

**Training Solutions for Business and Industry**

# **BUSINESS AND INFORMATION TECHNOLOGY**



**SUMMER 2012**

**COURSE SCHEDULE**



***Now Available!***

***Clinical Trial Project Managers***

***Course #: MGT392***

Maryland is home to the 2nd largest bioscience cluster in the nation, and Montgomery County houses more than 300 biotech companies. As the industry grows, new careers emerge. The industry now needs Clinical Trial Project Managers—professionals who can project manage and oversee the clinical trial process.

***See course on page 5.***

[WWW.MONTGOMERYCOLLEGE.EDU/WDCE/BITS.HTML](http://WWW.MONTGOMERYCOLLEGE.EDU/WDCE/BITS.HTML)

**Workforce Development & Continuing Education**



# Training Solutions for Business and Industry

## Workforce Development & Continuing Education

In the new knowledge-based economy, developing competency and workforce skills is critical to staying competitive—whether your business is large or small. Research shows employee development can provide big payoffs in increased productivity, loyalty, and performance. Determining how to get the best training can be an involved process—unless you know where to look.

Based in Gaithersburg, Maryland, Montgomery College's Workforce Development & Continuing Education (WD&CE), a leading workforce development and training provider, has helped hundreds of local businesses build a more efficient, effective, and highly motivated team.

From CEOs to middle managers to entry-level employees, Workforce Development & Continuing Education serves thousands of return customers each year, including federal, state, and local government agencies offering a GSA schedule. Programs and delivery options are flexible, affordable, and dependable.

### Flexible

Choose from hundreds of training programs or customize your own—opting for the right fit for your budget, your timeline, and your corporate goals. Corporations and individuals can enroll in credit and noncredit courses, certification programs, and get Continuing Education Units (CEUs) for all courses.

### Affordable

Competitive pricing and superior quality are the basis of our success. Our professional and highly experienced facilitators work with you to deliver training that meets your needs. We also specialize in helping corporate clients obtain alternative funding sources, when needed.

### Dependable

WD&CE has been serving businesses throughout Montgomery County, Md., and the Washington metro area since 1967. Widely recognized for its quality and scope of academic programs, WD&CE continually evaluates and updates services to respond to changes in technology and business practices.

**WD&CE Provides** In-demand workplace courses and certifications are offered year-round for business and individuals.

**WD&CE Delivers** Montgomery County is home to a diverse population and business community, and sometimes one size does not fit all. WD&CE can deliver your choice of learning.

**WD&CE Partners** By partnering with county and state economic development organizations—plus a nationwide network of community colleges—WD&CE can offer a wide selection of today's most in-demand training programs.

*Montgomery College is on the federal GSA schedule. Contract GS-02F-0193W.*

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## Customized Contract Training



**Need Training?**  
*'D&CE can be right over!*

Most of the classes offered by WD&CE can be customized for specific business or government needs.

For more information and contact information, please visit our Web site at: <http://www.montgomerycollege.edu/wdce/contracttraining.html>

### 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](http://www.montgomerycollege.edu/bookstores)

## CONTACT INFORMATION

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# ADVANCED PLACEMENT INSTITUTE

The Advanced Placement Institute is for teachers that are interested in teaching Advanced Placement courses. Through a series of hands-on activities and group discussions, participants will learn how Advanced Placement classes can be centered around and driven by content. Participants will understand the benefits of a streamlined and connected curriculum for both teachers and students. These courses focus on helping experienced participants explore and articulate a high school curriculum anchored in the skills, knowledge, and habits of mind needed for AP courses.

## AP Institute—Chemistry

AP Chemistry will provide beginning and experienced AP Chemistry teachers with an understanding of the existing AP Chemistry curriculum and exam, as well as the redesign of the curriculum which will culminate with a new AP Chemistry exam in 2014. Suggestions for organizing course work for the first time and/or making modifications to an existing framework will be discussed. Special emphasis will be on modeling the concept of inquiry in the classroom as well as in the lab. You will receive a DVD with hundreds of files of useful information pertaining to all aspects of the AP Chemistry Program. Bring your laptop, calculator and goggles to class.

**Course: MGT017 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Rockville Campus

CRN#: 42772 4 Sessions  
6/18-6/21 M,T,W,R  
309 SC 8:30 a.m.-5 p.m.

## AP Institute—Computer Science A

Learn how an AP Computer Science course can be centered around and driven by content. This course focuses on helping you explore and articulate a high school curriculum anchored in the skills, knowledge, and habits of mind needed for AP Computer Science courses. Tuition waiver applies; seniors pay fee only.

**Course: MGT290 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Gaithersburg Business Training Center

CRN#: 42770 4 Sessions  
6/18-6/21 M,T,W,R  
406 8:30 a.m.-5 p.m.

## AP Institute—English Language and Composition

Learn how an AP English Language and Composition can be centered around and driven by content. They will understand the benefits of a streamlined and connected curriculum for both teachers and students. This course focuses on helping participants explore and articulate a high school curriculum anchored in the skills, knowledge, and habits of mind needed

for AP English courses. Tuition waiver applies; seniors pay fee only.

**Course: MGT010 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Gaithersburg Business Training Center

CRN#: 42771 4 Sessions  
6/25-6/28 M,T,W,R  
402 8:30 a.m.-5 p.m.

## AP Institute—English Literature

Explore how AP English Literature classes can be centered around and driven by content. Gain an understanding of the benefits of a streamlined and connected curriculum for both teachers and students. This course focuses on helping teachers new to the AP curriculum gain the skills and insight to allow student success in an AP English course. Tuition waiver applies; seniors pay fee only.

**Course: MGT013 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Gaithersburg Business Training Center

CRN#: 42769 4 Sessions  
6/18-6/21 M,T,W,R  
402 8:30 a.m.-5 p.m.

## AP Institute—Psychology

This AP Psychology course will offer teachers the content, strategies, and activities needed to teach a full year AP Psychology course. The focus will be on teaching psychology as a science and helping students acquire the knowledge and test-taking skills they need to be successful on the AP exam. There will be a thorough examination of the released AP exams and essays along with demonstrations for teaching many of the concepts. Participants are asked to bring some of their favorite lessons and activities to share. Tuition waiver applies; seniors pay fee only.

**Course: MGT390 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Gaithersburg Business Training Center

CRN#: 42773 4 Sessions  
6/18-6/21 M,T,W,R  
404 8:30 a.m.-5 p.m.

## AP Institute—Spanish Language

Prepare for changes with the 2012 examination! This course will help new or experienced teachers enhance their AP Spanish Language program. Explore the impact of the new format, the integration of skills and the use of authentic materials. Tuition waiver applies; seniors pay fee only.

**Course: MGT393 30 Hours**

\$410 + \$169 fee = \$579; Non-Md. residents add \$250

### Gaithersburg Business Training Center

CRN#: 12644 4 Sessions  
7/23-7/26 M,T,W,R  
408 8:30 a.m.-5 p.m.

# BUSINESS EDUCATION

## HUMAN RESOURCES

### 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 PHR/SPHR recertification hours upon completion. Tuition waiver applies; seniors pay fee only.

**Course: MGT352 18 Hours**

\$250 + \$265 fee = \$515; Non-Md. residents add \$225

#### Gaithersburg Business Training Center

CRN#: 42775 2 Sessions  
6/9-6/16 S  
401 8:30 a.m.-5:30 p.m.

## MANAGEMENT AND SUPERVISION

### **NEW** Clinical Trial Project Management

Increase your skills needed to lead domestic and global clinical trials for optimal performance. This 39-hour course will cover drug development and regulatory processes, clinical trial application and protocol, Project Management, Good Clinical Practices (GCP), Human Subject Protection (HSP) and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class. You will be engaged by our subject matter experts who will be presenting the course in a dynamic and interactive manner. Tuition waiver applies; seniors pay fee only.

**Course: MGT392 39 Hours**

\$399 + \$300 fee = \$699; Non-Md. residents add \$300

#### Germantown Campus

CRN#: 12632 13 Sessions  
5/19-8/18 S  
178 GB 9 a.m.-12 p.m.  
No class 5/26

### First Line Supervision

Develop skills to orient, coach, and manage employees using self-assessments, action plans, and relevant work examples. Gain the skills to get the job done, whether novice or experienced as a supervisor. Tuition waiver applies; seniors pay fee only.

**Course: AMA042 8 Hours**

\$163 + \$96 fee = \$259; Non-Md. residents add \$140

#### Gaithersburg Business Training Center

CRN#: 42763 1 Session  
6/8 F  
401 8:30 a.m.-5 p.m.

### How to Be an Effective Facilitator

By definition, a facilitator is a person who makes things easy. But if you sometimes find the role to be tough, this targeted course provides all the help you need. It teaches you the skills needed to keep a person, group, or team on track, and it shows you how to work well with diverse personalities. The course presents a six-step process and tools that you can apply in any situation—whether you are facilitating a short-term problem-solving session or a multi-year strategic-planning project. Tuition waiver applies; seniors pay fee only.

**Course: AMA036 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

#### Gaithersburg Business Training Center

CRN#: 42759 3 Sessions  
5/1-5/5 T,R,S  
404 9 a.m.-5 p.m. (S)  
401 5:30-9:30 p.m. (T,R)

### How to Sharpen Your Business Writing Skills

Communicate a polished professional image in everything you write. Tailor your message to your audience, overcome the fear of the blank page, write effective and action-oriented e-mails and memos, and pinpoint writing problems. Learn proven business writing skills and practice them to perfection. Textbook included. Tuition waiver applies; seniors pay fee only.

**Course: AMA018 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

#### Gaithersburg Business Training Center

CRN#: 42762 4 Sessions  
6/6-6/27 W  
401 6-9 p.m. (6/6 only)  
5:30-9:30 p.m. (6/13-6/27)

## Performance Management

Enhancing the performance of your people and your business depends on continuous improvement at all levels. An effective performance management system is essential to help employees perform at their best and align their contributions with the goals, values, and initiatives of the organization. This course illustrates strategies for developing skills in coaching, problem solving, and giving feedback. Tuition waiver applies; seniors pay fee only.

**Course: AMA022 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42761 5 Sessions  
6/7-7/12 R  
401 6:30-9:30 p.m. (6/7-6/28)  
No class on 7/5 6:30-9:30 p.m. (7/12 only)

## Successful Project Management

Learn the 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 intrafunctional organizations, cross-functional matrix, and task force organizations. Learn how to construct a work breakdown structure and create a project task network. Students without prior PM training should register for this course before taking MGT293 (PM Essentials and Best Practices). This is a prerequisite course for individuals taking the Project Management Professional (PMP)<sup>®</sup> certification course and the Certified Associate in Project Management (CAPM)<sup>®</sup> certification course. Textbook included. Tuition waiver applies; seniors pay fee only.

**Course: AMA035 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42760 2 Sessions  
5/12-5/19 S  
404 8:30 a.m.-5 p.m.  
CRN#: 12451 2 Sessions  
7/28-8/4 S  
401 8:30 a.m.-5 p.m.

## MEDIATION/CONFLICT MANAGEMENT

### 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 CEUs from the Maryland Board of Social Work Examiners. Tuition waiver applies; seniors pay fee only.

**Course: MGT315 40 Hours**

\$400 + \$369 fee = \$769; Non-Md. residents add \$350

### Rockville Campus

CRN#: 42767 5 Sessions  
6/22-6/26 U,M,T,F,S  
222, 223, 224 SB 9 a.m.-5 p.m.

