Business and Information Technology

Training Solutions for Business and Industry

UPSKILL YOUR EMPLOYEES
With Up-To-Date Skills and Certifications

• Project Management Certification (PMP)
• Microsoft Office Certification
• Food Service Certification
• Real Estate Certifications
  • CDL Certification
  • Cybersecurity

AND SO MANY MORE!

Inquire about Montgomery College coming to your site with customized training. See page 2 for details.
Upskill Your Employees with the Latest Skills and Certifications

Montgomery College Workforce Development & Continuing Education will elevate and engage your employees with expert and experienced faculty, and courses tailored to your company’s specific needs.

About Montgomery College
Through a range of program and career options, we serve students who are looking to expand their knowledge, attain certifications, or add in-demand skills that lead to employment.

Our programs offer 12 nationally recognized certifications for Project Management, Human Resources, and Information Technology (IT) including the PMP®, CAPM®, PMI-RMP®, SHRM-CP®, SHRM-SCP®, CompTIA: Network+ and Security+, Cisco, Microsoft, Oracle, Tableau Qualified Associate, OCA, OCP, and Amazon Web Services (AWS) Certified Solutions Architect. Our program also provides certifications in Coaching Mediation.

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

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

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

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

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

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

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

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

Purchase textbook and/or materials at the campus where the class will be held. For classes held at the Gaithersburg Business Training Center, use the Rockville Campus Bookstore; for classes at Westfield South, use the Takoma Park/Silver Spring Campus Bookstore. For classes held at high schools, use the Rockville Campus Bookstore.

### Campus Bookstores

- Germantown Campus: 240-567-7877
- Rockville Campus: 240-567-5302
- Takoma Park/Silver Spring Campus: 240-567-1522
- www.montgomerycollege.edu/bookstores

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## Contact Information

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<th>Service</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Customer Service</td>
<td>240-567-5188</td>
<td><a href="mailto:sharon.maxwell@montgomerycollege.edu">sharon.maxwell@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Commercial Driver’s License</td>
<td>240-567-2589</td>
<td><a href="mailto:eunice.melo@montgomerycollege.edu">eunice.melo@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Computer Technology / ITI</td>
<td>240-567-1882</td>
<td><a href="mailto:marcy.jackson@montgomerycollege.edu">marcy.jackson@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>CyberAdvantage</td>
<td>240-567-2592</td>
<td><a href="mailto:marcy.jackson@montgomerycollege.edu">marcy.jackson@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Food Safety</td>
<td>240-567-3823</td>
<td><a href="mailto:liz.sepulveda@montgomerycollege.edu">liz.sepulveda@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Hospitality</td>
<td>240-567-2592</td>
<td><a href="mailto:marcy.jackson@montgomerycollege.edu">marcy.jackson@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Institutional Español Negocios y Entrenamiento</td>
<td>240-567-3823</td>
<td><a href="mailto:institutohispano@montgomerycollege.edu">institutohispano@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Management and Leadership</td>
<td>240-567-2592</td>
<td><a href="mailto:transcie.almonte@montgomerycollege.edu">transcie.almonte@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Professional &amp; Career Development</td>
<td>240-567-1828</td>
<td><a href="mailto:natasha.sacks@montgomerycollege.edu">natasha.sacks@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Project Management</td>
<td>240-567-3828</td>
<td><a href="mailto:transcie.almonte@montgomerycollege.edu">transcie.almonte@montgomerycollege.edu</a></td>
</tr>
<tr>
<td>Writing</td>
<td>240-567-2599</td>
<td><a href="mailto:tracy.singleton@montgomerycollege.edu">tracy.singleton@montgomerycollege.edu</a></td>
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## Room Numbers

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

Administrative Office Support

Microsoft Word and Excel Foundation Series

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

Course: CMP860 18 Hours
$99 + $177 fee = $276; NMR add $140
Rockville Campus
CRN#: 45124  5 Sessions  T,R
6/18-7/11  9:30 a.m.-12:30 p.m.
No class 7/2, 7/4

MS Access—Level I

Learn basic features of Access 2016. Learn database concepts, the environment, and help systems; design and create databases. Work with tables, fields, and records; sort and filter data; set field properties and data entry rules. Learn basic queries, forms, and reports. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI153 12 Hours
$85 + $163 fee = $248; NMR add $140
Rockville Campus
CRN#: 14921  4 Sessions  M,W
7/22-7/31  6:30-9:30 p.m.

MS Excel—Level I

The course covers Excel 2016 program fundamentals; how to create and workbook using formulas and functions; entering, copying and moving data in a worksheet; how to format and manipulate Excel data. The course also covers how to create charts, output data, share, and print worksheets; how to use and setup workbook and worksheet options and properties. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. Prerequisites: Computer Basics and Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI080 12 Hours
$85 + $163 fee = $248; NMR add $140
Gaithersburg Business Training Center
CRN#: 45265  2 Sessions  T,R
5/28-5/30  9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 45266  4 Sessions  M,W
6/3-6/12  6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 14919  4 Sessions  T,R
6/25-7/11  6:30-9:30 p.m.
No class 7/2, 7/4

MS Excel—Level II

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

Course: ITI091 12 Hours
$85 + $163 fee = $248; NMR add $140
Gaithersburg Business Training Center
CRN#: 45267  2 Sessions  T,R
6/4-6/6  9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 45268  4 Sessions  M,W
6/17-6/26  6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 14920  4 Sessions  T,R
7/16-7/25  6:30-9:30 p.m.

For more information about MOS please visit:

Not sure where to start?
We can make it easy for you!

Whether you want to start a new career, expand your professional skill set, or learn a new computer skill, the Information Technology Institute has the course or courses for you. Choose from a wide range of career focused, hands-on courses taught by industry professionals.
Visit our website to get started! Or simply give us a call.

Room Numbers

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
MS Excel—Level III
Excel 2016 Level III builds on the concepts and skills of our Level I and Level II courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, and introduction to Microsoft Power Business Intelligence (Power BI) using Power Pivot and the Power Pivot Data Model, what-if-analysis, and macros. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. Prerequisites: MS Excel—Level II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI305 12 Hours
CRN#: 14929 4 Sessions M,W 6/12-6/14 9:30 a.m.-1:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 14928 4 Sessions T,R 7/30-8/8 6:30-9:30 p.m.

MS Outlook
Learn to create e-mail accounts, manage e-mail messages, and track contacts and distribution lists in MS Outlook 2016. Learn how to create appointments and events, keep yourself organized, and how to personalize your inbox. Prerequisites: Computer Basics and Introduction to Keyboarding or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP227 8 Hours
CRN#: 45119 2 Sessions W,F 6/14-6/16 9:30 a.m.-1:30 p.m.
Gaithersburg Business Training Center

MS PowerPoint—Introduction
Learn PowerPoint 2016 interface, opening and saving a presentation, working with slides, formatting text and text boxes, using templates and themes variations. Learn to insert images, clip art, shapes, and to format images. Learn SmartArt and WordArt features. Learn incorporating and formatting tabular data, animation tools. Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP954 10 Hours
CRN#: 45127 2 Sessions W,F 6/19-6/21 9 a.m.-2:30 p.m.
Gaithersburg Business Training Center

MS Word—Intermediate
Learn to apply and modify styles and themes. Learn to insert and modify fields, SmartArt, WordArt, shapes, and watermarks. Create advanced documents with sections and mail merges, use advanced features for revisions and comments, how to manage and finalize documents, and preview as a web page. Students pursuing the Microsoft Office Specialist Certification must take MS Word Introduction, Intermediate, and Advanced. Prerequisites: MS Word-Introduction or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP944 10 Hours
CRN#: 14820 2 Sessions W,F 7/10-7/12 9 a.m.-2:30 p.m.
Gaithersburg Business Training Center

MS Word—Introduction
Learn basic features of MS Word. Learn terminology, Word’s window component and Help system, and how to navigate documents. Learn to enter, edit, and format text, and save documents in various formats. Move and copy data, create/modify tables, insert, modify graphics, proof and print documents. Students pursuing the Microsoft Office Specialist Certification must take MS Word Introduction, Intermediate, and Advanced. Prerequisites: Computer Basics, and Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI201 12 Hours
CRN#: 45269 2 Sessions W,F 6/26-6/28 9 a.m.-3:30 p.m.
Gaithersburg Business Training Center

Questions?
Do you have any questions about our ITI classes?
If so, please call Mary Ann Behme at 240-567-5510 or e-mail maryann.behme@montgomerycollege.edu.
Computer Basics
Learn basic computer operations and how to use web browsers. 
Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics. You must purchase textbook(s)/materials and bring them to the first class. TWA

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

Rockville Campus
CRN#: 45125 4 Sessions M,W
6/3-6/12 9:30 a.m.-12 p.m.

