Montgomery College
Information Technology Certificate: 213 (19 Credits)
Catalog Year 17-18

Program Description:

This curriculum is designed for the career professional that needs to become more proficient at using today's popular software applications as tools in decision making, managing people and information, communicating effectively, enhancing company viability, and addressing today's many technology challenges.

Program Outcomes:

Upon completion of this program a student will be able to:

- Utilize productivity software (such as word processing, spreadsheet, database, and presentation software) to create, analyze, store, and report information.
- Locate and manage data on personal or collaborative technology.
- Present information using multiple electronic media

Related Careers:

Administrative Assistant, Office Support Specialist, Information Clerk, Executive Administrative Assistant. **To see more check out Career Coach.**

Get Involved at MC!
Employers and Transfer Institutions are looking for experience outside the classroom.
Student Clubs and Organizations

Career Services

Student Life

Online Advising/Counseling

Computer/Technology Articulation Agreements
- Excelsior College – Technology Mgmt.
- Strayer University – Information Technology
- UMUC – Digital Media & Web Technology
- UMUC – Information Systems Mgmt.
- UMUC/Shady Grove – Digital Media/Web Tech

Advising Resources:

Program Advisors

Linda Fontaine, Coordinator (Rockville)
Linda.Fontaine@montgomerycollege.edu

Terri Maradei (Germantown)
Terri.Maradei@montgomerycollege.edu

Karen Penn De Martinez (Rockville)
Karen.PenndeMartinez@montgomerycollge.edu

Program Website:

Computer Applications Program
http://cms.montgomerycollege.edu/cmap

Computer Applications
Suggested Education Plan
Information Technology Certificate (213)

Name:	M Number (Student ID):	Date:
Semester/Year Started:	Declared Major:	
Education Goals:	Advisor:	

Information Technology Certificate

	Semester -	Cr		Semester -	Cr
	Total Credits			Total Credits	

Sample Plan for attendance - Information Technology Certificate
Based on 17-18 Curriculum
Total Credits: 19

	Semester - One	Cr		Semester - Two	Cr
	CMAP 106 Computer Literacy	3		CMAP 232 Word Processioning Applications	3
	CMAP 120 Introduction to Computer Applications	3		CMAP 242 Introduction to Database Applications	3
	TECH (CMAP) 272 Professional Website Development	4		CMAP 252 Spreadsheet Applications	3
	Total Credits	10		Total Credits	9

Additional Advising Notes:

Computer Applications
Information Technology Certificate (213) Completion Audit
Total Credits: 19

Name:		Date:	ID#	
PROGRAM REQUIREMENTS	**COURSE**		**HRS**	**GRADE**
CMAP 106 - Computer Literacy			3	
CMAP 120 - Introduction to Computer Applications			3	
CMAP 232 - Word Processing Applications			3	
CMAP 242 - Introduction to Database Applications			3	
CMAP 252 - Spreadsheet Applications			3	
TECH (CMAP) 272 - Professional Website Development			4	
Total Credit Hours			**19**	

Additional Advising Notes: