 400  
Gaithersburg, MD 20877 |

Related Services for Montgomery College Students  
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
**Technical Standards**
The primary goal of the Income Tax Preparation Program is to adequately prepare students to become registered individual tax preparers in Maryland.

**Physical Requirements:** N/A

**Interpersonal Skills and Professionalism:**
Have the ability to prepare current tax year form 1040 series and itemized returns, including earn income credit; childcare credit; employee business expenses and adjustments to income. Demonstrate familiarity with complicated forms including sale of personal residence; depreciation; self-employment; rental property; capital gains and losses; ATM; estimates; extensions; and amendments. Prepare current Maryland tax year 502.

**Intellectual Ability and Emotional Stability to:**
Exercise independent judgment to discuss personal finances and discern information related to the preparation of individual tax return forms.

**Environment Requirements:**
Being exposed to a busy tax office environment during the tax season (January 1 – April and a comparably slow pace office environment during the remainder of the calendar year.)
HUMAN RESOURCES MANAGER (SHRM-CP®/SHRM-SCP® Certification)

Non-Credit Continuing Education Program Description:
Enrich your HR Skills and Competencies to Succeed! The SHRM-CP/SHRM-SCP certification prep course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential establishes you as a recognized expert in the HR field.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com](http://worksourcemontgomery.com);
  Ph: Germantown: (240) 406-5485; PH: Wheaton: (301) 929-6880

Length of Training:
- 36 hours

Typical Location of Courses:
The course to complete this program is typically held at Montgomery College’s Gaithersburg location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

**Gaithersburg Business Training Center**
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877
Pre-requisites:  None

### Additional Requirements:

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<th>Less than a Bachelor's Degree</th>
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<th>Graduate Degree</th>
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<tr>
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<td>HR-Related Degree</td>
<td>Non-HR Degree</td>
<td>HR-Related Degree</td>
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<tr>
<td>SHRM-CP</td>
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<td>4 yrs. in HR role</td>
<td>1 year in HR role</td>
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<td>Currently in HR role</td>
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<td>SHRM-SCP</td>
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<td>4 yrs. in HR role</td>
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Schedule and registration information can be found at [http://cms.montgomerycollege.edu/wdce/courseschedule/](http://cms.montgomerycollege.edu/wdce/courseschedule/)
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<th>Course Hours</th>
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<th>*Costs T=Tuition F=Fees</th>
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<tr>
<td>MGT430</td>
<td>The SHRM Learning System for SHRM- CP® and SHRM- SCP® Certification Preparation Course</td>
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<td>$1,218 T: $599 / F: $619</td>
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*Tuition & Fees are subject to change.

Additional Expenses:
Cost to take the exam $ 300 (SHRM members)/$400 (SHRM non-members).

Skills for Success:
Must show work in an HR role for more than 1,000 hours within a calendar year, which equates to one year of experience. Good planning and organizational skills, strong oral and written communication skills, strong interpersonal skills, good problem-solving skills.

Successful Completion:
- Upon successful completion of this course, you would be eligible to sit for the SHRM certification exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Society for Human Resource Management (SHRM)

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
- Business – AA
- Management & Supervision, WD&CE
- Project Management – WD&CE
- Business Courses – WD&CE
- Mediation/Conflict Management – WD&CE
Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com): Current wage expectations for this career are from $38.89/hr. ($81K) to $92.67/hr. ($193K).

5,550 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Noel Lazaro, Program Coordinator  
Contact: noel.lazaro@montgomerycollege.edu – Ph. 240-567-2563

Transcie Almonte-Sabio, Program Director  
Contact: transcie.almonte@montgomerycollege.edu – Ph. 240-567-3828

Montgomery College  
Workforce Development & Continuing Education  
Call: 240-567-5188 or visit  
[www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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**Related Services for Montgomery College Students**

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
ONLINE COURSES FOR CAREER DEVELOPMENT

Non-Credit Online Courses Program Description:

Workforce Development & Continuing Education offer a wide variety of noncredit online courses from Ed2Go, UGotClass, and University Short Courses. Don’t have time to come to campus? Online classes may be the solution. There are hundreds of classes available monthly. These noncredit online classes are instructor led, available 24/7, and are totally online.

Available classes and programs include

- Accounting and Finance
- Business and Management Skills
- Career Exploration
- Career and Communications Skills
- Computer Applications
- Explore a Career Series of classes
- Human Resources
- Social Media for Business
- Teacher Training and Education
- Test Preparation
- Technology

Additional programs and classes may become available throughout the year. Please visit [http://cms.montgomerycollege.edu/wdce/nconlinecourses.html](http://cms.montgomerycollege.edu/wdce/nconlinecourses.html) for more information.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship.
- Employer / Sponsor Paid Tuition.

Length of Training:

- Most Ed2Go Courses run for six weeks for 24 classroom hours
- Most UGotClass Courses run for four weeks for about 16+ classroom hours plus discussion board interaction with Instructor and classmates.
- Most University Short Courses run for about four weeks and 40 classroom hours
- Optional one-week extension available upon request.
Application / Enrollment Process:

- Students should visit: [http://cms.montgomerycollege.edu/wdce/nconlinecourses.html](http://cms.montgomerycollege.edu/wdce/nconlinecourses.html) and click on the course link for any of the three vendors to find a course.
- Follow the instructions to enroll in the desired course and fill out the Online Montgomery College Registration / Payment form.
- For Ed2Go students, during the enrollment process they will create a user name and password, which will enable them to access the Classroom.
- For UGotClass students and University Short Courses, they will be issued a user name and key code via email one week before the start of the class, which will enable them to access the Classroom.
- Students paying by check or Employer Voucher need to follow instructions for alternate payment options on the web page: [http://cms.montgomerycollege.edu/wdce/nconlinecourses.html](http://cms.montgomerycollege.edu/wdce/nconlinecourses.html)

Pre-requisites:
In general, there are no pre-requisites, although some advanced level courses assume a certain skill level of prior knowledge prior to taking the classes.