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

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

Gaithersburg Business Training Center
CRN#: 45117 1 Session F
5/24 9 a.m.-2 p.m.

Takoma Park/Silver Spring Campus
CRN#: 45118 1 Session S
6/22 9 a.m.-2 p.m.

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

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

Rockville Campus
CRN#: 45120 6 Sessions T,R
5/28-6/13 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 45121 6 Sessions T,R
6/4-6/20 6:30-9:30 p.m.

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

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

Rockville Campus
CRN#: 45280 2 Sessions M,W
6/10-6/12 9:30 a.m.-12:30 p.m.

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

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

Gaithersburg Business Training Center
CRN#: 45111 2 Sessions W,F
6/5-6/7 9:30 a.m.-1:30 p.m.

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

Course: CMP868 15 Hours
$99 + $191 fee = $290; NMR add $140

Rockville Campus
CRN#: 45460 5 Sessions T,R
6/1-6/29 9:30 a.m.-12:30 p.m.

MS Project—Intermediate/Advanced
This course builds on the basic concepts and skills of our Level 1 course to provide more advanced project planning functions. Learn advanced task scheduling techniques, how to fine-tune task details, resources and resource assignments. The course includes organizing project details to include tracking progress of task assignment and utilization of other project resources. Techniques to get a project back on tracking using the tracking tools of MS Project 2016 are also covered. The final techniques covered include advance project reporting, customization, sharing project information and consolidating project information and resources. Prerequisites: MS Project—Introduction or equivalent experience, and understanding of project management concepts. You must purchase textbook(s)/ materials and bring them to the first class. TWA

Course: CMP847 12 Hours
$99 + $181 fee = $280; NMR add $140

Gaithersburg Business Training Center
CRN#: 45461 2 Sessions W,F
6/11-6/13 9 a.m.-3:30 p.m.
MS Project—Introduction
MS Project 2016—Level I provides the basic tools to effectively plan, implement, and control projects using Microsoft Project 2016. Learn how to think through and organize your project details, develop a WBS, plan a schedule, sequence tasks, assign resources and costs, format Gantt charts, calendar schedules and management reports. At the conclusion of the course you will have produced a baseline project plan. This course is recommended for business owners, team members, and project managers. Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP846 12 Hours
$99 + $181 fee = $280; NMR add $140

Gaithersburg Business Training Center
CRN#: 45123 2 Sessions T,R
6/4-6/6 9 a.m.-3:30 p.m.

QuickBooks—Level I
Learn the fundamentals of using QuickBooks 2018 to track the finances of a small business. Set up a new company; manage bank account transactions; maintain customer, job, and vendor information; manage inventory; generate reports; and use the Company Snapshot window. You will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data. Prerequisites: Windows and some accounting knowledge or equivalent experience. CPA/CPE accredited. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP078 12 Hours
$99 + $198 fee = $297; NMR add $140

Rockville Campus
CRN#: 45114 4 Sessions M,W
6/17-6/26 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 45115 4 Sessions M,W
6/3-6/12 6:30-9:30 p.m.

QuickBooks—Level II
Expand your QuickBooks knowledge! Learn how to customize forms, use other QuickBooks accounts, set up accounts to track inventory and track and pay sales tax, do payroll, estimate time and job costs, write letters, and other day to day transactions. Prerequisites: QuickBooks—Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP080 12 Hours
$99 + $198 fee = $297; NMR add $140

Rockville Campus
CRN#: 14814 4 Sessions M,W
7/8-7/17 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 45116 4 Sessions M,W
6/17-6/26 6:30-9:30 p.m.

QuickBooks—Level III
This course is a step-by-step overview of the payroll processing cycle using QuickBooks. You will learn how to reconcile and record journal entries using Excel and QuickBooks software. In addition to reviewing basic project management payroll and expenses cost accounting concepts, the topics included in the four sessions will feature how to handle manual check disbursement, reconciling payroll bank accounts, and generating Federal and state payroll reports. This course is designed for business owners handling their own payroll process, students seeking employment in payroll accounting, and who need to prepare for the Certified Public Bookkeeper Examination. Prerequisites: Basic accounting knowledge, MS Excel—Levels I and II, and QuickBooks—Levels I and II, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI175 12 Hours
$99 + $191 fee = $290; NMR add $140

Rockville Campus
CRN#: 14922 4 Sessions M,W
7/22-7/31 9:30 a.m.-12:30 p.m.

Need Customized Computer Training For Your Business?

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

Here is what we can do for you:
- Analyze your training needs.
- Design a training program that addresses your unique requirements.
- Assign instructors who are subject matter experts with industry experience.
- Offer flexible locations throughout Montgomery County using state-of-the-art equipment.

For more information, please visit us online at montgomerycollege.edu/business-solutions or call 240-567-3830.

Room Numbers

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Cloud Technologies

AWS: Amazon Web Services—Level I
Gain hands on experience with Amazon Web Services (AWS) products and services in this first in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect—Associate” certification. Learn how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances. Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud. Learn to understand pricing, security, and gain practical experience configuring a fault-tolerant systems environment that can scale automatically to meet changing resource demands. This course is for administrators, architects, and developers interested in using AWS services, as well as those interested in becoming AWS certified. All students are expected to have an AWS account; please visit: aws.amazon.com to create your account. A textbook is recommended for this class. Prerequisites: Experience with servers or the command line.
Course: ITI362 18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 45285 6 Sessions T,R
5/21-6/6 6:30-9:30 p.m.

AWS: Amazon Web Services—Level II
Gain hands on experience with Amazon Web Services (AWS) products and services in this second in a series of three AWS courses that will help students prepare for the AWS “Certified Solutions Architect—Associate” certification. This course progresses students who are already familiar with Amazon Web Services (AWS) by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS I—Level I class. Students will learn how to configure and manage the AWS environment with greater efficiency and automation. They will use the command line, SDKs, and templates to use infrastructure as code, they will use CloudFormation, Elastic Beanstalk, and OpsWorks to automate deployment, and they will learn about AWS data storage techniques, and will be introduced to relational database services. This course is for administrators, solution architects and developers interested in using AWS services, and those interested in becoming AWS network administrators. All students are expected to have an AWS account; please visit: aws.amazon.com. Prerequisites: AWS I or equivalent experience.
Course: ITI363 18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 45286 6 Sessions T,R
6/11-6/27 6:30-9:30 p.m.

AWS: Amazon Web Services—Level III
Gain hands on experience with Amazon Web Services (AWS) products and services in this third in a series of three AWS courses that will help students achieve the AWS “Certified Solutions Architect—Associate” certification. This course progresses students who are already familiar with AWS by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS Level I & Level II classes. Students will learn how to create a Content Delivery Network (CDN), configure DNS services using Route 53, and how to set up and use applications services like the Simple Queue Service (SQS), Simple Workflow Service (SWS), Elastic Transcoder, the API Gateway, and streaming with Kinesis. Certification exam topics will be reviewed and discussed. All students are expected to have an AWS account; please visit aws.amazon.com. A textbook is recommended for this class. Prerequisites: AWS Level, and AWS Level II courses or equivalent experience.
Course: ITI364 18 Hours
$99 + $206 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 14933 6 Sessions T,R
7/9-7/25 6:30-9:30 p.m.

Mastering DevOps with Docker
Docker containers are a flexible platform that allows you to easily build, ship and run your applications in scalable and distributed environments. ITI’s training surveys different deployment options and how to build scalable Docker solutions. This course is for web developers, system admins, operations managers, anyone who is in an IT/testing/QA team, and anyone who wants to learn about Docker. Prerequisites: Experience with installing/configuring operating systems, experience with using the command line a plus. You must purchase textbook(s)/materials and bring them to the first class.
Course: ITI400 12 Hours
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 45297 4 Sessions T,R
6/18-6/27 6:30-9:30 p.m.