### Advanced Agreement Writing

How many of us have taken mediation training, gotten to the end, and realized that we just did not have much time to really get into the nitty-gritty of agreement writing? Or, how many of us have been involved in a successful mediation only to spend the next day saying, “the agreement did not address this” or “they forgot to put in a time frame for that.” In this interactive class, the focus is on the details. Participants will flesh out the who, what, where, when, and how of the agreement. You will learn how to do effective reality testing, examine temporary measures, and help parties craft agreements that last. The course will feature plenty of exercises, role plays, and practice writing agreements. Tuition waiver applies; seniors pay fee only.

**Course: MGT313 8 Hours**

\$199 + \$56 fee = \$255; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12453 1 Session  
7/13 F  
401 8:30 a.m.-5 p.m.

## Getting Past Impasse in Mediation

Have you ever had problems with a group in a mediation session getting stuck and walking away from the table despite your best efforts? This course gives mediators new tools and techniques they can use to get parties talking again. You will learn how to change course in a mediation, when to caucus, and when to take breaks. Learn how to ask questions that cut to the core of the conflict and get parties moving. You will also learn to recognize when to end a session. Learning will occur through discussions, case studies, and role plays. Tuition waiver applies; seniors pay fee only.

**Course: MGT378 4 Hours**

\$99 + \$30 fee = \$129; Non-Md. residents add \$120

### Gaithersburg Business Training Center

CRN#: 12454 1 Session  
7/20 F  
401 5:30-9:30 p.m.

## START YOUR OWN BUSINESS

### Accounting Principles for Small Business

Is your small business lost in the black hole of accounting? Review the various accounting forms needed to start your small business. Learn accounting definitions, accounts receivable, accounts payable, debits, credits, tax forms, and more. Students who take this class may also be interested in Quickbooks or Constructing a Sound Business Plan. Tuition waiver applies; seniors pay fee only.

**Course: SMB029 6 Hours**

\$54 + \$36 fee = \$90; Non-Md. residents add \$50

### Gaithersburg Business Training Center

CRN#: 42732 1 Session  
5/18 F  
401 9 a.m.-4 p.m.

### Rockville Campus

CRN#: 42731 1 Session  
6/22 F  
203 CC 9 a.m.-4 p.m.

### Constructing a Sound Business Plan

Maximize your chances of success in your business by constructing a sound business plan. Whether you are starting a business or have already established one, a good business plan will help you discover how to determine your market in terms of customers, competitors, contents, financial management, purposes, and process. Students who take this class may also be interested in Quickbooks. Tuition waiver applies; seniors pay fee only.

**Course: SMB286 6 Hours**

\$44 + \$32 fee = \$76; Non-Md. residents add \$50

### Gaithersburg Business Training Center

CRN#: 42728 2 Sessions  
5/8-5/10 T,R  
404 6-9 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 edition, is required at the first class and is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: SMB181 12 Hours**

\$81 + \$55 fee = \$136; Non-Md. residents add \$120

### Rockville Campus

CRN#: 42729 2 Sessions  
6/9-6/16 S  
103 HU 9 a.m.-4 p.m.

### How to Start a Nonprofit Corporation

Thinking of establishing a nonprofit corporation? Learn what is involved in creating and operating a nonprofit charitable, educational, or scientific organization. Discover the advantages, requirements, and process of incorporation; whether to have members; the process and strategies for obtaining the preferred 501(c)(3) tax-exempt status; and the function and content of required bylaws, organizational resolutions, and other corporate documents.

**Course: SMB247 3 Hours**

\$19 + \$25 fee = \$44; Non-Md. residents add \$30

### Gaithersburg Business Training Center

CRN#: 12438 1 Session  
7/18 W  
404 6-9 p.m.

### How to Start Your Own Export/Import Business

Learn the basics of how to identify products, handle shipping, establish payment methods, and explore financing arrangements. Examine proven techniques for developing and maintaining a secure and profitable international business. Although geared primarily to exporting, the same skills used in exporting also apply to importing into the United States.

**Course: SMB236 4 Hours**

\$51 + \$39 fee = \$90; Non-Md. residents add \$50

### Takoma Park/Silver Spring Campus

CRN#: 42788 1 Session  
6/9 S  
201 CU 9 a.m.-1 p.m.

## Legal and Tax Consequences of Starting a Business

Valuable tax saving tips and ways to avoid costly tax traps and pitfalls will be discussed. Also examine how to choose a specific entity. These topics along with various federal, state, and local government regulations will be discussed with a lawyer and a CPA.

**Course: SMB006 3 Hours**  
\$23 + \$22 fee = \$45; Non-Md. residents add \$30

### Rockville Campus

CRN#: 42733 1 Session

6/5 T

201 CC 6-9 p.m.

CRN#: 12436 1 Session

7/17 T

201 CC 6-9 p.m.

## Starting a Successful Business

Transforming an idea into a live business venture requires preparation, information, and effective execution. Great ideas do not always translate into successful businesses. This course is designed to help you validate your idea, identify needed resources, and design your model for business success. At the end of this course, each aspiring entrepreneur will understand and have applied the principles of opportunity identification, opportunity validation, and strategic plan development for his/her unique business idea. Students who take this course may also be interested in Legal and Tax Consequences of Starting a Business. Tuition waiver applies; seniors pay fee only.

**Course: SMB022 6 Hours**  
\$44 + \$33 fee = \$77; Non-Md. residents add \$50

### Rockville Campus

CRN#: 42730 2 Sessions

5/16-5/23 W

214 CC 6:30-9:30 p.m.

## Attention Unenrolled Tax Preparers!

On January 4, 2010, the IRS announced their preparer initiative that will require all unenrolled tax preparers to successfully complete competency testing and mandatory continuing education.

