

# MONTGOMERY COLLEGE

# COMPUTER TECHNOLOGY / ITI

Course Schedule | Summer 2024



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

Workforce Development and Continuing Education  
montgomerycollege.edu/wdce | 240-567-5188



Not all classes require textbooks. If your class requires a textbook, it can be purchased at the College bookstore: <https://www.bkstr.com/montgomerycollegestore/home>.

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

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

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

**Minimum technology requirements for all remote classes:**

- PC running Windows 10 or MAC updated with latest operating system
- A broadband Internet connection
- Speakers, microphone, and webcam
- A second monitor is recommended

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

**More Information: Please visit:**  
[www.montgomerycollege.edu/iti/](http://www.montgomerycollege.edu/iti/).

## Recommended ITI Course Sequence

*Not sure where to start?*

*We have made it easy for you!*

*Start here!*

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

### Computer Basics

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

- Mastering Windows Fundamentals
- IT Foundations
- Cloud Introduction
- Networking Basics

### Administrative Office Support and Microsoft Applications

Learn or expand the computer skills necessary to be successful in administrative office settings. These courses are recommended for administrative assistants, data entry personnel, sales and marketing, and customer service. Before taking any of these courses, students should take the Mastering Windows Fundamentals course or possess the equivalent experience.

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

## Business Applications

Increase the efficiency of your day-to-day business operations by using technology applications that will make your job easier and business more profitable. These courses are designed for managers, project managers, accountants, bookkeepers, business owners, and other professionals.

- MS Project
- MS SharePoint
- QuickBooks Online

## Cloud Technologies

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

- Amazon Web Service AWS—Cloud Practitioner
- Intro to AWS Cloud Engineering
- Amazon Web Service AWS—Certified Solutions Architect Exam Prep

## Cybersecurity

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

- Cybersecurity Practitioner
- Security+ Certification Training & Exam Prep
- CISSP Test Preparation

## Data Analysis

Data is growing exponentially, and so is the demand for IT professionals that possess the skills to handle it. Some of the positions that large and small companies are looking for are Data Analysts, Data Engineers, Data Consultant, and among others. The following courses will help you learn the initial skills to enter this field.

- Data Analytics Practitioner—Introduction
- Data Analytics Practitioner
- Data Fundamentals
- Power BI—Introduction

## Networking

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

- IT Foundations
- ITI Networking Academy
- Network+ Certification Training & Exam Prep
- Cisco CCNA Complete & Lab

## Programming

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

### Java Track

- Programming Fundamentals
- Java Programming
- Web App Development: Java Spring Boot

### Python Track

- Programming Fundamentals
- Certified Python Programmer—PECP
- Certified Associate Python Programmer—PCAP

## Web and Mobile Design

### FRONT END WEB DEVELOPMENT CERTIFICATION

Learn how to build sophisticated and interactive websites and start your career as a Front-End web developer. The Front-End Web Development Certification program trains you to become a Front-End Certified Web Developer based on the World Wide Web Consortium (W3C) curriculum.

Students who complete the training develop a portfolio of web-based projects designed, developed, and deployed to a live World Wide Web portfolio of their work.

## Administrative Office Support

### Microsoft Word and Excel Foundations

Novice users and those looking for formal training in MS Word and Excel will explore topics needed in the workplace or for personal business. Learn how to format and edit documents and spreadsheets, create labels, use shortcuts to work efficiently, use mathematical formulas in Excel spreadsheets, and create charts and graphs for presentations. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* Textbook required. TWA

**Course: ITI494 18 Hours**

\$99 + \$177 fee = \$276; NMR add \$140

#### Rockville Campus

CRN#: 11638 6 Sessions M W  
6/24-7/10 9:30 a.m.-12:30 p.m.

#### Takoma Park/Silver Spring Campus

CRN#: 41458 6 Sessions T R  
6/11-6/27 6:30 p.m.-9:30 p.m.

## Day Designation

M Monday  
T Tuesday  
W Wednesday  
R Thursday  
F Friday  
S Saturday  
U Sunday

## MS Excel—Level I

Excel Level I provides the basic concepts and skills to start being productive with Microsoft Excel. The course covers Excel program fundamentals; how to create a 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. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* Textbook required. TWA

**Course: ITI435 12 Hours**

\$99 + \$163 fee = \$262; NMR add \$140

#### Rockville Campus

CRN#: 41452 4 Sessions M W  
6/3-6/12 6:30 p.m.-9:30 p.m.

## MS Excel—Level II

Excel Level II builds on the basic concepts and skills of our Excel Level I course to provide more advanced tools for the analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful charts and presentation features, and collaborate with other users. Key capabilities and functions covered in this course include name ranges and table-structured references. This course follows the curriculum for the Microsoft Office Specialist (MOS). *Prerequisites: MS Excel Level I (ITI435) or equivalent experience.* Textbook required. TWA

**Course: ITI436 12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

#### Rockville Campus

CRN#: 41453 4 Sessions M W  
6/24-7/3 6:30 p.m.-9:30 p.m.

## Key to Codes

TWA Senior Tuition Waiver Applies  
NMR Non-Maryland Resident  
(CoL) Colisted  
(TIP) Tuition Installment Plan  
(VAA) VA Approved

## MS Excel–Level III

Excel Level III builds on the concepts and skills of our Level I and Level II. Learn the advanced functions of Excel. Learn tables, financial functions, what-if analyses, PivotTables and PivotCharts, workbook protection, collaboration, and more. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, and III. For more information about MOS, please visit this link- <https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx>. *Prerequisites: MS Excel-Level II (IT1436) or equivalent experience.* Textbook required. TWA

**Course: IT1437      12 Hours**

\$85 + \$163 fee = \$248; NMR add \$140

### Rockville Campus

CRN#: 11631      4 Sessions      M W  
7/8-7/17      6:30 p.m.-9:30 p.m.

## Virtual Office Management with Office 365

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

**Course: IT1490      30 Hours**

\$199 + \$200 fee = \$399; NMR add \$160

### Takoma Park/Silver Spring Campus

CRN#: 11634      10 Sessions      M W  
6/24-7/24      6:30 p.m.-9:30 p.m.

## Basic Courses

### Cloud–Introduction

Step into the exciting world of cloud computing at Montgomery College! In today's digital age, our treasured photos, important documents, and favorite videos find their home in the vast expanse of the cloud. But with so many services available, navigating the cloud landscape can feel like exploring uncharted territory. Fear not! Our comprehensive course is your compass, guiding you through the major players of cloud computing—from OneDrive to iCloud, Google Drive to Netflix and iTunes—and empowering you to harness their full potential. And for those intrigued by the technical side of cloud computing, consider exploring our Amazon Web Services (AWS) course sequence. *Prerequisites: Mastering Windows Fundamentals (IT1499) or equivalent experience.* TWA

**Course: IT1284      8 Hours**

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

### Gaithersburg Business Training Center

CRN#: 41635      4 Sessions      T R  
6/4-6/13      9:30 a.m.-11:30 a.m.

### IT Foundations

Our comprehensive IT Foundations course is designed to ignite your passion and equip you with the essential skills needed to soar in the ever-evolving tech industry. Whether you're a tech newbie or just eager to broaden your horizons, this course is your gateway to a comprehensive understanding of basic IT concepts and terminology. From hardware to software, security to networking, we've got you covered! Through captivating lectures and engaging discussions, you'll gain invaluable insights into operating systems, software applications, and the intricate world of modern IT infrastructure. TWA

**Course: IT1519      6 Hours**

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

### Gaithersburg Business Training Center

CRN#: 41463      2 Sessions      T R  
5/28-5/30      6:30 p.m.-9:30 p.m.

### Takoma Park/Silver Spring Campus

CRN#: 11641      2 Sessions      M W  
8/5-8/7      6:30 p.m.-9:30 p.m.

## Room Numbers

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

## Mastering Windows Fundamentals

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

**Course: ITI499**      **12 Hours**

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

### Rockville Campus

CRN#: 41459      4 Sessions      T R

5/28-6/6      6:30 p.m.-9:30 p.m.

CRN#: 41460      4 Sessions      M W

6/3-6/12      9:30 a.m.-12:30 p.m.

## Business Applications

### QuickBooks Online

This course is for those who want to learn the fundamentals of using QuickBooks Online to track the finances of a small business. Students will learn to set up a new company, maintain customer and vendor information, work with banking and credit card transactions, and generate and customize reports. Students will also create sales receipts and invoices, pay bills, manage inventory, use purchase orders, and manage sales tax. In addition, students work with other balance sheet accounts, including asset and loan accounts, learn how to create and review budgets, and learn how to use payroll in QuickBooks Online. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience and some accounting knowledge.* TWA

**Course: ITI500**      **24 Hours**

\$150 + \$145 fee = \$295; NMR add \$140

### Rockville Campus

CRN#: 11639      8 Sessions      M W

7/22-8/14      6:30 p.m.-9:30 p.m.

## Cloud Computing

### Amazon Web Service AWS—Certified Solutions Architect Exam Prep

This Amazon Web Service (AWS) Solutions Architect exam prep course is designed for anyone preparing for the Amazon Web Services (AWS) Solution Architect—Associate Certification. By the end of the course, you will be prepared to pass the associate level of the AWS Certified Solutions Architect certification exam. Not only will we cover the fundamentals of AWS architectural principles and services, but we will also deep dive into each of the individual elements covered in the certification exam. *Prerequisites: Intro to AWS Cloud Engineering course (ITI492) or extensive hands-on experience using AWS.* This class focuses mainly on ensuring you understand concepts and scenarios used in the AWS Solutions Architect exam. TWA

**Course: ITI488**      **24 Hours**

\$200 + \$150 fee = \$350; NMR add \$160

### Online: Structured Remote

CRN#: 11635      8 Sessions      S

6/8-7/27      9:30 a.m.-12:30 p.m.

### Amazon Web Service AWS—Cloud Practitioner

This Amazon Web Service (AWS) Certified Cloud Practitioner prep course is designed for non-technical personnel in sales, support, and managerial roles who need a high-level understanding of AWS but do not need to be technical experts on each service. With this certification, marketing, sales, legal, and finance professionals will be able to communicate more effectively with developers and other IT professionals working on AWS-related projects. Additionally, earning this credential serves as an excellent introduction to the more technical AWS Associate-level certifications. We understand that you are busy, which is why we have kept this course simple, ensuring that you grasp new concepts at the appropriate level before moving on. We will walk you through AWS's global infrastructure, each of the major services and their associated use cases, cloud security, and AWS's pricing and billing models. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

**Course: ITI489**      **21 Hours**

\$125 + \$120 fee = \$245; NMR add \$140

### Rockville Campus

CRN#: 41457      7 Sessions      T R

6/11-7/2      6:30 p.m.-9:30 p.m.

## Intro to AWS Cloud Engineering (TIP)

Learn the basics of networking and the internal operations of the Internet. Extend that learning to architect and deploy secure and robust applications on AWS technologies. This training will help you gain hands-on experience with Amazon Web Services (AWS) and will help you achieve one of the fastest-growing IT certifications: the AWS Solution Architect Associate certification. This course is for beginners interested in learning to use AWS services and those interested in becoming AWS network administrators. Certification exam topics will be reviewed, and key Amazon white papers will be reviewed and discussed. This is a hybrid class with 25 hours of asynchronous instruction. All students are expected to have an AWS account; please visit [aws.amazon.com](https://aws.amazon.com). *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience; Experience with the command line is helpful.* TWA

**Course: ITI492      85 Hours**

\$1,050 + \$450 fee = \$1,500; NMR add \$800

**Online: Structured Remote**

CRN#: 11637      21 Sessions      M W  
6/3-8/14      6:30 p.m.-9:30 p.m.  
No class on 6/19

## Computer Networks

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### IT Helpdesk Practitioner Training

Learn fundamental IT helpdesk troubleshooting skills to diagnose common technical problems and apply practical solutions. Learn to install and repair damaged operating systems and applications. Learn to troubleshoot OS, application, display, printing, networking, email, and security issues. Learn to use a helpdesk ticketing system to document problems and solutions. This training is for students who wish to start a career in IT as Helpdesk Support, Helpdesk Specialist, or Service Desk Technicians. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience. Textbook required.* TWA

**Course: ITI474      30 Hours**

\$200 + \$249 fee = \$449; NMR add \$225

**Rockville Campus**

CRN#: 41456      10 Sessions      M W  
6/10-7/15      6:30 p.m.-9:30 p.m.  
No class on 6/19

## Network+ Certification Training and Exam Prep

Elevate your professional profile and open doors to exciting opportunities, as many employers now recommend or require the Network+ Certification. Throughout the course, the five crucial domains of the Network+ exam will be covered: Network concepts, installation and configuration, media and topologies, network management, and security. Our expertly crafted curriculum ensures that you grasp the exam concepts and brush up on the practical skills needed for success. Upon successfully completing this course, you will be well-prepared and confident to conquer the Network+ Certification exam, setting the stage for a fulfilling and rewarding career in the world of IT. Join us and unlock the door to a future filled with professional growth and success! *Prerequisites: ITI Networking Academy (ITI294) or equivalent knowledge and experience. Textbooks/course materials required.* TWA

**Course: ITI241      42 Hours**

\$199 + \$405 fee = \$604; NMR add \$300

**Gaithersburg Business Training Center**

CRN#: 11630      14 Sessions      T R  
6/11-7/30      6:30 p.m.-9:30 p.m.  
No class on 7/4

## Cybersecurity

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### Security+ Certification Training and Exam Prep

Explore essential concepts and master the necessary skills to pass the CompTIA Security+ examination. Our focused curriculum strategically aligns with the six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks, and Vulnerabilities. Upon completion, you will be well-prepared to tackle the CompTIA Security+ certification exam confidently and elevate your standing in the competitive IT job market. Enroll now and become the security expert employers are seeking! *Prerequisites: Cybersecurity Practitioner (ITI493) or equivalent knowledge and experience.* Textbooks/course materials required. TWA

**Course: ITI240      40 Hours**

\$199 + \$405 fee = \$604; NMR add \$300

**Online: Structured Remote**

CRN#: 41659      14 Sessions      M W  
6/3-7/22      6:30 p.m.-9:20 p.m.  
No class on 6/19.

## Data Analysis

### Data Analytics Practitioner—Introduction

The first course of the program series— this class aims to establish students' knowledge of career paths, technology, and concepts in data. Explore the workforce outlook for the field of data science and analytics and differentiate between job roles. Identify various data storage tools and data retrieval methods. Define statistical, analytical, and machine learning techniques used to derive findings. Recognize common visualization types and best practices for data storytelling. Students looking to continue onto the Data Analytics Practitioner 100-hr class need to take this class. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience. Knowledge of MS Excel, statistical concepts, and programming are recommended.* TWA

**Course: ITI470 12 Hours**  
\$50 + \$49 fee = \$99; NMR add \$50

#### Rockville Campus

CRN#: 11632 4 Sessions T R  
7/9-7/18 6:30 p.m.-9:30 p.m.

### Data Fundamentals

This Data+ certification course is designed for entry-level data analysts or individuals looking to enter the data analytics field. Students will learn to develop and promote data-driven business decision-making within their organization. The CompTIA Data+ certification validates one's ability to better analyze and interpret data, communicate insights, and demonstrates competency in data analytics. Students will learn the theory and technical skills required to mine, manipulate, visualize, and report on data using basic statistical methods and complex dataset analysis while adhering to the governance and quality standards for the data throughout its entire life cycle. Upon completing this course, students can collect, analyze, and report on data that can drive the organization's priorities and business decisions, making them an essential asset to any data-driven organization. *Prerequisites: Data Analytics Practitioner (ITI469) or equivalent knowledge and experience.* TWA

**Course: ITI517 42 Hours**  
\$199 + \$405 fee = \$604; NMR add \$300

#### Online: Structured Remote

CRN#: 41462 14 Sessions M W  
6/3-7/22 6:30 p.m.-9:30 p.m.  
No class on 6/19

### Intro to Generative Artificial Intelligence (GenAI) NEW!

This introductory course will provide students considering a career in Data Analytics, Generative AI (GenAI), and Artificial Intelligence (AI) with a comprehensive overview of the topic, including both the potential benefits and pitfalls of these technologies. Students will learn about the latest trends, concepts, and technologies in GenAI/AI and how they are used to solve real-world problems by analyzing data in real-time. The course will also cover key terms and technologies common to GenAI/AI and provide case studies of how GenAI/AI is used in different industries. TWA

**Course: ITI524 6 Hours**  
\$25 + \$50 fee = \$75; NMR add \$50

#### Gaithersburg Business Training Center

CRN#: 41636 2 Sessions M W  
6/10-6/12 6:30 p.m.-9:30 p.m.

### Power BI—Introduction

Delve into the dynamic field of data visualization with our advanced course on the latest features of Power BI in Office 365. Whether you're a seasoned data professional or just beginning your journey, this course promises an engaging and immersive learning experience. Through a blend of interactive demos, homework, and hands-on labs, you'll gain a comprehensive understanding of Power BI. From importing data to connecting to diverse data sources and authoring insightful reports, you'll explore the full spectrum of Power BI capabilities. Additionally, you'll learn to seamlessly publish your reports to the Power BI services and craft compelling dashboards for sharing with business stakeholders. *Prerequisites: Mastering Windows Fundamentals (ITI499) and Excel Level I (ITI435) or equivalent experience.* TWA

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

#### Online: Structured Remote

CRN#: 41455 4 Sessions T R  
6/11-6/20 6:30 p.m.-9:30 p.m.