Course Information:

- Course Descriptions, Course Outlines, course dates, and Instructor Biographies are available online.
- Classes are online, available 24/7, instructor led, with a discussion board for questions and comments from classmates and instructors.
- For Ed2Go Classes visit: [http://www.ed2go.com/mcdistance/](http://www.ed2go.com/mcdistance/)
  - There are 12 lessons, two per week, quizzes and a final exam
- For UGotClass courses visit: [http://yougotclass.org/catalog-complete.cfm/montgomerycollege](http://yougotclass.org/catalog-complete.cfm/montgomerycollege)
  - There are four weeks of lessons released at the beginning of the course with examinations after each week.
- For University Short Courses visit: [https://montgomery.edu.ednet.com/](https://montgomery.edu.ednet.com/)
  - There are three units to the course. Students must pass each unit with an 80% or better in order to be able to advance to the next unit or the final exam.
- Schedules and pricing for online courses vary; see web pages for details and schedules.
Additional Expenses:
There are just a few classes in which students need to have access to, or purchase a reference book, for example the Medical Coding CPT and ICD-10-CM Manuals.

Skills for Success:
Online classes are convenient; however, they require a certain amount of self-discipline to be able to set aside classroom and study time to take the class and pass the examinations.

Successful Completion:
Students successfully completing the examination will receive a Noncredit Certification of Completion

- Students will have access to a Continuing Education Academic record;
- Successful completion of designated course series may qualify for a Noncredit Certificate; and
- These classes will appear on your Montgomery College transcript.

Contact Information:

Web: http://cms.montgomerycollege.edu/wdce/nconlinecourses.html

Janet Lane - Phone: 240-567-6938

- Ed2Go@montgomerycollege.edu
- UGotClass@montgomerycollege.edu
- USC@montgomerycollege.edu

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Project Management

CLINICAL TRIAL PROJECT MANAGEMENT

Non-Credit Continuing Education Program Description:
Increase your skills needed to lead domestic and global clinical trials for optional performance. This course will cover drug development and the regulatory process, clinical trial application and protocol, project management, good clinical practices, human subject protection and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery http://worksourcemontgomery.com:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 39 Hours

Typical Location of Courses:
The course to complete this program is typically held at Montgomery College’s Germantown campus location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

**Gaithersburg Business Training Center**
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877
Pre-requisites:  N/A

Additional Requirements:
Students taking this course should at least have a Bachelor’s degree.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

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<td>Clinical Trial Project Management</td>
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<td>T: $410 / F:$445</td>
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*Tuition & Fees are subject to change.

Additional Expenses:  N/A
Skills for Success:
Successful candidates need strong self-discipline, the ability to work both independently and in groups, strong management and interpersonal skills, and should be self-motivated.

Successful Completion:

- Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Project Management – WD&CE

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com: Current wage expectations for this career are from $41.35/hr. ($86K) to $85.23/hr. ($177K). 4,451 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
PROJECT MANAGEMENT PROFESSIONAL (PMP)®

Non-Credit Continuing Education Program Description:
This program will prepare students for the internationally recognized Project Management Professional (PMP)® certification exam. It is designed for experienced project managers who want to increase skills and apply a standards-based approach to project management.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 99 Hours

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Gaithersburg, Rockville, and Takoma Park/Silver Spring locations.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

   **Gaithersburg Business Training Center**  
   Montgomery College  
   12 S. Summit Avenue, Room 400  
   Gaithersburg, MD 20877
Pre-requisites:
Completion of the following courses Project Management Fundamentals (PMC019) and A Practical Approach to Project Management (PMC013).

Additional Requirements:
Students who plan to take the PMP® exam should submit a Verification of Hours form to the Project Management Institute (PMI®). This form is available at www.pmi.org.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

| Course Number | Course Title                              | Course Hours | Textbook Information | *Costs  
|---------------|-------------------------------------------|--------------|----------------------|--------
| PMC019        | Project Management Fundamentals           | 15           |                      | $349   
|               |                                           |              |                      | T: $217/ F: $132 |
| PMC013        | A Practical Approach to Project Management| 36           |                      | $945   
|               |                                           |              |                      | T: $597 / F: $348 |
| PMC004        | PMP Cert. Prep                            | 48           |                      | $1749  
|               |                                           |              |                      | T: $1039 / F: $710 |

*Tuition & Fees are subject to change.
Additional Expenses:
Cost to take the PMP® exam $ 405.

Skills for Success:
Have at least 4500 hours of documented project work experience. Strong self-discipline, ability to work both independently and in groups, strong management and interpersonal skills, and should be self-motivated.

Successful Completion:
• Upon successful completion of this course, you would be eligible to sit for the Project Management Professional (PMP)® certification exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Project Management Institute

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
• IT Professional Certificate – WD&CE
• Computer Applications, A.A.S.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current wage expectations for this career are from $ 33/hr. ($69K) to $ 64/hr.($134K).

30,934 are employed within 50 miles of Silver Spring, Maryland

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

John Amoroso, Program Assistant
Contact: john.amoroso@montgomerycollege.edu – Ph. 240-567-3825

Transcie Almonte-Sabio, Program Director
Contact: transcie.almonte@montgomerycollege.edu – Ph. 240-567-3828

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Related Services for Montgomery College Students
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REAL ESTATE APPRAISER

Non-Credit Continuing Education Program Description:
This program will prepare students to sit for the Maryland Licensed Appraiser exam. Appraisers assess residential real estate property for its current fair market value. In order to appraise the property, the appraiser must go to the real estate site and take pictures and measurements of the land and/or residence. A search of local real estate records is done to establish a price comparison of like properties, and a computerized report on the findings is written up for the customer and lender.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 6 months for the course series, plus a minimum of 2 years’ apprenticeship. Courses typically start in January.

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Germantown Campus location(s).