### ARE YOU PREPARED?

This summer, Montgomery College WD&CE is offering the required 15-hr. continuing education requirements and a competency exam prep course to make sure that you will be prepared.

For more information, please call Karen Ambrose at 240-567-2592 or e-mail [karen.ambrose@montgomerycollege.edu](mailto:karen.ambrose@montgomerycollege.edu)

## COMPUTER TECHNOLOGY/ITI

For more information please visit:  
[www.montgomerycollege.edu/iti/](http://www.montgomerycollege.edu/iti/)

Some courses require prerequisite skills or training. It is essential for students to fulfill proper prerequisites either by courses or by equivalent experience. Failure to have the necessary prerequisites for the class may result in being transferred from the class.

No report cards are issued, but a Certificate of Completion will be issued to students who attend at least 80 percent of the course.

Microsoft Office courses are taught on the Windows 7 platform using MS Office 2010. QuickBooks software is version 2011.

**Purchase of textbooks is MANDATORY and MUST be brought to first class. A USB Flash drive/memory stick is required for ITI classes unless otherwise specified. Please bring to first class.**

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. For more information, please visit [www.montgomerycollege.edu/wdce/bookstores.html](http://www.montgomerycollege.edu/wdce/bookstores.html).

## BASIC COURSES AND MICROSOFT OFFICE APPLICATIONS

### Recommended Course Sequence for Beginners

- Computer Basics (CMP941)
- Working with Windows 7 (IT1040) or File Management Skills (CMP226)
- Introduction to Keyboarding (CMP628)
- Software Introductory Series (IT1095) or Individual MS Office Classes (see schedule)

### Recommended Course Sequence for Career Track for Administrative Assistants

*Prerequisites: Introduction to Keyboarding (CMP628), Computer Basics (CMP941), Working with Windows (IT1040), or File Management Skills (CMP226).*

Core Courses:

- MS Software Introductory Series (IT1095)
- MS Software Intermediate Series (CMP859)
- MS Outlook (CMP227)
- Adobe Acrobat Professional (CMP228)
- Writing Effectively on the Job (WRT021) See Writing Courses (Not offered in summer term)

Individual MS Office courses in MS Word, Excel, Access, and PowerPoint can be substituted for the MS Software Series course. MS Office courses follow the Microsoft Certified Application Specialist Curriculum.

### **Recommended Course Sequence for Career Track for Bookkeepers or Accountant Assistants**

*Prerequisites: Introduction to Keyboarding (CMP628), Computer Basics (CMP941), Working with Windows 7 (ITI040) or File Management Skills (CMP226).*

#### **Core Courses**

- Accounting Principles for Small Business (SMB029) See Business Education
- QuickBooks—Level I & II (CMP078) & (CMP080)
- MS Word (ITI090)
- MS Excel—Level I & II (ITI080 & ITI091)
- MS Outlook (CMP227)

### **Career Track for Payroll Specialists**

*Prerequisites are the same as for Bookkeepers in addition to the following class: Managing Automatic Payroll (ITI046)*

It is essential for students to fulfill proper prerequisites either by courses or by equivalent experience. Failure to have the necessary prerequisites for the class may result in being transferred from the class.

## **Computer Basics**

Learn basic computer operations. This course includes tips on how to purchase your personal computer. *Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP941 10 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

### **Rockville Campus**

CRN#: 42828 3 Sessions  
5/15-5/22 T,R  
321 HU 9:30 a.m.-12:30 p.m.

Last class on 5/22 meets 9 a.m.-1 p.m.

### **Takoma Park/Silver Spring Campus**

CRN#: 42827 4 Sessions  
6/18-6/27 M,W  
236 CF 6:30-9 p.m.

## **Introduction to Keyboarding**

Move at your own pace to learn correct keyboarding techniques and improve your typing speed. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP628 18 Hours**

\$107 + \$161 fee = \$268; Non-Md. residents add \$140

### **Rockville Campus**

CRN#: 42821 6 Sessions  
5/7-5/23 M,W  
321 HU 9:30 a.m.-12:30 p.m.

## **Adobe Acrobat Professional**

This course is designed for office professionals. Learn to create and edit PDF files, share information more securely, combine multi-format files into new Acrobat Portfolios and multi-page documents. Create customized forms and comment on PDF files by using “Review Tracker” to track responses. Use Acrobat’s interactive features to add audio and video, page transitions hyperlinks and bookmarks. *Prerequisite: Working with Windows or File Management Skills and MS Word or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP228 8 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

### **Rockville Campus**

CRN#: 12504 3 Sessions  
7/16-7/23 M,W  
233 GU 6:30-9:30 p.m.

Last class on 7/23 meets 6:30-8:30 p.m.

## **Working with Windows 7**

In this course you will explore the Windows 7 interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use common tools and programs available in Windows 7, and browse the Internet. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding or keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI040 8 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

### **Rockville Campus**

CRN#: 42830 3 Sessions  
6/5-6/12 T,R  
321 HU 9:30 a.m.-12:30 p.m.

Last class on 6/12 meets 9:30-11:30 a.m.

### **Takoma Park/Silver Spring Campus**

CRN#: 12506 2 Sessions  
7/9-7/11 M,W  
236 CF 6-10 p.m.

## **File Management Skills**

You will 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. No textbook required. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding, or keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP226 5 Hours**

\$42 + \$60 fee = \$102; Non-Md. residents add \$120

### **Rockville Campus**

CRN#: 42826 1 Session  
6/2 S  
233 GU 9 a.m.-2 p.m.