Computer Networks
Cisco CCNA Complete Lab
This is the required lab for the Cisco CCNA Complete class. Students registered in this class must be also registered for ITI277. TWA
Course: ITI300 40 Hours
$15 + $55 fee = $70; NMR add $50
Gaithersburg Business Training Center
CRN#: 14926 6 Sessions S
6/29-8/10 9 a.m.-3:40 p.m.
No class 7/6

Would you like to teach for ITI?
Please e-mail your resume and a request for your area of interest to:
eunice.melo@montgomerycollege.edu
Cisco CCNA Complete▲ ♥
This accelerated class is designed to take you through all four courses of the Cisco Networking Academy CCNA Routing and Switching Program and prepare you for the Cisco Certified Network Associate (CCNA) certification. Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices. Career pathways include: network technician, support engineer, network administrator, network designer, and network engineer. Montgomery College participates in the Cisco Networking Academy Program and has Cisco lab facilities that are second to none in the region. Cisco labs are required and are held on Saturdays. Students who register for this class must register also for the lab sessions, course ITI300. This is an exciting, challenging and rewarding course. For more information: http://cms.montgomerycollege.edu/iti/computernetworks/ccnacomplete.html. Prerequisites: Knowledge of networking infrastructure or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI277 100 Hours
$519 + $1384 fee = $1903; NMR add $800
Gaithersburg Business Training Center
CRN#: 45273 24 Sessions T,R,S
5/21-8/15 5:45-9:50 p.m.(T,R)
9:30 a.m.-2:05 p.m.(S)
No class 6/11, 6/13, 7/2, 7/4, 8/6, 8/8

Computer Support Specialist—MCSA Windows 10
This course will prepare students for the Microsoft certification exam 70-697 and 70-698 to be certified as a Microsoft Certified Solutions Associate in Windows 10 (MCSA). The course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. These skills include learning how to install and customize Windows 10 operating systems and apps, and configure local and remote network connectivity and storage. Students will also learn how to configure data security, device security, network security, and integrate Azure features. This course is intended for IT professionals who administer and support Windows 10 desktops, devices, users, and associated network and security resources. This course is also intended to provide skills for Enterprise Desktop Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment in medium to large enterprise organizations. Prerequisites: Networking Fundamentals or knowledge of and experience with the Windows operating system, as well as basic computer networking concepts. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI378 60 Hours
$200 + $599 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#: 14936 18 Sessions M,W,S
6/17-8/3 6:30-9:30 p.m.(M,W)
9:30 a.m.-1:30 p.m.(S)
No class 7/1, 7/3, 7/6

Linux/Unix—Level I
Linux, an open source implementation of UNIX, is a multi-user, multi-tasking operating system that powers much of the Internet, including services such as DNS, e-mail, and the World Wide Web. Discover the fundamentals of Linux and learn the essentials of the file system, command line interface, and basic utilities. By the end of the course, you will be able to manage an account and be functional and productive on UNIX-based operating systems. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. Prerequisites: Keyboarding skills and some knowledge of operating systems. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP212 12 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 14815 4 Sessions T,R
7/9-7/18 6:30-9:30 p.m.

Linux/Unix—Level II
With Linux, a freely available version of the UNIX operating system, it has become easier than ever to use UNIX at home or in small office environments as well as the Enterprise. This intermediate course in the Linux/UNIX operating system provides the tools you need to work more efficiently in a Linux/UNIX environment. You will also be introduced to shell scripts, networking, graphical user interfaces using X-Windows, and advanced utilities. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. Prerequisites: Linux/UNIX—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP213 12 Hours
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 14816 4 Sessions T,R
7/23-8/1 6:30-9:30 p.m.

Network+ Certification Training and Exam Prep ♥
Over time, the CompTIA Network+ certification has proven to be a must have certification for IT professionals new to networking, as well as seasoned professionals. Its profile has risen to the point where it is often recommended (or required) by major corporations and government agencies and is a condition of employment. In this course, you will be exposed to the five domains tested in the Network+ exam: network concepts, network installation and configuration, network media and topologies, network management, and network security. Upon completion of this course, you will be prepared to take the Network+ Certification exam. Prerequisites: Networking Fundamentals, knowledge of operating systems and hardware, or equivalent experience. Textbook access and purchase information will be available at the first class. TWA
Course: ITI241 42 Hours
$199 + $405 fee = $604; NMR add $300
Gaithersburg Business Training Center
CRN#: 14924 12 Sessions M,W
6/17-7/24 6-9:30 p.m.

Networking Basics
See course on page 6.
Networking Fundamentals ♥
Build a solid foundation in computer networking concepts. Discover the building blocks of modern networks and how they function, and find out how to put the many pieces together to build a functional and secure network. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for Network+, and Computer Support Specialist courses. Prerequisites: Computer Basics, Working with Windows, File Management Skills, or equivalent experience. TWA
Course: ITI291 12 Hours
$65 + $139 fee = $204; NMR add $140
Gaithersburg Business Training Center
CRN#: 45275 4 Sessions M,W
6/3-6/12 6:30-9:30 p.m.

Security+ Certification Training and Exam Prep ♥
The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to enter or advance in the security field is the CompTIA Security+ (SYO-501). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam’s six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks and Vulnerabilities. Upon completion of the course, students will be able to sit for the Security+ certification exam. Prerequisites: Network+ or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI240 40 Hours
$199 + $405 fee = $604; NMR add $300
Rockville Campus
CRN#: 45271 8 Sessions S
6/1-7/27 9 a.m.-3 p.m.
No class 7/6

CyberAdvantage

Cybersecurity Foundations Training
Gain the skills, knowledge credentials required to begin a career in the fields of Information Technology and Cybersecurity. You will learn the fundamentals of Linux including the essentials of the file system, command line interface, and basic utilities. You will also obtain essential knowledge of networking. Learn to how the internet works and how to combine servers, routers, switches, hubs gateways into networks that can connect to the internet. Gain an understanding of how SSL, DHCP, DNS HTTPS combine to give us our modern internet security framework. Finally, prepare for the CompTIA Security+ certification. Security+ is one of the most widely sought after certifications for those seeking to either enter or advance in the security field. In this course, learn the key concepts and skills required to obtain this industry significant certification. Prerequisites: Basic computer knowledge, keyboarding skills, operating systems knowledge, a strong interest in computers and technology, and good problem solving skills.

Course: ITI375 75 Hours
$300 + $599 fee = $899; NMR add $400
Takoma Park/Silver Spring Campus
CRN#: 45289 24 Sessions T,R
5/28-6/27 6:30-9:30 p.m.
No class 7/4

Computer-Aided Design (CAD) 1 ♥
Get acquainted with the fundamentals of AutoCAD 2018 software. This class will provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, you will have the basic knowledge required to create, edit, and print clean, accurate drawings. Prerequisite: Working with Windows or equivalent experience. Familiarity with drafting techniques. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP076 30 Hours
$267 + $507 fee = $774; NMR add $350
Rockville Campus
CRN#: 45113 10 Sessions T,R
6/3-6/12 6:30-9:30 p.m.

Computer-Aided Design (CAD) 1 ♥
Get acquainted with the fundamentals of AutoCAD 2018 software. This class will provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, you will have the basic knowledge required to create, edit, and print clean, accurate drawings. Prerequisite: Working with Windows or equivalent experience. Familiarity with drafting techniques. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI213 15 Hours
$99 + $176 fee = $275; NMR add $140
Gaithersburg Business Training Center
CRN#: 14923 5 Sessions T,R
7/9-7/23 6:30-9:30 p.m.
Digital Forensics—Introduction
Digital Forensics involves the investigation of computer-related crimes with the goal of obtaining evidence to be presented in court of law. In this course, you will learn the basic skills necessary to begin the study of digital forensics. You will also learn how to examine network, log and file system evidence for traces of incursion and attack. Prerequisites: Students should have a working knowledge of computer operations and architecture. TWA

Course: ITI381 6 Hours
$45 + $80 fee = $125; NMR add $120

Gaithersburg Business Training Center
CRN#: 45290 2 Sessions M,W
6/3-6/5 6:30-9:30 p.m.

Network+ Certification Training and Exam Prep
See course on page 9.

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

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

Course: ITI340 60 Hours
$179 + $420 fee = $599; NMR add $250

Gaithersburg Business Training Center
CRN#: 45281 9 Sessions S
6/1-8/3 9 a.m.-1 p.m.
No class 7/6

Takoma Park/Silver Spring Campus
CRN#: 45282 15 Sessions M,W
6/3-7/24 6:30-9:30 p.m.
No class 7/1, 7/3

QUESTIONS?
Do you have any questions about our ITI classes? If so, please call Mary Ann Behme at 240-567-5510 or e-mail maryann.behme@montgomerycollege.edu.
Tableau Level I: Introduction
Tableau Desktop is one of the most used data visualization, reporting and business intelligence tool in the world. Tableau is simple to use, requiring minimum skill level and has great visualization capabilities making it the reporting tools of choice for multiple enterprises. This course prepares you to take up a job assignment requiring Tableau expertise. The course has been specifically designed to give your Tableau career a strong boost. Focus on skills such as acquiring data, generating attractive views, and creating calculated fields. This course also prepares you to distribute your visualizations via the web, email or shared drive. Prerequisites: Computer Basics, Excel Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI345 18 Hours
$199 + $105 fee = $304; NMR add $160
Gaithersburg Business Training Center
CRN#: 45283 6 Sessions M,W
6/3-6/19 6:30-9:30 p.m.