Application Process (if applicable):
1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

Gaithersburg Business Training Center
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877
Requirements:
High School Diploma or GED

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information: Attendance is mandatory. Students must pass a final exam in each of the seven courses.

| Course Number | Course Title                                      | Course Hours | Textbook Information | Costs  
|---------------|--------------------------------------------------|--------------|----------------------|--------
| REC175        | Basic Appraisal Principles (REQUIRED)            | 30           |                      | $288   
|               |                                                  |              | T: $179 / F: $109    |        
| REC176        | Basic Appraisal Procedures (REQUIRED)            | 30           |                      | $288   
|               |                                                  |              | T: $179 / F: $109    |        
| REC069        | Real Estate: Appraisal Standards/Ethics (REQUIRED)| 15           |                      | $218   
|               |                                                  |              | T: $119 / F: $99     |        
| REC014        | Market Analysis/Highest/Best Use                 | 15           |                      | $229   
|               |                                                  |              | T: $130 / F: $99     |        
| REC178        | Residential Site Valuation/Cost Approach         | 15           |                      | $229   
|               |                                                  |              | T: $130 / F: $99     |        
| REC179        | Residential Sales Comparison/Income Approaches   | 30           |                      | $285   
|               |                                                  |              | T: $180 / F: $105    |        
| REC180        | Residential Report Writing                       | 15           |                      | $229   
|               |                                                  |              | T: $130 / F: $99     |        

*Tuition & Fees are subject to change.
Skills for Success:
Successful candidates need strong analytical, math, listening, communication and writing skills; ability to work both independently and within groups.

Successful Completion:
- Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser.
- Students will be awarded a Montgomery College Continuing Education Certificate for each course.
- Students may apply for Appraisal Training license exam after completing 75 hours of education (REC 175, 176, 069.) To apply for the Licensed Real Estate Appraiser exam, students must complete 150 hours of education and 2000 hours of appraisal apprenticeship hours.

Students will have access to a Continuing Education academic record (transcript.)

Career Opportunities:
Real estate appraiser, real property appraiser or filed appraiser. Jobs are available in the real estate industry, governmental agencies and also opportunities to be self-employed.

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Current Median Salary for this career is $66,329

202 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph. 240-567-3823

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REAL ESTATE

REAL ESTATE SALESPERSON

Non-Credit Continuing Education Program Description:
This course will prepare students to sit for the Maryland Licensed Real Estate Salesperson exam. Real Estate Salespersons (or agents) act as intermediaries in negotiations between buyers and sellers of real estate property; typically representing one of the parties. They advise clients on market conditions, process, and all matters related to real estate transactions. They market properties, prepare documents, show properties, and coordinate closing activities.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery http://worksourcemontgomery.com:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 60 hours. 3 weeks to 8 weeks, depending on schedule option. Courses offered in the summer, fall, and spring.

Typical Location of Courses:
The courses to complete this course are held at Montgomery College’s Rockville, Takoma Park/ Silver Spring, Westfield, and Gaithersburg locations.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations.

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Requirements: High School Diploma or GED

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information: Attendance is mandatory. Students must pass a final exam in the course for successful completion with a score of 70% or better.

| Course Number | Course Title                                      | Course Hours | Textbook Information | *Costs  
|---------------|--------------------------------------------------|--------------|----------------------|--------
| REB010        | Basic Real Estate Principles and Practices For Salespersons | 60           |                      | $369   

*Tuition & Fees are subject to change.

Skills for Success:
Successful candidates need strong oral and written skills; strong interpersonal skills, and good problem-solving skills.
Successful Completion:
- Students will be prepared to sit for the Maryland Licensed Real Estate Salespersons exam.
- Students will be awarded a Montgomery College Continuing Education Certificate.

Students will have access to a Continuing Education academic record (transcript.)

Certifying Professional Association:
Maryland Department of Labor, Licensing & Regulation Real Estate Commission
www.dllr.state.md.us

Career Opportunities:
Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam and begin work as a Real Estate Salesperson under the supervision of a Real Estate Broker.

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):
Real Estate Professional Licensure and Certification - Workforce Development & Continuing Education. This course meets Maryland state requirements for 60 hours of successfully completed pre-licensing education prior to taking the state license exam for real estate salespersons.

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current Median Salary for this career is $47,251
1,366 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator – Ph. 240-567-3823

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Related Services for Montgomery College Students
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REAL ESTATE

HOME INSPECTOR PRE-LICENSE & CONT. EDUCATION

Non-Credit Continuing Education Program Description:
Home inspectors conduct inspections of newly built or previously owned homes, condominiums, townhomes, manufactured homes, apartments and, at times, commercial buildings. They inspect a home’s systems, components and structure. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing, house exterior, attached garage or carport, foundation, interior, plumbing, and electrical, heating and cooling systems. This program fulfills the educational requirements for the Maryland Home Inspector license, which is one-step in achieving a Maryland Home Inspector license. Topics include structural and internal systems; professional standards for home inspectors, Maryland minimum Standards of Practice and Maryland Code of Ethics, and inspection report writing.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton :(301) 929-6880

Length of Training:
- 72 hours. Courses offered in the fall, and spring.

Typical Location of Courses:
The courses to complete this course are held at Montgomery College’s Rockville location.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Requirements:
High School Diploma or GED

Additional Requirements:
This program fulfills the educational requirements for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector’s License can be found on the State of Maryland Department of Labor, Licensing and Regulation website: https://www.dllr.state.md.us/license/reahi/

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/
Course Information:
Students must attend all class sessions in order to complete the course.

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<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs T=Tuition F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMB322</td>
<td>Home Inspection: Make it Your Business</td>
<td>72</td>
<td>Home Inspection Systems and Standards. Textbook available at Campus bookstores</td>
<td>$990 T: $480/ F: $510</td>
</tr>
<tr>
<td>SMB967</td>
<td>Home Inspection, Continuing Educ. Pt. I</td>
<td>15</td>
<td></td>
<td>$198 T: 95 / F: 103</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Skills for Success:
Business skills; self-discipline.

Successful Completion:
- Students who complete this pre-license course will meet the educational requirements for the Maryland Home Inspector License. Students will be awarded a Montgomery College Continuing Education Certificate for Home Inspectors.