## Software Introductory Series

Explore the Windows 7 desktop operating system and the new versatile 2010 versions of Microsoft Word, Excel, PowerPoint, and Access. Learn to change, and customize Windows 7, resolve common computer problems, and create and manage libraries and folders. Learn to compose, format, and edit impressive MS Word 2010 documents; build Excel worksheets that analyze data using built-in functions and user-defined formulas; prepare and design dynamic PowerPoint slide presentations; design and create a database with MS Access 2010. This course follows the Microsoft Certification Curriculum. *Prerequisites: Computer Basics, Working with Windows 7 or File Management, Introduction to Keyboarding, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI095 40 Hours**

\$268 + \$395 fee = \$663; Non-Md. residents add \$300

### Rockville Campus

CRN#: 12513	13 Sessions
6/14-8/2	T,R
321 HU	9:30 a.m.-12:30 p.m. (6/14-7/26)
No class 7/3, 7/5	9 a.m.-12:30 p.m. (7/31-8/2)

## MS Word—Introduction

Explore the dramatic changes in the new MS Word 2010 version. Learn how to edit text, create, and save documents and use various formatting options. In addition, learn how to create tables, insert headers and footers, proof and print documents, insert graphics, and use the Help System. This course will help you prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, you should complete Introduction, Intermediate, and Advanced courses for Word 2010. Course manual comes with CertBlast exam prep software (download). *Prerequisites: Computer Basics, Working with Windows or File Management Skills, or equivalent experience in PC file management a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI090 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12515	2 Sessions
7/12-7/13	R,F
408	9 a.m.-2 p.m.

### Rockville Campus

CRN#: 42836	3 Sessions
6/5-6/9	T,R,S
233 GU	6:30-9:30 p.m. (T,R) 9 a.m.-1 p.m. (S)

## MS Word—Intermediate

Learn MS Word 2010—format tables, print labels and envelopes, and work with graphics. Learn to work with styles, sections, columns, and use the Navigation pane to work with outlines. Use document templates, manage document revisions, and work with Web features. This course follows the curriculum to prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the MS Word Introduction, Intermediate, and Advanced courses. *Prerequisite: MS Word-Introduction or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP944 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12516	2 Sessions
7/19-7/20	R,F
408	9 a.m.-2 p.m.

### Rockville Campus

CRN#: 42829	3 Sessions
6/12-6/16	T,R,S
233 GU	6:30-9:30 p.m. (T,R) 9 a.m.-1 p.m. (S)

## Microsoft Word and Excel Foundation Series

Need to develop proficiency in MS Word and Excel? 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, Introduction to Keyboarding, Working with Windows or File Management Skills, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP860 18 Hours**

\$109 + \$163 fee = \$272; Non-Md. residents add \$140

### Takoma Park/Silver Spring Campus

CRN#: 12500	6 Sessions
7/17-8/2	T,R
235 CF	6:30-9:30 p.m.

## MS Excel—Level I

This course teaches the basic functions and features of Excel 2010. Learn to edit text, values, formulas, and pictures. Move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, create and modify charts, and learn how to manage large workbooks. This course follows the curriculum for the Microsoft Office Specialist core-level exam for Excel

2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, students should complete MS Excel—Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: Computer Basics, and Working with Windows 7 or File Management Skills, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI080 12 Hours**

\$85 + \$135 fee = \$220; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 42839 2 Sessions  
6/7-6/8 R,F  
408 9 a.m.-3:30 p.m.

**Rockville Campus**

CRN#: 42838 4 Sessions  
6/19-6/28 T,R  
233 GU 6:30-9:30 p.m.

**MS Excel—Level II**

Learn how to use multiple worksheets and workbooks efficiently; start working with more advanced formatting options including styles, themes, and backgrounds. Create outlines and subtotals, apply cell names, and work with tables. Learn to save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by e-mail. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, workbook templates, and PivotTables and PivotCharts. This course follows the curriculum for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-888). For comprehensive certification training, you should complete the MS Excel—Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: MS Excel—Level I or equivalent experience; Working with Windows or equivalent experience is a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI091 12 Hours**

\$85 + \$135 fee = \$220; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 42841 2 Sessions  
6/14-6/15 R,F  
408 9 a.m.-3:30 p.m.

**Rockville Campus**

CRN#: 12508 4 Sessions  
7/10-7/19 T,R  
233 GU 6:30-9:30 p.m.

**MS Excel—Level III**

Learn to work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, learn about data validation and database functions such as DSUM. Import and export data, and query external databases. You will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics. This course will help you prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-888). For comprehensive certification training, you should complete MS Excel—Levels I, II, and III. Course manual comes with CertBlaster exam prep software (download). *Prerequisites: MS Excel—Levels I and II or equivalent experience is a must.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI092 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 42840 2 Sessions  
6/21-6/22 R,F  
408 9 a.m.-2 p.m.

**Rockville Campus**

CRN#: 12509 3 Sessions  
7/24-7/28 T,R,S  
233 GU 9 a.m.-1 p.m. (S)  
6:30-9:30 p.m. (T,R)

**MS Access—Level I**

Learn how to design and create databases. Work with tables, fields, and records; sort and filter data. Learn to create table relationships to efficiently retrieve data from multiple tables and learn how to sort and modify table data. Create queries to find and locate data by using query criteria, design forms to manipulate data, and develop reports to display data in attractive and useful layouts. This course follows the curriculum to prepare for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, you should complete MS Access—Levels I, II, and III. *Prerequisites: Computer Basics, and Working with Windows or File Managements Skills. Experience in PC file management.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP961 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

**Rockville Campus**

CRN#: 12499 3 Sessions  
7/31-8/4 T,R,S  
233 GU 6:30-9:30 p.m. (T,R)  
9 a.m.-1 p.m. (S)

**MS Office courses follow the official Microsoft Certificate Curriculum.**

## MS Access—Level III

Learn how to query with SQL; create crosstab, parameter, and action queries; create macros, import, export, and link database objects. Work with XML documents and use hyperlink fields. Learn database management by optimizing resources and protecting databases. This course follows curriculum for the Microsoft Office Specialist exam for Access 2010 (exam 77-885). For comprehensive certification training, you should complete MS Access—Level I, II and III. *Prerequisites: MS Access—Levels I and II or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP963 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

### Rockville Campus

CRN#: 42817 3 Sessions  
5/1-5/5 T,R,S  
233 GU 9 a.m.-1 p.m. (S)  
6:30-9:30 p.m. (T,R)

## MS PowerPoint—Introduction

Create dynamic electronic presentations using the new and improved MS PowerPoint 2010. Learn how to create presentations using built-in templates, themes, designs, and background styles. Apply different slide layouts to add titles, charts, tables, pictures, diagrams, and animation. Topics include how to use text, graphics, and sound creatively. This course follows the curriculum for the Microsoft Office Specialist exam. *Prerequisites: Computer Basics, Working with Windows or File Management Skills, or experience in PC file management.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP954 10 Hours**

\$75 + \$127 fee = \$202; Non-Md. residents add \$140

### Rockville Campus

CRN#: 12502 2 Sessions  
7/14-7/21 S  
233 GU 9 a.m.-2 p.m.

## MS Outlook

Learn to create e-mail accounts, manage e-mail messages, and keep track of your contacts, distribution lists, tasks, and appointments in MS Outlook 2007. *Prerequisites: Computer Basics, keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP227 8 Hours**

\$69 + \$100 fee = \$169; Non-Md. residents add \$120

### Rockville Campus

CRN#: 42818 2 Sessions  
6/6-6/8 W,F  
321 HU 9:30 a.m.-1:30 p.m.

### Westfield South

CRN#: 12501 2 Sessions  
7/21-7/28 S  
306C 9 a.m.-1 p.m.

## BUSINESS APPLICATIONS

### QuickBooks—Level I

Trying to get your small business finances organized? Learn how to use QuickBooks version 2011 software to manage business finances. Course includes setting up a company data file, managing inventory, creating estimates and sales documents, paying bills, using bank accounts, tracking time, and using the QuickBooks financial reports. *Prerequisites: Working with Windows and some accounting knowledge or equivalent experience. CPA/CPE accredited.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP078 12 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Rockville Campus

CRN#: 42819 4 Sessions  
6/11-6/20 M,W  
321 HU 9:30 a.m.-12:30 p.m.

### Westfield South

CRN#: 12497 4 Sessions  
7/10-7/19 T,R  
306C 6:30-9:30 p.m.

### QuickBooks—Level II

Need to expand your QuickBooks knowledge? Come learn how to customize financial reports; export to Excel and other Windows programs; import from Excel; memorize transactions; track customer costs for rebilling; resolve various A/R, A/P, and bank discrepancies; and run payroll. *Prerequisites: QuickBooks—Level I, keyboarding skills, and some accounting knowledge or equivalent knowledge. CPA/CPE accredited.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP080 12 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Rockville Campus

CRN#: 12498 4 Sessions  
6/25-7/11 M,W  
321 HU 9:30 a.m.-12:30 p.m.  
No class 7/2, 7/4

### Westfield South

CRN#: 12496 4 Sessions  
7/24-8/2 T,R  
306C 6:30-9:30 p.m.

### ITI offers Microsoft Certification Training

Achieving a Microsoft Certification helps provide you with relevant skills that will stand out in the crowd of applicants and offer proven skills to employers leading you to a fulfilling career!

For more information please visit:  
[www.montgomerycollege.edu/iti/](http://www.montgomerycollege.edu/iti/)

## MS Project—Introduction

This course is designed for business owners, team members, and project managers to discover how to effectively plan, implement, and control projects using Microsoft Project 2010.

In this course, you'll learn how to think through and organize your project details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, and revise your project plan.

*Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP846 12 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42822 2 Sessions  
6/12-6/13 T,W  
405 9 a.m.-3:30 p.m.

## MS Project—Intermediate/Advanced

Build on the MS Project 2010 Foundation course and your project management skills. You will create a complete project plan, and enter actual progress information. Learn how to exchange project plan information with other applications.

Develop proficiency in how to enter task-progress information, reschedule a task, filter tasks in a project plan, create a custom table, hyperlink tasks to external documents, create custom reports, create a project plan template to use in other projects, share resources between projects, and create a master project plan to consolidate multiple projects.

*Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, basic knowledge of Microsoft Word and Excel, and completion of Microsoft Project—Introduction or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP847 12 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42848 2 Sessions  
6/19-6/20 T,W  
405 9 a.m.-3:30 p.m.

## Creating Your Personal and Small Business Web Sites

Are you interested in creating a personal or business Web site 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.* **Required: Textbook/**

**Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP868 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Takoma Park/Silver Spring Campus

CRN#: 12537 5 Sessions  
7/17-7/31 T,R  
236 CF 6:30-9:30 p.m.

## SharePoint for Project Management and Office Administration

Windows SharePoint Services helps office staff and project managers to share information, foster collaboration, easily organize information, and manage documents. Learn how to create and manage sites and libraries, surveys, discussion boards, work with wikis and blogs. In addition, information on managing the structure of information, integration with different desktop applications, workflows, and out-of-the-box customization will be covered. *Prerequisite: Working with Windows or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI078 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42837 2 Sessions  
6/27-6/28 W,R  
408 9 a.m.-5 p.m.