Tableau Level II: Building Dashboards
Dashboarding with Tableau allows even non-technical users to create interactive, real-time visualizations in minutes. In just a few clicks, they can combine data sources, add filters, and drill down into specific information. In this class, we prepare the student to take up a job assignment requiring Tableau Dashboard expertise. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills, such as designing advanced dashboards, creating interactive dashboards, and distributing dashboards. This course maps directly to the Tableau Qualified Associate certification. Prerequisites: Tableau Level I: Introduction or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI346 18 Hours
$199 + $105 fee = $304; NMR add $160
Gaithersburg Business Training Center
CRN#: 14930 6 Sessions M,W
6/24-7/17 6:30-9:30 p.m.
No class 7/1, 7/3

Tableau Level III: Advanced Techniques
A good business dashboard informs with a glance. A great A good visualization is helpful. And an informative dashboard is even better. But the expert Visual Analyst often needs to use other tools. They might need to incorporate R into their Tableau analysis, or use advanced Level of Detail Expressions (LOD). Sometimes, the analyst wants to provide their users with a Story. In this class, we prepare the student to take up a job assignment requiring advanced Tableau skills. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills, such as LOD expressions, using R and creating Stories to convey findings. Prerequisites: Tableau Level I, and Tableau Level II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI347 18 Hours
$199 + $105 fee = $304; NMR add $160
Gaithersburg Business Training Center
CRN#: 14931 6 Sessions M,W
7/22-8/7 6:30-9:30 p.m.

MS SQL Server Administration I
Microsoft’s database server, is in widespread use by companies to develop and manage large enterprise databases. Learn how MSSQL Server 2016 uses and handles Structured Query Language (SQL), plus manage relational databases using MSSQL Server 2016 Management Studio (SSMS). This course will help those just starting out becoming a Database Administrator (DBA), or even those that have some knowledge, but looking for more skill level. Students will understand all the different functions, configurations, and create implementations plans using MSSQL 2016. Prerequisites: Working with Windows, File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI351 12 Hours
$99 + $219 fee = $318; NMR add $160
Gaithersburg Business Training Center
CRN#: 14932 4 Sessions M,W
6/24-7/10 6:30-9:30 p.m.
No class 7/1, 7/3

Oracle Database 12c: Introduction to SQL ▲
Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-071, Oracle Database 12C: SQL Fundamentals and can upgrade Oracle database users of previous versions. TWA
Course: ITI212 39 Hours
$289 + $694 fee = $983; NMR add $400
Gaithersburg Business Training Center
CRN#: 45270 12 Sessions T,R
5/21-6/27 6:15-9:30 p.m.
**Digital Graphics**

**Step by Step Guide to Self-Publish with Amazon**

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

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

**Rockville Campus**
CRN#: 45278 2 Sessions M,W
6/17-6/19 9:30 a.m.-12:30 p.m.

**Programming/Software Development**

**Android Development with Kotlin—Summer Bootcamp**

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

**Course:** ITI368 42 Hours
$100 + $399 fee = $499; NMR add $225

**Gaithersburg Business Training Center**
CRN#: 45288 10 Sessions M,T,W,R,F
6/17-6/28 1-5:30 p.m.

**iPhone/iPad Development with Swift—Summer Bootcamp**

This course is designed to teach students with little or no programming experience how to be app developers, capable of bringing their own ideas to life. It introduces students to the world of app development and the basics of Swift and Xcode. The course culminates in a final project where they can choose one of two basic iOS apps to build. It is highly recommended that students own a Mac. For the distance learning course students must own a Mac. **Prerequisites: Basic Computer Knowledge, knowledge of Mac OS X preferred.** TWA

**Course:** ITI367 42 Hours
$100 + $299 fee = $399; NMR add $160

**Gaithersburg Business Training Center**
CRN#: 45287 7 Sessions S
5/18-6/29 9 a.m.-3:30 p.m.

**Java Web Development Bootcamp**

Learn how to develop complete web applications in the Java language with Oracle as the database. By the end of the course, each student will have developed two complete web applications: an online messaging app like Twitter and an online survey tool. This course will cover: Servlets, JSP, Expression Language, JSTL, JPQL, Sessions/Cookies, HTML/CSS/Javascript and the Bootstrap Framework. **Prerequisites: Programming knowledge with a basic understanding of an object oriented language: Java, C#, VB.NET or C++. Experience developing web applications is not required.** TWA

**Course:** ITI283 35 Hours
$100 + $399 fee = $499; NMR add $225

**Gaithersburg Business Training Center**
CRN#: 14925 10 Sessions M,W
7/8-8/7 6-9:30 p.m.

**Java—Level I**

This course is for anyone who wants to learn how to program with Java. Topics include Java language essentials, Java Software Development Kit (J2SDK), and development of simple web applications and stand-alone applications in Java. This course includes an overview of object-oriented programming. **Prerequisites: Programming Fundamentals or equivalent experience, plus knowledge of the Web and HTML.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** CMP950 18 Hours
$99 + $205 fee = $304; NMR add $160

**Gaithersburg Business Training Center**
CRN#: 45126 6 Sessions M,W
6/10-6/26 6:30-9:30 p.m.
**Programming Fundamentals**
This course is designed for people with no prior programming experience. Topics include programming languages (VB.NET, C#, and Java), numbering systems, character sets, constants and variables, and more. This course satisfies the prerequisites for Java—Level I, Python Programming, and Software Testing & QA courses. **Prerequisites:** Working with Windows, File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** CMP839  **18 Hours**
$99 + $205 fee = $304; NMR add $160

**Rockville Campus**
CRN#: 45122  6 Sessions  T,R
5/21-6/6  6:30-9:30 p.m.

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

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

**Course:** ITI337  **15 Hours**
$99 + $191 fee = $290; NMR add $140

**Gaithersburg Business Training Center**
CRN#: 45279  5 Sessions  T,R
6/4-6/18  6:30-9:30 p.m.

**Python Programming—Level II**
This course will explore the object-oriented aspects of Python using Python 3.x. The course will also explore various IDEs (integrated development environments), unit testing, debugging, handling exceptions, installing packages, and accessing databases. Hands-on exercises will engage students with the training material.

Three hours of this class (1 session) consist of online instructions/projects. **Prerequisites:** Python Programming I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** ITI336  **15 Hours**
$99 + $191 fee = $290; NMR add $140

**Gaithersburg Business Training Center**
CRN#: 14929  5 Sessions  T,R
6/25-7/16  6:30-9:30 p.m.
No class 7/2, 7/4

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**SharePoint**

**Enterprise SharePoint Bootcamp**
This weekend, two day “Bootcamp” approach will laser focus students to quickly prepare for immediate new or existing job opportunities. This course includes a hands-on overview of SharePoint features and capabilities. After completing this course students will have complete confidence with the most commonly used functions of SharePoint and all Microsoft office applications (Word, Excel, PowerPoint, and Access). **Prerequisites:** Computer Basics, File Management Skills, Working with Windows, or equivalent experience.