Students will have access to a Continuing Education academic record (transcript.)

Certifying Professional Association:
Maryland Real Estate Appraisers & Home Inspectors Commission. This course is a step in obtaining a Maryland Home Inspection License. Students successfully completing this course fulfill the educational requirements for the Maryland Home Inspector License.

Career Opportunities:
Licensed Home Inspectors conduct inspections for a company or can start their own business.

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs from the Montgomery College Career Coach website):
- Carpentry - Letter of Recognition
- Carpentry – Certificate
- Building Trades Technology - Carpenter Track - A.A.S.
- Residential Remodeling – Letter of Recognition
- Residential Remodeling and Repair – Certificate
Job Outlook: Source as listed on the Montgomery College Career Coach website [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Current Median Salary for this career is $59,589

651 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

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Related Services for Montgomery College Students

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
Skilled Trades & Industrial Training

BUILDING TRADES TECHNOLOGY

Non-Credit Continuing Education Program Description:
Prepare for an apprenticeship or other entry-level positions in construction and related fields. Students will be prepared to enter carpentry, electrical or HVAC as a helper or to enter an apprenticeship program, depending on area of specialization.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Partial Payment Option
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- Carpentry: 6 courses, 337.5 hours’ total day, evening, and accelerated sections available
- Electrical Wiring: 6 courses, 293-350 hours total; day, evening, and accelerated sections available
- HVAC: 7 courses, 350 hours total; day, evening, and accelerated sections available

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Rockville location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center
Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites: N/A

Additional Requirements: N/A

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule
**Course Information: CARPENTRY**

| Course Number | Course Title                              | Course Hours | Textbook Information | *Costs  
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>TTG 010</td>
<td>Introduction to the Building Trades</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 080</td>
<td>Building Trades Blueprint Reading</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 477</td>
<td>Fundamentals of Carpentry</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 379</td>
<td>Building Codes and Standards</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 380</td>
<td>Remodeling and Interior Finish</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 480</td>
<td>Advanced Framing and Exterior Finishing</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

**ELECTRICAL WIRING** (*In addition to 4 courses, students choose 2 electives*)

| Course Number | Course Title                              | Course Hours | Textbook Information | *Costs  
<table>
<thead>
<tr>
<th></th>
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<td>Introduction to the Building Trades</td>
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<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
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<tr>
<td>TTG 080</td>
<td>Building Trades Blueprint Reading</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 478</td>
<td>Fundamentals of Electrical Wiring</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 481</td>
<td>Residential Electrical Wiring</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
</tbody>
</table>

*CHOOSE TWO FROM BELOW:

| Course Number | Course Title                              | Course Hours | Textbook Information | *Costs  
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>TTG 381</td>
<td>Commercial Electrical Wiring</td>
<td>75</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 382</td>
<td>National Electrical Code</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
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<tr>
<td>TTG 521</td>
<td>Solar PV Design and Installation</td>
<td>50</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
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<tr>
<td>TTG 522</td>
<td>Wind Generator Systems</td>
<td>30</td>
<td></td>
<td>$345.20 T: $256 / F: $89.20</td>
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<tr>
<td>TTG 537</td>
<td>Advanced Solar PV Design</td>
<td>25</td>
<td></td>
<td>$345.20 T: $256 / F: $89.20</td>
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*Tuition & Fees are subject to change.
HVAC

<table>
<thead>
<tr>
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<th>Course Hours</th>
<th>Textbook Information</th>
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<td>Introduction to the Building Trades</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 080</td>
<td>Building Trades Blueprint Reading</td>
<td>37.5</td>
<td></td>
<td>$517.80 T: $384 / F: $133.80</td>
</tr>
<tr>
<td>TTG 373</td>
<td>Fundamentals of Refrigeration</td>
<td>62.5</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 374</td>
<td>HVAC Electricity</td>
<td>62.5</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 375</td>
<td>HVAC Technician Development</td>
<td>25</td>
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<td>$345.20 T: $256 F: $89.20</td>
</tr>
<tr>
<td>TTG 383</td>
<td>Heating Systems</td>
<td>62.5</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
<tr>
<td>TTG 384</td>
<td>Air Conditioning and Heat Pump Systems</td>
<td>62.5</td>
<td></td>
<td>$690.40 T: $512 / F: $178.40</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses: N/A

Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of each course, students will receive a Montgomery College completion certificate.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
HVAC students will sit for the EPA 608 CFC Recovery Certification Exam.

Electrical students who choose TTG 521 as an elective will be eligible to sit for the NABCEP Photovoltaic (PV) Associate Exam.

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Graduates of a career series will be prepared to enter an apprenticeship program or entry-level construction job in their chosen field. Apprenticeship programs take 4 to 5 years. Apprentices work in their chosen field under the supervision of an experienced (master-level) worker. Wages typically start at $12-$16/hour plus benefits, and wages increase as they progress through the apprenticeship program. Apprentices also take classes, which are often paid for by their employer or union. Apprentices earn credits towards an Associate of Applied Science degree at Montgomery College in Building Trades Technology. They also receive a credential from the Department of Labor, Licensing and Regulation (DLLR) upon completion of their apprenticeship program.

Journey-level workers (those with at least 4-5 years’ experience) may earn $20-$40/hour or more, plus benefits. They may also become managers, business owners, inspectors or instructors for their construction trade.

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Building Trades Technology AAS
- Building Trades Technology Carpentry Certificate
- Building Trades Technology Electrical Wiring Certificate
- Building Trades Technology HVAC Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:

Carpenter:
Current wage expectations for this career are from $14.62/hr. ($30,418/yr.) to $28.59/hr. ($59,457/yr.).

30,669 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 2% over the next four years.

Electrician:
Current wage expectations for this career are from $16.77/hr. ($34,877/yr.) to $40.66/hr. ($84,563/yr.).

23,477 are employed within 50 miles of Silver Spring, Maryland.