## **New** Introduction to Web, Mobile and Social Media Design

Learn to make information-rich, visually attractive Web, mobile, and social media sites. Learn best practices and review case studies. Topics include design “customs,” practices and objectives; social media themes; plan, develop and place mobile and Web assets, i.e., graphics, logos, banners, search features, links, and sub-branding; user-centered and data centered sites; keywords, layouts, story-boarding, effective Web/mobile/media writing; use of color, text formats and other topics. *Prerequisites: Computer Basics, Working with Windows or File Management or equivalent experience. No prior HTML experience is required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI125 12 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42853 2 Sessions  
6/20-6/21 W,R  
407 9 a.m.-3:30 p.m.

### Rockville Campus

CRN#: 42854 4 Sessions  
5/15-5/24 T,R  
321 HU 6:30-9:30 p.m.

## **DIGITAL IMAGING, ANIMATION, SIMULATION, AND PUBLISHING**

### **Adobe Photoshop I—Foundation Skills**

Learn to modify images; define image properties; work with selections, layers, and colors; make tonal/color adjustments; adjust image lightness and darkness; resize images; repair image flaws using the clone tool, healing brushes, and red-eye tool; and use various tools and brushes. *Prerequisites: Computer Basics, Working with Windows 7 or File Management Skills, or equivalent Windows experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI105 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

#### **Gaithersburg Business Training Center**

CRN#: 42842 5 Sessions  
6/12-6/23 T,R,S  
408 6:30-9:30 p.m. (T)  
1-4 p.m. (S)

### **Adobe Photoshop II—For Digital Photographers**

Learn advanced image adjustment techniques and finishing touches to enhance your photos. Make image adjustments using layer styles, layer masks, selection tools, blending options, channels, and filters. Learn Camera Raw and techniques to enhance photographs by using double exposure. *Prerequisite: Photoshop I—Foundation Skills or equivalent experience required. Adobe Photoshop Lightroom class is recommended.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI106 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

#### **Gaithersburg Business Training Center**

CRN#: 12517 5 Sessions  
6/26-7/14 T,R,S  
408 6:30-9:30 p.m. (T,R)  
1-4 p.m. (S)

No class 6/30, 7/3, 7/5, 7/7

### **Adobe Photoshop Lightroom for Photo Management and Editing**

Lightroom has become the most popular application for storing, organizing, editing, and publishing digital photographs. Based on Adobe Camera Raw, this application has an interface and workflow to help you streamline processing your digital photographs. This hands-on class will cover the Lightroom interface and all of the modules within this application: Library, Develop, Slideshow, Web, and Print. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI067 12 Hours**

\$80 + \$117 fee = \$197; Non-Md. residents add \$120

#### **Gaithersburg Business Training Center**

CRN#: 42843 4 Sessions  
5/14-5/23 M,W  
408 6:30-9:30 p.m.

## **SOCIAL MEDIA NETWORKING**

### **Social Media Networking Course Sequence:**

- Introduction to Web, Mobile, and Social Media Design (ITI125)
- Facebook®: Create and Effectively Manage a Facebook Site (ITI026)
- LinkedIn®: Create and Effectively Manage a LinkedIn Site (ITI027)
- Digital Communications Management & Social Media Marketing (ITI052)

### **NEW Introduction to Web, Mobile and Social Media Design**

See course on page 13.

**Course: ITI125 12 Hours**

### **Facebook®: Create and Effectively Manage a Facebook Site**

Learn how to design and effectively manage a Facebook site for business, non-profit, marketing, or employment. Create a professional Facebook site or improve an existing site. Learn about effective Facebook site management; new techniques and emerging trends; tools; plug-ins; and third-party applications customized for your business, non-profit, or association use. Topics include targeting groups, hosting events, Facebook ads, the Facebook Marketplace, non-profit fund-raising techniques, and advanced marketing techniques. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI026 6 Hours**

\$29 + \$62 fee = \$91; Non-Md. residents add \$50

#### **Gaithersburg Business Training Center**

CRN#: 42831 1 Session  
6/13 W  
407 9 a.m.-3:30 p.m.

#### **Takoma Park/Silver Spring Campus**

CRN#: 12507 2 Sessions  
7/16-7/18 M,W  
236 CF 6:30-9:30 p.m.

### **LinkedIn®: Create and Effectively Manage a LinkedIn Site**

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, resume design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI027 6 Hours**

\$29 + \$62 fee = \$91; Non-Md. residents add \$50

## Rockville Campus

CRN#: 12505      2 Sessions  
7/25-7/30      M,W  
233 GU      6:30-9:30 p.m.

### Digital Communications Management and Social Media Marketing

Learn how to manage, market, and coordinate “digital communications” packages for business using social media, Web sites, mobile device location apps, video, podcasts, iPad apps, and other new media. Topics include social media and mobile application technologies, types, and uses; developing online communities; coordinating social media strategies and online marketing projects; Web analytics, results measurement, risks and benefits, targeting, tracking, and ROI. This course is for IT professionals and Web designers/developers; marketing, communications, and PR managers; business owners and association managers and those seeking to become Social Media managers and marketers. *Prerequisite: Facebook (ITI026) recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI052      9 Hours**

\$80 + \$117 fee = \$197; Non-Md. residents add \$120

### Gaithersburg Business Training Center

CRN#: 42849      2 Sessions  
6/6-6/7      W,R  
407      9 a.m.-1:30 p.m.