**Course:** ITI310  **15 Hours**
$99 + $205 fee = $304; NMR add $160

**Takoma Park/Silver Spring Campus**
CRN#: 45276  2 Sessions  S,U
6/8-6/9 9 a.m.-5 p.m.

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**Social Media Networking**

**Build Your Social Media Marketing Plan Module I—Facebook and Instagram**
Learn how to effectively manage a Facebook business page and group and integrate a business Instagram account to market your business. Learn about effective Facebook and Instagram site management; new techniques and emerging trends; tools; plug-ins; and third party applications customized for your business, non-profit, or association use. E-book required available on Amazon: www.amazon.com/500-Social-Media-Marketing-Tips-ebook/dp/B007L50HE6. **Prerequisites:** Introduction to Social Media Marketing or some experience with Facebook business pages. TWA

**Course:** ITI384  **12 Hours**
$95 + $125 fee = $220; NMR add $140

**Gaithersburg Business Training Center**
CRN#: 45293  2 Sessions  T,R
6/18-6/20  9 a.m.-3:30 p.m.

**Introduction to Social Media Marketing**
Identify and explain social media platforms such as Facebook, Twitter, Instagram, Pinterest and how to use them for your benefit. Create and maintain accounts on various sites to share multimedia content, while understanding social media ethics, privacy and security issues. E-book required available on Amazon: www.amazon.com/500-Social-Media-Marketing-Tips-ebook/dp/B007L50HE6. TWA

**Course:** ITI383  **6 Hours**
$29 + $69 fee = $98; NMR add $50

**Gaithersburg Business Training Center**
CRN#: 45292  1 Session  T
6/11  9 a.m.-3:30 p.m.
LinkedIn® for Entrepreneurs and Small Business Leaders
LinkedIn is a social collaboration tool focused on helping business professionals, consultants, freelancers, job seekers, and others develop a network of connections. Learn how to design, modify, and effectively manage a LinkedIn site in an instructor-led computer lab. Topics include effective profile setup, networking techniques, market-specific connections, (e.g., real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses, résumé design, blog marketing techniques, and other uses. LinkedIn tools, design and emerging trends will also be covered. All participants will be expected to have an active personal LinkedIn account. TWA

Course: ITI311 6 Hours
$29 + $74 fee = $103; NMR add $120
Gaithersburg Business Training Center
CRN#: 45277 1 Session T
6/4 9 a.m.-3:30 p.m.

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

Course: ITI267 6 Hours
$29 + $74 fee = $103; NMR add $120
Gaithersburg Business Training Center
CRN#: 45272 1 Session R
6/6 9 a.m.-3:30 p.m.

CSS3
New Cascading Style Sheets (CSS3) styles are used to format and control placement of HTML5 elements such as rounded corners, shadow effects, and color gradients. Advanced CSS3 media queries are also covered to handle a variety of devices including screen, printer, tablet, and mobile phone; and integration of scripts into a web page. Syntactically Awesome Style Sheets (SASS) and Leaner Style Sheets (less) languages will also be covered. Prerequisites: HTML5 or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI395 12 Hours
$99 + $100 fee = $199; NMR add $120
Rockville Campus
CRN#: 14939 4 Sessions T,R
6/25-7/11 6:30-9:30 p.m.
No class 7/2, 7/4

Creating Your Personal and Small Business Websites
See course on page 6.

HTML5
Learn the basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5. Topics include basic HTML5 elements and attributes, including hyperlinks, images, and tables. Advanced techniques to effectively create multiple column layouts using new HTML5 structural elements. Advanced HTML5 Application Programming Interfaces (APS’s) will also be covered. Prerequisites: Working with Windows, File Management Skills or equivalent experience; familiarity with the internet and keyboarding skills. You must purchase textbooks and bring them to the first class. TWA

Course: ITI389 12 Hours
$99 + $100 fee = $199; NMR add $120
Rockville Campus
CRN#: 45294 4 Sessions T,R
6/11-6/20 6:30-9:30 p.m.

JavaScript
JavaScript is the high-level, interpreted programming language used to make webpages interactive. Alongside HTML and CSS, JavaScript is one of the three core technologies of the World Wide Web. JavaScript enables interactive web pages and thus is an essential part of web applications. All websites use it, and all major web browsers have a dedicated JavaScript engine to execute it. As a multi-paradigm language, you will learn how JavaScript supports event-driven, functional, and imperative (including object-oriented and prototype-based) programming styles. It has an API for working with text, arrays, dates, regular expressions, and basic manipulation of the Document Object Model (DOM). Prerequisites: HTML5 or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI390 12 Hours
$99 + $100 fee = $199; NMR add $120
Rockville Campus
CRN#: 14937 4 Sessions T,R
7/16-7/25 6:30-9:30 p.m.

jQuery
jQuery is the industry standard JavaScript library used to add interesting, interactive features to your web site. Topics will include jQuery set-up, installation, and use; using jQuery action/reaction events; and show/hide. Learn to quickly add animations and effects, image slide shows, photo galleries, and rollovers. Add a jQuery navigation bar. Enhance and validate forms and learn other jQuery web features libraries. Prerequisites: HTML5, CSS3, and JavaScript. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI391 12 Hours
$99 + $100 fee = $199; NMR add $120
Rockville Campus
CRN#: 14938 4 Sessions T,R
7/30-8/8 6:30-9:30 p.m.
Entrepreneurship and Small Business

Accounting Principles for Small Business

**Business Operators:** Reacquaint yourself with Accounting methodologies and successful practices used by professionals in the field.

**Novice Operators:** Is your small business lost in the black hole of accounting? Review the various accounting forms needed to run your small business; vocabulary, common terminology, and reference new trends. Learn accounting definitions such as accounts receivable, accounts payable, debits, credits, tax forms, and more. Explore accounting management processes, including fundamentals of planning, analysis and budgeting with tools such as QuickBooks.

**Tuition Waiver Applies**

**Course:** SMB029  **6 Hours**

- $54 + $45 fee = $99; NMR add $50

**Rockville Campus**

CRN#: 15077  **1 Session**  **S**
7/13  9:30 a.m.-4:30 p.m.

**Business Feasibility: Will Your Venture Work?**

Take the first step in deciding whether to launch a new business. Learn to evaluate business opportunities, basic strategies, and resources required by specific businesses. Work closely with the instructor on business definition, objectives, and strategies in order to determine if your idea could grow into a profitable and sustainable business. A marketing analysis and research resources segment will be offered, as well as learning to evaluate sources of primary and secondary information. Culminating presentation to be presented by student, based on skills learned in course.

**Course:** SMB264  **12 Hours**

- $108 + $81 fee = $189; NMR add $120

**Gaithersburg Business Training Center**

CRN#: 15079  **3 Sessions**  **M,W**
8/12-8/19  5:30-9:30 p.m.

Home Improvement License Law and Business Basics

If you plan to earn income from home improvements and remodeling, State law requires you to obtain a license. Prepare for the licensing exam with this review of the Maryland Home Improvement License Law. Learn planning and management techniques for a home improvement business, and for taking the exam. Textbook: *Business and Project Management for Home Improvement Contractors, Maryland 6th. edition*, is required at the first class and only available at Campus Bookstore.

**Tuition Waiver Applies**

**Course:** SMB181  **12 Hours**

- $85 + $71 fee = $156; NMR add $120

**Rockville Campus**

CRN#: 15078  **2 Sessions**  **S**
7/20-7/27  9 a.m.-4 p.m.

Home Inspection: Make It Your Business ▲♥

The need for qualified home inspectors makes this one of the fastest growing businesses today. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. This pre-licensure course meets the requirements and covers the basics of home inspection, as required, to be a licensed home inspector in the state of Maryland. Topics include the following: Structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook: *Principles of Home Inspection Systems and Standards* is required at first class and is available at the Campus Bookstores. In order to obtain a certificate of completion, you MUST attend all required classroom sessions. **Tuition Waiver Applies**

**Course:** SMB322  **72 Hours**

- $480 + $515 fee = $995; NMR add $400

**Rockville Campus**

CRN#: 45381  **16 Sessions**  **R,S**
5/9-6/29  6:30-9:30 p.m. (R - 5/9-6/27)
9 a.m.-4 p.m. (S - 5/11-6/29)

Entrepreneurship and Small Business Information Session

**August 1 • 6:30-7:30 p.m.**

**Takoma Park/Silver Spring Campus 122 HC**

Come learn about the Entrepreneurship and Innovation Continuing Education Certificate Program

Learn exactly what is needed to become a successful entrepreneur directly from the experts. Demonstrate the extent of your entrepreneurial knowledge to prospective investors, network with mentors, and establish relationships with industry professionals assistance and guidance.

For more information, e-mail: shel@montgomerycollege.edu

Event Management Continuing Education Certificate Program

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

For more information, please contact 240-567-2592 or e-mail marcy.jackson@montgomerycollege.edu.
HOSPITALITY: FOOD SAFETY AND EVENT MANAGEMENT

EVENT MANAGEMENT

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

Course: HOS054 30 Hours
$45 + $30 fee = $75; NMR add $50
To Be Determined
CRN#: 45251 5/1-7/31

FOOD SAFETY

Allergen Awareness
This “AllerTrain” by MenuTrinfo® course is for food managers, caterers, event specialists, PTA members and charity providers. Effective July 1, 2017, all certified food service managers must have an employee on the premises, at all times, who has successfully completed a food allergen awareness training course. Allergen Awareness provides an in depth view into food allergies, intolerances and celiac disease, so you can deliver safe meals to customers, clients and the community. You will explore case studies, experience hands-on activities and obtain strategies for controlling and managing the risks associated with food allergens. Exam, exam answer sheet, workbook, and Allergen Awareness certificate are included in the fee. TWA

Course: HOS053 4 Hours
$90 + $99 fee = $189; NMR add $120
Germantown Campus
CRN#: 45250 1 Session S
5/4 9 a.m.-1:15 p.m.