HVAC Technician:
Current wage expectations for this career are from $17.13/hr. ($35,628/yr.) to $39.96/hr. ($83,114/yr.).
16,158 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Contact Information:

For Carpentry and general construction advising, contact - Peter McNally - Peter.McNally@montgomerycollege.edu, Ph. 240-567-4089

For Electrical, Renewable Energy, and general program advising, contact - John Phillips, Program Director – john.phillips@montgomerycollege.edu, Ph. 240-567-7942

For HVAC advising, contact – Jerry Williamson - Gerald.Williamson@montgomerycollege.edu, Ph. 240-567-4050

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards
The primary goal of the Building and Construction Technology Program is to adequately prepare students for employment in skilled construction trades.

Physical Requirements:
Sufficient strength and mobility to lift up to 50 pounds operate hand and power tools.

Interpersonal Skills and Professionalism:
Have the ability to communicate effectively with colleagues and residents.

Intellectual Ability and Emotional Stability to:
Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:
Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.
Skilled Trades & Industrial Training

CERTIFICATE FOR APARTMENT MAINTENANCE TECHNICIANS (CAMT)

Non-Credit Continuing Education Program Description:
This program will prepare you for an entry-level position in the apartment maintenance industry. In this series of courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. CAMT includes 105 hours of training, leading to an Apartment Maintenance Technician Certificate. Graduates, upon successful exam completion, will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI).

Possible Financial Aid and Payment Options:
- Continuing Education Career Path
- Scholarship Partial Payment Option
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 83 hours, day and evening sections offered

Typical Location of Courses:
The courses to complete this program are typically held at Montgomery College’s Rockville location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
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Montgomery College
12 S. Summit Avenue, Room 400
Gaithersburg, MD 20877

Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites:  N/A

Additional Requirements:  N/A

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

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<th>*Costs</th>
<th>T=Tuition F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTG500</td>
<td>Apartment Maintenance Technician Certificate</td>
<td>83</td>
<td></td>
<td>$995</td>
<td>T: $250 / F: $745</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.

Additional Expenses:  N/A

Skills for Success:
See Technical Standards at the end of this document.
Successful Completion:
• Upon successful completion of this course, students will sit for the NAAEI CAMT exam. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
• National Apartment Association Education Institute (NAAEI) www.naahq.org
• NAAEI’s curriculum has been accredited by the American National Standards Institute (ANSI): www.ANSI.org
• Environmental Protection Agency www.epa.gov

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Maintenance technicians can take further classes and specialize in fields such as electrical, plumbing, HVAC and boiler operation. With experience, technicians can become lead technicians or supervisors. They may also transition into related fields such as equipment sales representatives, property managers and leasing agents.

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

• Building Trades Technology AAS
• Building Trades Technology Carpentry Certificate
• Building Trades Technology Electrical Wiring Certificate
• Building Trades Technology HVAC Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com :
Current wage expectations for this career are from $13.04/hr. ($27,116/yr.) to $31.92/hr. ($66,384/yr.).

39,166 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

John Phillips, Program Director
Contact: john.phillips@montgomerycollege.edu
Ph: 240-567-7942

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</table>
| The Gudelsky Institute for Technical Education  
North Campus Drive and Hungerford Drive 
Rockville, MD 20850       | 51 Mannakee Street 
Rockville, MD 20850      |

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services
by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards
The primary goal of the Apartment Maintenance Technician Certificate Program is to adequately prepare students for employment as building maintenance technicians.

Physical Requirements:
Sufficient strength and mobility to lift up to 50 pounds operate hand and power tools.

Interpersonal Skills and Professionalism:
Have the ability to communicate effectively with colleagues and residents.

Intellectual Ability and Emotional Stability to:
Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:
Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.
SUSTAINABILITY SPECIALIST

INTRODUCTION TO SUSTAINABILITY: ENVIRONMENT, SOCIAL, & FINANCIAL

Non-Credit Continuing Education Program Description:
This class introduces basic concepts and frameworks of sustainability to provide you with a solid understanding of how sustainability works, why it is important, and how to use sustainability as a lens for good business strategy. You will participate in weekly online classes, with reading and writing assignments in between class meetings. Topics covered include creating a sustainability plan, employee engagement, energy and climate change, and sustainability reporting and communication.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 9 hours classroom education, Courses offered in the fall, and spring.

Typical Location of Courses:
The course is typically held at Montgomery College’s Rockville location.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
Requirements:
High School Diploma or GED

Schedule and registration information can be found at
http://cms.montgomerycollege.edu/wdce/courseschedule/

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs  T=Tuition F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRN007</td>
<td>Introduction to Sustainability: Environment, Social &amp; Financial</td>
<td>9</td>
<td>N/A</td>
<td>$179 T: $/149 F: $30</td>
</tr>
</tbody>
</table>

*Tuition & Fees are subject to change.
Skills for Success:
A LEED credential gives you a competitive edge and shows the market that you have the key knowledge, experience, and creditability to bring success to LEED projects and sustainability focused organizations. The LEED GA credential demonstrates to potential employers your understanding of the LEED system, your dedication to environmental issues, and your desire to go the extra mile and continue your education.

Successful Completion:
- Students will receive a Montgomery College certificate and have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
The United States Green Building Council USGBC

Career Opportunities:
This first level of LEED professional credentialing is designed for professionals who want to demonstrate green building expertise in non-technical fields of practice, and to demonstrate basic knowledge of green design, construction, and operations. Energy Auditor, First Line Supervisor of Construction and Trades, Urban and Regional Planner, and Construction Carpenter.

Read more: https://greeneconomypost.com/becoming-leed-green-associate-8011.htm#ixzz3aVSrM8lq

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.EMSicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.EMSicareercoach.com:

Current Median Salary for this career is $90,689

6,662 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.EMSicareercoach.com
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

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SUSTAINABILITY SPECIALIST
LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED)

Non-Credit Continuing Education Program Description:
LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. LEED certified buildings save money and resources and have a positive impact on the health of occupants, while promoting renewable, clean energy.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery [http://worksourcemontgomery.com]:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880

Length of Training:
- 10 hours’ classroom education, Courses offered in the fall, and spring.