**Structured Remote (SR)** are scheduled on specific days and at specific times. Students meet as a class remotely through Zoom or Blackboard Collaborate; instructors will tell students which software to use. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.

## Programming

### Certified Associate Python Programmer–PCAP (TIP)

This course prepares the student for the PCAP certification exam. PCAP is a certified associate in Python programming certification focusing on the Object-Oriented Programming approach. The course will cover Modules and Packages, Exceptions, Strings, Object Oriented Programming, embedded Lambda, and list comprehension. Students will gain in-depth knowledge by completing homework and projects with the purpose of refining their understanding. Successful completion of the course prepares students for jobs such as Python Developer, Data Scientist, Research Analyst, and many more. *Prerequisites: Certified Python Programmer–PCEP (ITI491) or solid knowledge of basic Python.* TWA

**Course: ITI510 54 Hours**

\$600 + \$350 fee = \$950; NMR add \$400

**Online: Structured Remote**

CRN#: 11640 15 Sessions M W

6/17-8/7 6:30 p.m.-9:30 p.m.

No class on 6/19

### Certified Python Programmer–PCEP (TIP)

PCEP–Certified Entry-Level Python Programmer certification is a professional credential that measures your ability to accomplish coding tasks related to the essentials of programming in the Python language. A test candidate should demonstrate sufficient knowledge of the universal concepts of computer programming, the syntax and semantics of the Python language as well as the skills in resolving typical implementation challenges with the help of the Python Standard Library. The main goal of the course is to guide you from a state of complete programming illiteracy to a level of programming knowledge which allows you to design, write, debug, and run programs encoded in the Python language, and to understand the basic concepts of software development technology. The course will prepare you for jobs and careers connected with widely understood software development, which includes not only creating the code itself as a junior developer, but also computer systems design and software testing. *Prerequisites: Programming Fundamentals (ITI454) or equivalent experience.* TWA

**Course: ITI491 54 Hours**

\$600 + \$350 fee = \$950; NMR add \$400

**Online: Structured Remote**

CRN#: 11636 15 Sessions T R

6/25-8/15 6:30 p.m.-9:30 p.m.

No class on 7/4

## Programming Fundamentals

This is a comprehensive introduction to the foundational principles essential for programming in any language. Through hands-on exercises, you will delve into the creation of logical flow of programs, gaining proficiency in fundamental concepts such as conditions, loops, variables, and expressions. Key topics include understanding the distinction between compiled and interpreted languages, mastering input solicitation, manipulating data types including numbers, characters, and strings, constructing effective conditional statements and loops, and refining your debugging skills while using a graphical (Scratch) and textual (Python) programming languages. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

**Course: ITI454 18 Hours**

\$99 + \$205 fee = \$304; NMR add \$160

**Gaithersburg Business Training Center**

CRN#: 41454 6 Sessions T R

6/4-6/20 6:30 p.m.-9:30 p.m.

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

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

For more information, go to <https://montgomerycollege.emsicc.com>





## Students Under 16

Students must be 16 or older, or have permission of the program area by the start date of class, in order to participate. Call 240-567-5188 for more information.

## Co-Listed Classes

Classes marked with this code (**CoL**) are co-listed. They are offered so that students may register either for credit or continuing education (noncredit) status. Co-listing gives students an option to choose the best path for their educational needs. Each section includes both credit and noncredit students. For students seeking credit classes, please consult the credit course schedule. The expectations for attendance, participation, and effort are the same for all students. Instructors will announce policies concerning class activities.

If you have registered as a noncredit student in a co-listed course and you wish to change from noncredit to credit status, you will have one day after the class has begun to do so. After that, you are committed to your path as a noncredit student for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status. Dates for co-listed classes may reflect the actual credit term dates. Please check the day on your calendar for the actual start date of your class.

## Parking Regulations

Each person associated with the College who parks a vehicle on any Campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty, staff and visitors must abide by college traffic regulations. The College reserves the right to issue a citation or tow, at the owner's risk and expense, any unregistered vehicle parked in violation.

### Instructions for Parking Permits:

Students parking a vehicle on any Campus of the College (Rockville, Germantown and Takoma Park/Silver Spring) while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials. If you register via the web, your printed confirmation or registration history will serve as a parking permit until you can print out the WDCE Student Temporary Parking Permit. The parking permit is free to students but you must register your vehicle.

All Students registered for WDCE classes spanning greater than 15 days from start to end date MUST obtain a parking permit following steps 1 to 4 below.

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the "Order MY Parking Permit/ Pay Parking fines" link on the "MyMC Quick Links" tab.

3. Put in the start date and the end date of your class(es).
4. Print the permit.

Be sure to click the print link on the confirmation page as the permit will not be mailed.

Information about vehicle registration and parking, and how to pay or appeal a citation is available at [www.montgomerycollege.edu/](http://www.montgomerycollege.edu/) parking. The Montgomery College Motor Vehicle Regulations are available at [www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified).

## Textbooks and Materials

Textbooks/course materials: Purchase textbooks and/or course materials at the Campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELTA), and off-Campus MCPS locations, please use the Rockville Campus MC Books & More; for classes at Westfield South use the Takoma Park/Silver Spring Campus MC Books & More. You do not need to go to a Campus store to make your purchase. You may purchase your textbooks/course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College's MC Books & More website at [www.montgomerycollege.edu/bookstore](http://www.montgomerycollege.edu/bookstore) or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WDCE, please visit our reference page at <http://www.bkstr.com/montgomerycollegestore/home/>

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

## Inclement Weather

Inclement weather conditions: go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) or call 240-567-5000. If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org). If MCPS is closed, or evening activities are cancelled, there are no classes. Students attending classes at local hospitals, will have class unless notified by their instructor.

## Scholarship Opportunities

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

*Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College's nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.*



[www.facebook.com/mcwde](http://www.facebook.com/mcwde)

## 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.

**More Information: Please visit:**

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

## Registration Options

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

## Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments. Further instructions for WEB, FAX, or MAIL-IN payments can be found at: [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html).

**Registration will not be processed without appropriate payment.**

### Option 1: In-Person Registration

A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

#### Gaithersburg Business Training Center Room 400

8:30 a.m.–9 p.m. (M–R)  
8:30 a.m.–4:30 p.m. (F)

#### Germantown Campus Humanities and Social Sciences Building Room 241 and/or 243

8:30 a.m.–4:30 p.m. (M–F)

#### Rockville Campus 220 Campus Center

8:30 a.m.–7 p.m. (M–R)  
8:30 a.m.–4:30 p.m. (F)  
8:30 a.m.–12 p.m. (S)

#### Takoma Park/Silver Spring Campus 230 CF, Customer Service

8:30 a.m.–5 p.m. (M–R)  
8:30 a.m.–4:30 p.m. (F)

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

### Option 2: Online (Web) Registration

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

### Option 3: Mail Registration

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

### Option 4: Fax Registration

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

## Residential Policy

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

- Students attending Montgomery College will pay tuition according to their residency classification.  
To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.
- To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester; unless you are a member of the Military covered under HB935.
- The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person's permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

## Refund Policy

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

## Transfer Policy

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

## Tuition Installment Plan

The Tuition Installment Plan (**TIP**) may allow students to pay registration charges in several payments; some restrictions apply. Each term is independent and must be enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a (**TIP**) code have a tuition installment plan available. For more information go to [www.montgomerycollege.edu/wdce/registerops.html](http://www.montgomerycollege.edu/wdce/registerops.html)

## Tuition Waiver

Only noncredit courses designated "tuition waiver applies" in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

**Senior Tuition Waiver (TWA):** Maryland residents 60 years or older by the start date of the class may have tuition waived.

**Disability Tuition Waiver:** Please go to [montgomerycollege.edu/wdce/register/disabilitywaiver.html](http://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:** If you are interested in using VA benefits for a Workforce Development and Continuing Education class please contact [va@montgomerycollege.edu](mailto:va@montgomerycollege.edu). *Attendance policy differs for each course. Please contact your professor.*

## 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.

## Day Designation

M Monday  
T Tuesday  
W Wednesday  
R Thursday  
F Friday  
S Saturday  
U Sunday

## Key to Codes

TWA Senior Tuition Waiver Applies  
NMR Non-Maryland Resident  
(CoL) Colisted  
(TIP) Tuition Installment Plan  
(VAA) VA Approved



**Computer Technologies / ITI  
Summer 2024 Course Schedule**

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