Food Certification Exam Retake
If you did not pass the ServSafe Food Manager’s Exam in a prior ServSafe course, this course is for you. You must present a score analysis letter as verification of previous test scores. The exam answer sheet is required and can be purchased at Campus Bookstores. Bilingual exam proxy (Spanish) available. The exam will end promptly after two hours. TWA

Course: HOS011 2 Hours
$10 + $71 fee = $81; NMR add $50

Rockville Campus
CRN#: 45246 1 Session S
6/8 9-11 a.m.
Exam retake offered in bilingual/Spanish
Retomar del examen también ofrecido en Español.

Food Service Certification (ServSafe, National Restaurant Association)
Receive a nationally recognized training certificate in food safety. You will learn the approved procedures for handling utensils and equipment, self-surveillance, food protection, prevention of foodborne diseases, and employee personal hygiene and habits; this course meets the requirements by the Maryland State Department of Health and Mental Hygiene. Students must pass the National Restaurant Association Educational Foundation’s (NRAEF) exam, which is administered at the last class session, with a minimum score of 75 % in order to receive a certificate enabling them to obtain a food manager’s certification ID card in Montgomery, Prince George’s, Howard, and Baltimore counties and Baltimore City. Textbook: ServSafe Essentials 7th edition, with the exam sheet, is available at Campus Bookstore and required at first class. TWA

Course: HOS013 16 Hours
$85 + $110 fee = $195; NMR add $120

Germantown Campus
CRN#: 14891 2 Sessions T,W
7/16-7/17 9 a.m.-6 p.m.

Rockville Campus
CRN#: 45247 2 Sessions S
5/4-5/11 9 a.m.-6 p.m.

Westfield South
CRN#: 45248 3 Sessions S
5/18-6/1 9 a.m.-4 p.m. (5/18-5/25)
9 a.m.-12 p.m. (6/1 only)

Event Management and Food Service Information Session
August 7th, 6:30-7:30 p.m.
Rockville Campus 122 MK
R.S.V.P.: sbel@montgomerycollege.edu

See page 3 for textbook/materials information
Food Service Recertification
This ServSafe course prepares certified food managers to take the required exam for recertification; this nationally recognized exam must be taken every three years in Montgomery County. The FDA Model Food Code is constantly faced with new science based challenges to food safety through food being contaminated. ServSafe also updates their Food Manager curricula to keep up with these ongoing valuable enhancements to food safety management. It is important that all Managers in food service operations be aware of, keep up with, and put into practice all changes. Students registering for this exam must have already completed the approved 16 hour Food Service Certification course and have a renewable Montgomery County Food Service Manager’s ID card. A minimum score of 75% is required for passing; the exam is based on the ServSafe book, 7th Edition (we recommend that you bring the textbook to class). An exam answer sheet is required and can be purchased at Campus Bookstores; please bring exam answer sheet to class. TWA

Course: HOS049 8 Hours
$30 + $70 fee = $100; NMR add $120
Rockville Campus
CRN#: 45249 1 Session S
5/25 9 a.m.-6 p.m.

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

Course: HBI195 30 Hours
$95 + $205 fee = $300; NMR add $160
Rockville Campus
CRN#: 14909 8 Sessions S
6/8-8/3 9 a.m.-1 p.m.
No class 7/6, 7/13, 7/20, 7/27

Negocios
Seminario de Negocios
Este curso ha sido diseñado para propietarios de negocios nuevos y futuros. Además de ofrecer información valiosa y recursos comerciales, los instructores utilizarán un panel de empresarios exitosos para enseñar a los nuevos empresarios diversos temas relacionados con el inicio y crecimiento de un negocio. TWA

Course: HBI128 5 Hours
$15 fee only; NMR add $30
Rockville Campus
CRN#: 14908 1 Session S
8/31 8:30 a.m.-1:30 p.m.
Coaching and Mediation

20-Hour Child Access Mediation
Looking to enhance your skill and want to mediate child custody and visitation disputes? This 20-hour Child Access Mediation course meets the requirements of Rule 9-205(c) of the Maryland Rules of Procedures. This interactive course includes lectures, discussions, demonstrations, hands-on exercises, and role plays. It covers Maryland laws on separation, divorce, annulment, child custody and visitation, and child and spousal support. Included are an introduction of family systems and child development theories and an overview of the emotional aspects of divorce and separation. There will be a discussion on the relationships among custody, visitation, and child support. Students will be taught strategies for handling power imbalances, intimidation, the effects of domestic violence, and ending a mediation safely. Emphasis will be placed on writing good memoranda of understanding that meet the needs of the parents and children. Prerequisite: Students must have completed a 40-hour basic mediation course to enroll in this course. This course is approved for 20 hours from the Maryland Board of Social Work Examiners. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: MGT402 20 Hours
$320 + $379 fee = $699; NMR add $300
Germantown Campus
CRN#: 45333 3 Sessions  F,S,U
5/3-5/5 8:30 a.m.-5:30 p.m.(F,S)
8:30 a.m.-12:30 p.m.(U)

40-Hour Basic Mediation Course
This 40-hour interactive and experiential training offers you a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists you in exploring your own conflict style and how that may help or hinder the process. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance power, and write agreements. This course fulfills the requirements for Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. This course is approved for 40 hours from the Maryland Board of Social Work Examiners, students must attend 100% of the class hours to receive their certificate. TWA
Course: MGT315 40 Hours
$425 + $500 fee = $925; NMR add $400
Rockville Campus
CRN#: 45332 5 Sessions  M,T,W,R,F
6/3-6/7 8:30 a.m.-5:30 p.m.

Coaching Practicum
After taking the Coaching Essentials, Competencies, and Practices course, you must coach practice clients under the guidance of a faculty member through this practicum class. Prerequisite: Coaching Clinic—Introduction and Coaching Essentials, Competencies, and Practices. TWA
Course: MGT581 15 Hours
$300 + $365 fee = $665; NMR add $300

Distance Learning
Course: MGT568 6 Hours
$104 + $115 fee = $219; NMR add $140
Rockville Campus
CRN#: 45335 1 Session  S
5/11 9 a.m.-4 p.m.

Coaching Mastery
Demonstrate your coaching knowledge and skills in a safe and supportive class environment. Feedback from a facilitator during a coaching interaction session clarifies strengths and identifies areas that require continued practice. The Coaching Certificate Program’s emphasis on real-world practice and experience is reflected in this review of coaching core competencies. Prerequisite: Coaching Clinic—Introduction, Coaching Essentials, Competencies, and Practices. TWA
Course: MGT530 15 Hours
$300 + $499 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#: 14974 2 Sessions  S
8/3-8/10 8:30 a.m.-4:30 p.m.

Get Your Groove Back: 6-Hr Mediation Refresher
NEW
Has it been a while since you took your 40-Hour Basic Mediation course since you last mediated? Need a boost to your mediation mojo? Then this 6-hour course is for you! After a brief review of the steps in the mediation process, the instructors will lead you through a variety of exercises and role plays designed to refresh your mediation skills. Emphasis will be placed on reflective listening, brainstorming, and getting past impasse. Included in this course is a two-hour section on mediator ethics that meets the Maryland requirement for annual ethics training. Prerequisite: 40-Hour Basic Mediation course/training. TWA
Course: MGT568 6 Hours
$104 + $115 fee = $219; NMR add $140

Coaching Certification Program
If you are motivated to learn foundational coaching skills as conveniently as possible, this is the training program for you! Required Courses (Must be taken in this order):
1. Coaching Clinic—Introduction (MGT502)
2. Coaching Essentials, Competencies, and Practices (MGT503)
3. Coaching Practicum (MGT581)
4. Coaching Mastery (MGT530)
Introduction to Coaching
If you seek to inspire and motivate others, then coaching may be the skill set for you. This emerging field draws on numerous communication approaches and techniques you can use to support others in achieving short and long-term goals by developing a positive approach to all areas of their lives. In this experiential 3 1/2 hour introductory session, we will discuss what coaching is—and isn’t—distinguishing coaching from mentoring, consulting, therapy, training and athletic development, coaching core beliefs, qualities of an effective coach and the essential components of all coaching interventions. Additionally, the Montgomery College Coaching Certificate Program, the International Coach Federation (ICF) coach credentialing process and the latest trends in the coaching industry will be addressed.