Typical Location of Courses:
The course is typically held at Montgomery College’s Rockville location.

Application Process (if applicable):

1. **On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html) and click on “Register by Web.”

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877
Germantown Campus  
Montgomery College, Humanities and Social Sciences Building, Room 245  
20200 Observation Drive  
Germantown, MD 20876

Rockville Campus  
Montgomery College, 220 Campus Center  
51 Mannakee Street Rockville, MD 20850

Takoma Park/Silver Spring Campus  
Montgomery College, CF 230, Customer Service  
7600 Takoma Avenue  
Takoma Park, MD 20912

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

Requirements:  
High School Diploma or GED

Schedule and registration information can be found at  
http://cms.montgomerycollege.edu/wdce/courseschedule/

Course Information:

<table>
<thead>
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<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs</th>
<th>T=Tuition</th>
<th>F=Fees</th>
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<tr>
<td>GRN005</td>
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<td>$299</td>
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</table>

*Tuition & Fees are subject to change.

Skills for Success:  
A LEED credential gives you a competitive edge and shows the market that you have the key knowledge, experience, and creditability to bring success to LEED projects and sustainability focused organizations. The LEED GA credential demonstrates to potential employers your understanding of the LEED system, your dedication to environmental issues, and your desire to go the extra mile and continue your education.
Successful Completion:
- Students will receive a Montgomery College certificate and have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
The United States Green Building Council (USGBC)

Career Opportunities:
This first level of LEED professional credentialing is designed for professionals who want to demonstrate green building expertise in non-technical fields of practice, and to demonstrate basic knowledge of green design, construction, and operations. Energy Auditor, First Line Supervisor of Construction and Trades, Urban and Regional Planner, and Construction Carpenter, and Sustainability Specialist.

Read more: [https://greeneconomypost.com/becoming-leed-green-associate-8011.htm#ixzz3aVSrM8lq](https://greeneconomypost.com/becoming-leed-green-associate-8011.htm#ixzz3aVSrM8lq)

Related Careers:
Please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A


Current Median Salary for this career is $55,225

783 annual job openings are posted within 50 miles of Rockville, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at [http://montgomerycollege.edu.emsicareercoach.com](http://montgomerycollege.edu.emsicareercoach.com)
Contact Information:

Marcy.Jackson@montgomerycollege.edu Program Director, – Ph. 240-567-2592

Liz.Sepulveda@montgomerycollege.edu Program Coordinator, - Ph. 240-567-3823

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<table>
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<th>Physical Address</th>
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<tbody>
<tr>
<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
<td>12 South Summit Ave. GBTC 400 Gaithersburg, MD 20877</td>
</tr>
</tbody>
</table>

**Related Services for Montgomery College Students**

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)
AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR SPECIALIST

Non-Credit Continuing Education Program Description:
The program will train you to perform basic maintenance services on modern vehicles. It will also train you to diagnose and repair failures in automotive brake, suspension and steering systems. Successfully completing this program prepares you for ASE Automobile Certification Exams G1 Maintenance and Light Repair, A4 Suspension & Steering and A-5 Brakes.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path
- Scholarship Partial Payment Option
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)

Length of Training:
- 270 Hours

Typical Location of Courses:
The courses to complete this program are held at Montgomery College’s Rockville Campus in the Gudelsky Institute for Technical Education.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

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

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   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
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Germantown Campus
Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

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

Pre-requisites: None

Additional Requirements: None

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

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<td>Introduction to Auto Tech</td>
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<td>ASE A-4 Suspension and Steering Prep</td>
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<td>T: $640 / F: $223</td>
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</table>

*Tuition & Fees are subject to change.

Additional Expenses:
Safety glasses, 3-ring binders (3), Non-Resident Fees
Skills for Success:
See Technical Standards at the end of this document.

Successful Completion:
- Upon successful completion of this program, you would be eligible to sit for the ASE Automobile Certification Exams G1, A4, and A5.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:
Auto Service Excellence (ASE)

Career Opportunities:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.EMSICareerCoach.com

Related Careers:
Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.EMSICareerCoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):


Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.EMSICareerCoach.com:

Current wage expectations for this career are from $11.00/hr. ($ 23K) to $ 32/hr. ($68K).

22,694 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.EMSICareerCoach.com
Contact Information:

Debra Anderson, Program Director

Contact: debra.anderson@montgomerycollege.edu, or Ph. 240-567-7620

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

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<tr>
<td>The Gudelsky Institute for Technical Education North Campus Drive and Hungerford Drive Rockville, MD 20850</td>
<td>51 Mannakee Street Rockville, MD 20850</td>
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</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards

The primary goal of the Automotive Technology Program is to adequately prepare students to work as auto repair technicians and earn Auto Service Excellence certification.
TESOL Training Institute

TEACHER OF ENGLISH TO STUDENTS OF OTHER LANGUAGES (TESOL)

Non-Credit Continuing Education Program Description:
The purpose of the TESOL Certificate program is to provide a high-quality innovative educational experience that will enable you, in a supportive and challenging environment, to become a highly competent instructor of adult ESOL. Bringing together a community of lifelong learners who aspire to the highest standards of instructional excellence, the program seeks to support a career pathway to instructional leadership, service, and success at English language programs at nonprofits, businesses, and overseas organizations. The program will provide you with structured opportunities to obtain:

1. Theoretical and practical training in TESOL;
2. An understanding of the principles of linguistics and language pedagogy that underpin quality instruction;
3. Practical training that includes the requirement in each class for participants to engage in classroom observations and/or volunteer or professional teaching;

The program provides 200 hours of in-classroom instruction (TED 001, 002, 003, 004, 005)

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery http://worksercemontgomery.com:
  Ph: Germantown: (240) 406-5485; PH: Wheaton : (301) 929-6880
- Montgomery Coalition for Adult English Literacy www.mcael.org

Length of Training:
- Each course is 40 hours and to obtain the Certificate of Completion, students must complete a minimum of 4 courses, totaling 160 hours.

Information Sessions/Orientations (if applicable):
It is advisable that interested parties attend an information session. Dates and times vary and can be found at https://www.montgomerycollege.edu/workforce-development-continuing-education/english-language-skills/tesol/index.html
Application Process (if applicable):

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

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

3. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:
   - Gaithersburg Business Training Center, Room 400
   - Germantown Campus, Humanities and Social Sciences Building, Room 245
   - Rockville Campus, 220 Campus Center
   - Takoma Park/Silver Spring Campus, CF 230, Customer Service
   - Westfield South, Suite 306

**Pre-requisites:**

To be eligible for the program, you must have a Bachelor’s degree from an accredited institution in the US. If you are a nonnative speaker of English, who does not possess a bachelor’s degree from the U.S., you must show successful completion of the TOEFL test, with a score of 575, higher on the paper-based test, 90, or higher on the computer-based test.

**Additional Requirements:**

We ask that you have a deep commitment to providing quality instruction for ESOL learners and a significant willingness and preparedness to engage in challenging academic work.

**Schedule and registration information can be found at** [https://www.montgomerycollege.edu/workforce-development-continuing-education/english-language-skills/tesol/tesol-courses.html](https://www.montgomerycollege.edu/workforce-development-continuing-education/english-language-skills/tesol/tesol-courses.html)
### Course Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>*Costs T:Tuition F:Fees</th>
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<tbody>
<tr>
<td>TED 001</td>
<td>REQUIRED Methods of Teaching English to Speakers of Other Languages</td>
<td>40</td>
<td>&quot;How to Teach English&quot; (new edition) Jeremy Harmer - $72</td>
<td>$430 T: $270/F:$160</td>
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<tr>
<td>TED 003</td>
<td>REQUIRED Understanding Second Language Acquisition</td>
<td>40</td>
<td>“How Languages are Learned” 4th edition Lightbown and Spada - $57</td>
<td>$430 T: $270/F:$160</td>
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<tr>
<td>TED 004</td>
<td>Option 1 Teaching Reading Skills to ESOL Learners</td>
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<td>“From Reader to Reading Teacher” Aebersold and Field - $34</td>
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<tr>
<td>TED 005</td>
<td>Option 2 Grammar &amp; Linguistics Rules for an Integrated Approach to Adult ESOL</td>
<td>40</td>
<td>&quot;Keys to Teaching Grammar to English Language Learners&quot; Keith S. Folse and Betty S. Azar - $28</td>
<td>$430 T: $270/F:$160</td>
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<tr>
<td><strong>Totals:</strong></td>
<td><strong>200 hours’ total (160 hours required for certificate completion)</strong></td>
<td></td>
<td>$1,720 for certificate completion</td>
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</tbody>
</table>

*Tuition & Fees are subject to change.

### Skills for Success:
See Technical Standards at the end of this document.

### Successful Completion:

Upon successful completion of four courses, which must include TED 001, TED 002, TED 003 and either TED 004 or TED 005, you will be presented with a Certificate of Completion in TESOL. You must also obtain a grade ‘B’ or higher in each course and successfully complete a classroom observation in each course. Students will have access to a Continuing Education academic record (transcript).

### Certifying Professional Association:
None
Career Opportunities:
Please visit the Montgomery College Career Coach website at
https://montgomerycollege.emsiccc.com/?radius=&region=Rockville%2C%20MD

Related Careers:
Please visit the Montgomery College Career Coach website at
https://montgomerycollege.emsiccc.com/?radius=&region=Rockville%2C%20MD

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Writing for ESL www.ed2go.com
- Grammar for ESL www.ed2go.com
- An introduction to Teaching ESL/EFL www.ed2go.com
- Teaching Adult Learners www.ed2go.com

Job Outlook: Source as listed on the Montgomery College Career Coach website: http://montgomerycollege.edu.emsicareercoach.com. Current wage expectations for this career are from $25/hr. ($53,275) to $41/hr. ($85,912K).

2,078 Adult ESOL & Basic Skills Instructors are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com.
Contact Information:

Nancy Newton, Program Director
Email: Nancy.Newton@montgomerycollege.edu  Ph. 240-567-8169

Montgomery College
TESOL Training Institute
Workforce Development & Continuing Education

Call: 240-567-8169 or visit us at:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>11002 Veirs Mill Road</td>
<td>11002 Veirs Mill Road</td>
</tr>
<tr>
<td>Westfield South, Suite 310</td>
<td>Westfield South, Suite 310</td>
</tr>
<tr>
<td>Wheaton, MD 20902</td>
<td>Wheaton, MD 20902</td>
</tr>
</tbody>
</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs
Technical Standards for Montgomery College’s TESOL Training Institute

The primary goal of the TESOL Training Institute is to adequately prepare learners to become highly competent instructors of adult ESOL who will significantly contribute to the highest standard of language teaching and teacher training in the field, by providing first-class innovative educational instruction in a supportive and challenging environment.

**Physical Requirements:**
Sufficient strength and mobility to be able to stand for long periods of time while teaching; ability to be able to communicate orally with learners

**Interpersonal Skills and Professionalism:**
Have the ability to provide motivation for language learning and improved communication; set expectations and establish standards for learners; observe, listen, evaluate and offer feedback; recognize the importance of communicating clearly with learners; frame the approach to instruction clearly and respectfully; acknowledge the progress of learners; recognize and appreciate all aspects of multiculturalism

**Intellectual Ability and Emotional Stability to:**
Exercise independent judgment and accept responsibility for the education of learners who speak many different languages and represent many different cultures. Instructors must be able to interact with learners, peers and supervisors in a courteous, professional, and respectful manner. They must be able to display flexibility and adaptability to changing classroom environments and be able to deliver instruction through a variety of modalities including, but not limited to, whole class, small group, pair work and individual study. Adult ESOL Instructors should also be able to contribute to collaborative, constructive learning environments; accept constructive feedback from learners, peers and supervisors and take personal responsibility for making appropriate positive changes to instruction or instructional methods.