Course: MGT488 3.5 Hours
$50 + $59 fee = $109; NMR add $120
Gaithersburg Business Training Center
CRN#: 14973 1 Session S
8/17 9:30 a.m.-1 p.m.

Human Resources

Employment Law Basics: What Managers Need to Know
Legal complaints have been exploding in the past decade. In this course, you will learn about major federal employment laws and how this impact employee relations. You will gain practical tips for making interview legal and effective. Scenarios will be presented to gain a better understanding of practical applications of employment laws. (This course qualifies for 2 PDCs for SHRM Recertification credits.)

Course: MGT558 2 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 14975 1 Session T
8/13 11 a.m.-1 p.m.

SHRM Essentials® of Human Resources
Human resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this course covers the key HR topics you need to know: human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management. This course qualifies for 18 recertification hours upon completion. TWA Course: MGT352 18 Hours
$260 + $335 fee = $595; NMR add $250
Gaithersburg Business Training Center
CRN#: 14972 6 Sessions R
7/11-8/15 6:30-9:30 p.m.

Your Employees Hate Your Performance Evaluation: What To Do About It
Performance management can, and should, provide a process that helps professionals grow from ongoing feedback, reinforcement of excellent work and corrective action for sub-par performance. However, many employers are using ineffective forms, rating scales and systems that have been in place for decades. These same tools have little impact on changing employee behaviors and even less on employee engagement and retention. There is a better way! In this course, you’ll hear about performance management trends that are working. Your organization doesn’t have to eliminate performance reviews, but the way you think about them needs to change. (This course qualifies for 2 PDCs for SHRM Recertification credits.)

Course: MGT559 2 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 14976 1 Session T
8/15 11 a.m.-1 p.m.

Next-Generation SHRM Certification

SHRM-CP and SHRM-SCP will be offered in fall 2019
If you have already demonstrated your commitment to the HR profession by becoming certified, SHRM will continue to recognize your commitment and your investment in certification by providing a seamless and efficient process to earn the new SHRM certification. You will have the added benefit of competency-based education and alignment to the changing world of HR.

SHRM Recertification Provider
Montgomery College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. All courses that are considered PDC eligible courses, are noted in their description!
For additional information about certifications or recertification, contact Transcie Almonte at transcie.almonte@montgomerycollege.edu or call 240-567-3828.

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

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

Course: CRP107 15 Hours  
$25 fee only  
Rockville Campus  
CRN#: 45139 5 Sessions  
6/17-7/8 6:30-9:30 p.m.  
No class 7/1, 7/3

#### Find Your Strengths—Find Your Career
What are you good at? What are your natural and work-related strengths? This course will help you discover and match them with career areas in which you would be most successful. In addition to careers, you may choose to apply your skills to business or other professional and life opportunities. You will engage in a series of insightful individual and group exercises and conduct research into career areas of interest to you. By the end of the class, you will draft your career plan and will be supported through your career exploration stage by your classmates and career coach. TWA

Course: CRP100 12 Hours  
$45 + $69 fee = $114; NMR add $120  
Rockville Campus  
CRN#: 45138 4 Sessions  
5/20-6/5 6:30-9:30 p.m.  
No class 5/27, 5/29

### Project Management

#### Certification Course Track

#### A Practical Approach to Project Management
This course is intended as a prerequisite to the Project Management Professional (PMP®) Certification Prep course and the Certified Associate in Project Management (CAPM®) Prep. It provides mandatory classroom hours as well as important preparatory knowledge for the PMP® prep course. Project Management Fundamentals is a prerequisite to this course for students with no prior PM training. This course is certified by the Project Management Institute (PMI)®. TWA

Course: PMC013 36 Hours  
$597 + $348 fee = $945; NMR add $400  
Distance Learning  
CRN#: 14950 12 Sessions  
M,W,F  
7/17-8/12 6-9 p.m.  
Rockville Campus  
CRN#: 45319 7 Sessions  
W,S  
5/18-6/12 6-9 p.m.(W - 5/22-6/12)  
No class 5/25 8:30 a.m.-5 p.m.(S - 5/18-6/8)

#### Certified Associate in Project Management (CAPM®) Prep
Prepare for the Project Management Institute (PMI)® CAPM® certification exam. It is designed for entry-level to senior members of a project team who contribute specialized skills such as scheduling, logistics, or cost estimating. This credential signifies that the individual has knowledge of the principles and terminology of the library of global standards, A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, Project Management Institute. Upon completion of this course, you may apply to take the CAPM® Certification exam. **Prerequisites:** Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®. TWA

Course: PMC002 24 Hours  
$354 + $305 fee = $659; NMR add $300  
Rockville Campus  
CRN#: 14947 4 Sessions  
W,S  
7/31-8/10 6-10 p.m.(W - 7/31-8/7)  
8:30 a.m.-5 p.m.(S - 8/3-8/10)

#### Project Management Certification Tracks

**PMP®**
- Project Management Fundamentals (PMC019)
- A Practical Approach to Project Management (PMC013)
- Project Management Professional (PMP®) Certification Prep (PMC004)

**OR**
- Project Management Professional (PMP®) Boot Camp (PMC008)

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

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**NEW CIA® Certification Prep**

**Coming Fall 2019!**

Prepare to pass the CIA® Exam with Montgomery College!  
For more information, please contact Transcie Almonte-Sabio at transcie.almonte@montgomerycollege.edu
Project Management Fundamentals
In this course, you will learn project management process including project selection and evaluation. Gain skills in developing a project plan defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intra-functional organizations, cross-functional matrix, and task force organizations. You will learn how to construct a work breakdown structure and create a project task network. This is a prerequisite course for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM)® certification course. Students without prior PM training should register for this course before taking the Practical Approach to PM. TWA
Course: PMC019 15 Hours
$217 + $132 fee = $349; NMR add $160
Rockville Campus
CRN#: 14951 2 Sessions S,U
7/13-7/14 8:30 a.m.-5 p.m.
Takoma Park/Silver Spring Campus
CRN#: 45321 2 Sessions S,U
5/11-5/12 8:30 a.m.-5 p.m.

Project Management Professional (PMP)® Boot Camp ▲▼
This course thoroughly prepares you for the internationally recognized Project Management Professional (PMP)® certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® certification exam. Prerequisite: Project Management Fundamentals and A Practical Approach to Project Management This course is certified by the Project Management Institute (PMI)®. TWA
Course: PMC008 48 Hours
$1,039 + $710 fee = $1,749; NMR add $800
Rockville Campus
CRN#: 45318 6 Sessions M,T,W,R,F,S
5/6-5/11 8:30 a.m.-5 p.m.

Project Management Professional (PMP)® Certification Prep ▲▼
Prepare for the internationally recognized Project Management Professional (PMP)® certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® Certification exam. Prerequisite: Project Management Fundamentals and A Practical Approach to Project Management This course is certified by the Project Management Institute (PMI)®. TWA
Course: PMC004 48 Hours
$1,039 + $710 fee = $1,749; NMR add $800
Rockville Campus
CRN#: 14948 8 Sessions T,S
6/18-7/20 6-10 p.m.(T)
No class 7/6 8:30 a.m.-5 p.m.(S)
CRN#: 14949 8 Sessions T,S
8/17-8/24 6-10 p.m.(T)
No class 8/31 8:30 a.m.-5 p.m.(S)

PM Elective Courses
PMP® Application Workshop
Have you decided to take your career to the next level by pursuing PMI’s® Project Management Professional (PMP)® Certification? Then this course is for you. In this course, you will get individualized consulting on completing your application form to sit for the PMP® exam. Many certified professionals say it is one of the most complicated application forms they have completed. Our PMP credentialed instructors get requests from confused project managers for assistance completing their applications. We are pleased to offer this course where students can get answers to their specific questions and customized instructions completing the rigorous application process. Students are encouraged to bring their laptops and records of project management experience for individualized assistance.
Course: PMC017 3.5 Hours
$50 + $35 fee = $85; NMR add $50
Rockville Campus
CRN#: 45320 1 Session F
6/14 6-9:30 p.m.

Let us bring the training to you! Customized Training for Businesses—
These custom designed programs are tailored to meet individual business needs or development goals. To explore the possibilities of growing your organizations’ understanding of new and existing policies, or to stay current with ever-changing technology, visit:
montgomerycollege.edu/business-solutions
CDL Learner Permit Prep
The Maryland MVA Commercial Driver License Learner Permit Exam is a requirement before you can practice on commercial driving equipment in preparation for a CDL license. This course provides an introduction to Commercial Drivers Licensing with Maryland state licensing requirements for Class A and B, industry outlook, and practice tests. You will receive instruction on the T, P, X, and S endorsements.

Course: CDL116 9 Hours
$50 + $55 fee = $105; NMR add $120

Gaithersburg Business Training Center
CRN#: 45110 2 Sessions W,S
6/12-6/15 6-9 p.m.(W - 6/12 only)
9 a.m.-3 p.m.(S - 6/15 only)

Rockville Campus
CRN#: 45109 3 Sessions W,S
5/15-5/22 6-9 p.m.(W)
9 a.m.-12 p.m.(S - 5/18 only)
CRN#: 14813 2 Sessions W,S
8/7-8/10 6-9 p.m.(W - 8/7 only)
9 a.m.-3 p.m.(S - 8/10 only)

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

Course: SFT109 70 Hours
$1,205 + $995 fee = $2,200; NMR add $1,050
Flexible schedule

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

Course: SFT112 24 Hours
$700 + $400 fee = $1,100; NMR add $650
Flexible schedule

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

Course: SFT014 3 Hours
$185 + $70 fee = $255; NMR add $140
Flexible schedule

Writing
Clear and Concise Writing: How to Edit Your Business Correspondence
Put your writing on a diet! Streamline your prose for today’s fast-paced workplace. Place your message up front. According to the “Plain English” movement, you need to use precise words. Rely on action verbs and specific nouns, rather than modifiers. Avoid wordy phrases, clichés and jargon. In this workshop, you will learn to edit rambling sentences and convey ideas clearly and concisely. Then colleagues and customers will understand your message and appreciate your writing.

Course: WRT200 5 Hours
$61 + $50 fee = $111; NMR add $120

Rockville Campus
CRN#: 15099 2 Sessions S
7/13-7/20 9:30 a.m.-12:10 p.m.

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

Course: WRT205 12 Hours
$135 + $52 fee = $187; NMR add $120

Rockville Campus
CRN#: 45398 4 Sessions S
6/1-6/22 9:30 a.m.-12:40 p.m.

How to Publish Your Book
Whether you’ve got the first spark of an idea or a finished manuscript, in this workshop you’ll gain the tools you need to publish your book. Discover how to groom your book to fit an established market. Learn how to find the right publisher. Write an attention-grabbing query letter, outline or synopsis, and manage the submission process. Find out what to expect, and what to look out for, when it’s contract-signing time. Learn how to promote yourself once your book is out. Whether you write fiction or nonfiction, if your goal is to get published, this workshop is for you.

Course: WRT163 3 Hours
$41 + $25 fee = $66; NMR add $50

Gaithersburg Business Training Center
CRN#: 45397 1 Session M
6/3 6-9 p.m.
Inspire Yourself and Others by Publishing Your Writing in Multiple Formats
Learn different methods of writing inspirational prose and poetry, while also learning ways to self-publish and repurpose your content into different formats, such as paperback, digital, cards, apps, and calendars to create multiple streams of income. Students will also learn about the psychological benefits of inspirational writing, for themselves and others. TWA
Course: WRT197 6 Hours
$75 + $50 fee = $125; NMR add $120
Rockville Campus
CRN#: 15098 2 Sessions T,R
7/16-7/18 6:30-9:30 p.m.

Overcoming Writer’s Block and Developing a Mindmap
Do you have difficulty getting started on a piece of writing? Explore methods for overcoming writer’s block and procrastination, and focus on using mindmapping to brainstorm. These prewriting techniques will generate ideas and help you organize them before writing complete sentences. This course will provide practical suggestions for the beginning stages of both professional and personal writing. TWA
Course: WRT126 5 Hours
$44 + $27 fee = $71; NMR add $50
Rockville Campus
CRN#: 15096 2 Sessions S
6/29-7/6 9:30 a.m.-12:10 p.m.

The 5 Essential Skills to Find or Create Your Own Opportunities
Have you ever wanted to create your own opportunities in life whether it be income, or a career change? Then this is the course for you! This course is designed to help you develop and apply the five basic skills needed to apply change for new opportunities. You will learn to individually analyze and focus on each skill, learn how each skill is essential, and how to apply each skill to create new opportunities for yourself and how to assess your strengths in each individual skill. TWA
Course: WRT196 6 Hours
$76 + $35 fee = $111; NMR add $120
Rockville Campus
CRN#: 15097 2 Sessions M,W
8/5-8/7 6:30-9:30 p.m.

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

Courses in:
- Appraisal
- Licensure
- Continuing Education

For more information, contact Marcy Jackson at 240-567-2592 or e-mail marcy.jackson@montgomerycollege.edu
www.montgomerycollege.edu/wdce/bits/realestate.html

Summer Youth Programs at MC

Exciting courses for Grades K-12!
Montgomery College Youth Programs provides high quality summer courses with cutting edge, integrated skills. Enjoy yourself while preparing for the future! We offer a variety of fun, educational, and engaging learning activities in a safe and stimulating environment.


To see our full list of exciting classes or for more information, please visit our website at www.montgomerycollege.edu/youth or call Youth Programs at 240-567-7264 or 240-567-7917

Asistencia en Español Disponible
Payments
Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments. Further instructions for WEB, FAX or MAIL-IN payments can be found at: cms.montgomerycollege.edu/wdce/registerops.html
Registration will not be processed without appropriate payment.

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

Tuition Waiver
Only noncredit courses designated “TWA” tuition waiver applies in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.
Senior Tuition Waiver: Maryland residents 60 years or older by the start date of the class may have tuition waived.
Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.
National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.
VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit http://cms.montgomerycollege.edu/wdce/register/vabenefits.html.

Residency Policy
The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.
A. Students attending Montgomery College will pay tuition according to their residency.
B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

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

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

4 Easy Ways to Register

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

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

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

Walk–In
A completed registration form with payment may be submitted at any of these locations:
Gaithersburg Business Training Center, Room 400 8:30 a.m.–9 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)
Rockville Campus 220 Campus Center 8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri) 8:30 a.m.–12 p.m. (Sat)
Takoma Park/Silver Spring Campus CF 230, Customer Service 8:30 a.m.–5 p.m. (Mon–Fri)
Westfield South, Suite 306** 8:30 a.m.–9 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)

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

Payments due at time of registration

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

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

<table>
<thead>
<tr>
<th>College ID Number: M 2</th>
<th>Birthdate Month</th>
<th>Day</th>
<th>Year</th>
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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<tr>
<th>Address</th>
<th>House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)</th>
<th>Apt.</th>
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<th>City</th>
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<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell</th>
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<tr>
<th>How did you hear about us?</th>
<th>Yes</th>
<th>No</th>
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<tr>
<th>Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.</th>
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<tbody>
<tr>
<td>STUDENTS WITH DISABILITIES If you need support services due to a disability, call Workforce Development &amp; Continuing Education at 240-567-4118 at least three weeks before class begins.</td>
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<thead>
<tr>
<th>ETHNICITY: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</th>
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<tr>
<td>Not Hispanic or Latino</td>
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<th>RACE: Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</th>
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<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
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<tr>
<th>U.S. Citizen</th>
<th>Permanent Resident</th>
<th>Other Immigration Status</th>
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<td>(Circle one: Green Card / Working Card)</td>
<td>(Used for tuition-setting purposes only)</td>
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<th>CHECK ALL THAT APPLY:</th>
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<tr>
<td>I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.</td>
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<tr>
<td>I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)</td>
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<tr>
<td>I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general’s office.</td>
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<tr>
<th>CRN #</th>
<th>Course #</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Tuition</th>
<th>Course Fee</th>
<th>Non-Md. Fee</th>
<th>Course Total</th>
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Code: BB

Refunds will go to the registered student of record.

Total Due $

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

------------------------------------------
Student Signature Required                     Date

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

Credit Card Information: Expiration date on card Month / Year 3 or 4 digit Security code on your card

Credit Card Number

Name on Card

Card holder signature required

Date 4/28/16

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.
On-site Training for Your Employees in Mission-Critical Skills

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

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

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

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

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

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

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

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

SHORT COURSE CERTIFICATES

Online Courses from Top Universities

For more information, visit https://montgomery.edu.ednet.com/
SUMMER 2019
Business and Information Technology
Course Catalog

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

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

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SAFETY TRAINING
April 1–5       POSH
April 15       OSHA 7115 Lockout/Tagout
May 20       OSHA 7300 Understanding OSHA’s
             Permit–Required Confined Space Standard
June 3–7       Safety Training Methods
July 8–12       Safety Management Techniques

To Register for Montgomery College Safety Training Classes:
https://chesapeakesc.org

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