**Environment Requirements:**
Being exposed to fluorescent lights in a classroom setting; possible exposure to toxic fumes from dry erase markers and/or chalk dust; possible classroom setting with minimal windows and minimal outside light; possible unfavorable room temperature.
TRANSPORTATION SAFETY INSTITUTE

CDL-B COMMERCIAL DRIVER LICENSE-CLASS B

Non-Credit Continuing Education Program Description:
This program will train you to become a commercial vehicle operator of buses and other large passenger vehicles. This course is designed to teach the skills necessary to be a safe and efficient operator, attractive and sustainable to employers, and operate a Class B vehicle in a manner required to pass the MVA Commercial Drivers Licensure B examination. You will participate in assessments and practice testing to prepare for passing; test transport is available at an additional cost.

Students receive classroom, range and road instruction and are taught and tested on pre-trip inspection (exterior and interior), backing, parking, turning, acceleration, controlling vehicle motion and much more! Prerequisites: CDL Learner Permit with airbrake, passenger and school bus endorsements, U.S. DOT card, ability to successfully pass a drug and alcohol screening, valid and very good driving record, positive attitude towards the learning process and willingness to exercise teamwork. Successful students will obtain a CDL B license with Passenger Endorsement & School Endorsements demonstrating licensure and skills to operate a transit bus, school bus, motor coach, dump truck and delivery truck.

Possible Financial Aid and Payment Options:
- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Transportation & Logistics Grant Division of Rehabilitation Services (DORS)

Length of Training:
- CDL-B: 4 weeks; 70 Hours

Typical Location of Courses:
Courses start monthly at Montgomery College Vehicle Training Center located at 14 Firstfield Road, Gaithersburg, MD 20878
Application Process (if applicable):
Application approval required. Prerequisites must be examined before registration; web registration not permitted

1. **By Mail:** Mail completed registration form with payment to: Montgomery College Workforce Development & Continuing Education, Gaithersburg Business Training Center, 12 S. Summit Avenue, Gaithersburg, MD 20877, Suite 424.

2. **Walk-In:** A completed registration form with payment may be submitted at any of these locations:

   **Gaithersburg Business Training Center**
   Montgomery College
   12 S. Summit Avenue, Room 400
   Gaithersburg, MD 20877.

   **Germantown Campus**
   Montgomery College
   Humanities and Social Sciences Building, Room 245
   20200 Observation Drive
   Germantown, MD 20876

   **Rockville Campus**
   Montgomery College
   Campus Center, Room 220
   51 Mannakee Street
   Rockville, MD 20850

   **Takoma Park/Silver Spring Campus**
   Montgomery College
   Cafritz Building, Room 230, Customer Service
   7600 Takoma Avenue
   Takoma Park, MD 20912

   **Westfield South**
   Montgomery College
   11002 Veirs Mill Road, Suite 306
   Wheaton, MD 20902
Pre-requisites:

- Class-C Driver License
- CDL Class-B Learner Permit* with Airbrake, P (Passenger) & S (School Bus) Endorsements
- DOT (Department of Transportation) Medical Card
- Driving Record
- High School Diploma or GED (MOVE students only)

Additional Requirements:
Student must pass a drug and alcohol screen coordinated by the program within two weeks of course start.

Schedule and registration information can be found at http://cms.montgomerycollege.edu/wdce/courseschedule

Course Information:

<table>
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<tr>
<th>Course Number</th>
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<th>T=Tuition F=Fees</th>
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*Tuition & Fees are subject to change.

Skills for Success:
See Technical Standards at the end of this document.
Successful Completion:

- Upon successful completion of this course, you would be eligible to test for the Maryland Commercial Driver License, Class B with Passenger and School bus endorsements.

- Students will be awarded a Montgomery College Workforce Development and Continuing Education Certificate of Completion with recognition of practice in Defensive Driving, Distracted Driving and Health & Wellness.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: none

Career Opportunities:
CDL-8: Drive heavy straight trucks or 15+ passenger vans, buses and coaches
Drive bus, school bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets. Please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Commercial Driver Training

Job Outlook: Source as listed on the Montgomery College Career Coach website http://montgomerycollege.edu.emsicareercoach.com:
Current wage expectations for this career are from $13/hr. ($27K) to $31.93/hr. ($66K).

4,322 are employed within 50 miles of Silver Spring, Maryland.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at http://montgomerycollege.edu.emsicareercoach.com
Contact Information:

Sharon Maxwell, Program Director
Contact: Sharon.maxwell@montgomerycollege.edu - Phone: 240-567-2589

Montgomery College
Transportation Safety Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit
www.montgomerycollege.edu/wdce

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</table>

Related Services for Montgomery College Students
Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number at www.montgomerycollege.edu/ejobs

Fall Guide 2019 Montgomery College WD&CE Career Resource Guide. This information is provided as a guide, Not all classes are offered every term. Please check the official schedule for up to date registration, cost, and location information. The information on this page is subject to change without notice.
Technical Standards:
The primary goal of the CDL Program is to adequately prepare students to competently and confidently perform the safe and successful operation of a commercial class B bus or truck.

Physical Requirements:
Sufficient strength and mobility to load and unload trucks (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight; inspect the operating condition of truck or bus before, during and after delivery of cargo; lift, install, and remove vehicle equipment; and, assist passengers of various weights and abilities. The above tasks demand agility, the ability to bend and stoop the ability to maintain a crouching position to inspect the underside of the vehicle, and frequent entering and exiting of the vehicle.

Interpersonal Skills and Professionalism:
Have the ability to overcome several factors to maintain satisfactory performance in customer service, communication and driving, such as: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time and transporting passengers or hazardous materials may add to the demands on the commercial driver.

Intellectual Ability and Emotional Stability to:
Exercise independent judgment and use perceptual skills to monitor a sometimes complex driving situation and the judgment skills to make quick decisions. Additionally, the operator must have the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

Environment Requirements:
Being exposed to environmental conditions such as excessive vibration, noise, and extremes in temperature