## COMPUTER-AIDED DESIGN

### Computer-Aided Design (CAD) 1

Computer-aided drafting software controlled by a well-trained CAD operator is essential for producing professional technical illustrations. This course is designed to acquaint students with the fundamentals of AutoCAD 2012 software. The program is structured to provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, students can have the basic knowledge required to create, edit, and print clean, accurate drawings. *Prerequisite: Competence using Windows and familiarity with drafting techniques.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP076      30 Hours**

\$267 + \$425 fee = \$692; Non-Md. residents add \$300

### Rockville Campus

CRN#: 42881      10 Sessions  
6/4-7/11      M,W  
233 GU      6:30-9:30 p.m.  
No class 7/2, 7/4

## WEB AND INTERNET

### Recommended Course Sequence for Career Track for Web Designers

- Working with Windows 7 (ITI040)
- Introduction to Web Design Principles (CMP911) or Introduction to Web, Mobile, and Social Media Design (ITI125)
- Creating Your Small Business Web Sites (CMP868) *optional*
- HTML5 Foundation Skills (ITI122)
- Adobe Photoshop Foundation Skills (ITI105)
- Dreamweaver—Level I (CMP993)
- Flash: Introduction to Digital and Web Graphics Animation (CMP965)
- Java Script (CMP050)
- JavaScript with JQuery (ITI065)
- Cascading Style Sheets and CSS3 (ITI126)
- Dreamweaver—Level II (ITI050)
- Mobile Web Design (ITI120)

### Recommended Course Sequence for Career Track for Web Developers

- Working with Windows 7 (ITI040)
- Programming Fundamentals (CMP839)
- HTML5 Foundation Skills (ITI122)
- Dreamweaver—Level I (CMP993)
- Mobile Web Design (ITI120)
- Java Script (CMP050)
- JavaScript with JQuery (ITI065)
- Cascading Style Sheets and CSS3 (ITI126)
- XML (CMP051)
- PHP I (CMP910)—Spring Semester
- PHP II (CMP821)
- ASP.NET with MVC Level I (ITI117)
- Create or Convert Your Web to WordPress: Content Management System (ITI064)

*Not all courses are offered each semester.*

### **NEW** Introduction to Web, Mobile and Social Media Design

See description on page 13.

**Course: ITI125      12 Hours**

### **NEW** HTML5 Foundation Skills

Design Web sites for modern computer screens, mobile phones, and tablets. Learn HTML5’s streamlined syntax, and implement HTML5’s semantic tags for multi-platform organization and structure. Topics include HTML/HTML5 fundamentals; styling text, objects and elements using CSS; inserting images and banners; page layouts and “floats;” use <video><audio> and <canvas> tags, among others. *Prerequisites: Computer Basics and Working with Windows 7 or equivalent experience, familiarity with Internet, keyboarding skills.* **Required: Textbook/Materials.** Tuition waiver ap-

plies; seniors pay fee only.

**Course: ITI122 18 Hours**

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

**Rockville Campus**

CRN#: 42851 6 Sessions  
6/4-6/16 M,W,S  
HU 6:30-9:30 p.m. (M,W)  
321 HU 1-4 p.m. (S-6/9)  
9:30 a.m.-12:30 p.m. (S-6/16)

**Takoma Park/Silver Spring Campus**

CRN#: 42852 6 Sessions  
6/4-6/16 M,W,S  
236 CF 6:30-9:30 p.m. (M,W)  
1-4 p.m. (S-6/9)  
9:30 a.m.-12:30 p.m. (6/16)

**Creating Your Personal and Small Business Web Sites**

See course on page 13.

**Course: CMP868 15 Hours**

**Dreamweaver—Level I**

Learn how to create attractive, functional Web sites using Dreamweaver. Create site definitions, format text and objects, use Dreamweaver's Cascading Style Sheet (CSS) dialog box for styles and design, insert images and links, design and import data tables, prepare and validate Web forms, and include other design features. Upload your Dreamweaver site to a Web server using Dreamweaver ftp, and test pages in multiple browsers. *Prerequisites: Working with Windows and HTML—Basic or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP993 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Rockville Campus**

CRN#: 42824 5 Sessions  
6/18-6/27 M,W,S  
321 HU 6:30-9:30 p.m. (M,W)  
9:30 a.m.-12:30 p.m. (S)

**Java Script**

Make Web pages interactive, learn animation, design forms for user input, and build efficient, cost-effective Web pages using Java Script. *Prerequisites: HTML—Basic and HTML—Advanced or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP050 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Rockville Campus**

CRN#: 42825 5 Sessions  
6/19-6/28 T,R,S  
321 HU 6:30-9:30 p.m. (T,R)  
1-4 p.m. (S)

**JavaScript with jQuery**

Build today's dynamic, mobile, interactive web sites using jQuery, a popular and widely-used open-source JavaScript library of pre-written JavaScript. Learn to use jQuery's special controls to make image slide shows, fade-ins, calendars and tabbed folders. Use jQuery to select elements, wrap element sets, and customize and change web page styles, appearance, visibility, text, and HTML. Learn to test for and handle browser differences; mark up Cascading Style Sheets (CSS); build advanced navigation widgets including accordion, tabbed, and slider widgets; and validate Web forms. *Prerequisites: HTML, and Cascading Style Sheets (CSS), or equivalent experience. Some knowledge of JavaScript, or equivalent recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI065 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Rockville Campus**

CRN#: 12510 5 Sessions  
7/10-7/21 T,R,S  
321 HU 6:30-9:30 p.m. (T,R)  
9:30 a.m.-12:30 p.m. (S)

**Cascading Style Sheets and CSS3**

This course focuses on using CSS3 and CSS3 editors to define all the design features of Web sites. Learn CSS3 techniques to create margins and style text, control page positioning and layout, design image features, and create complete links and navigation bars without images or JavaScript. Use CSS3 to format spreadsheet and tabular data, design forms, and perform testing. *Prerequisite: HTML—Basic or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI126 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Rockville Campus**

CRN#: 12538 5 Sessions  
7/9-7/18 M,W,S  
321 HU 6:30-9:30 p.m. (M,W)  
9:30 a.m.-12:30 p.m. (S)

**LinkedIn®: Create and Effectively Manage a LinkedIn Site**

See course on page 14.

**Course: ITI027 6 Hours**

**Facebook®: Create and Effectively Manage a Facebook Site**

See course on page 14.

**Course: ITI026 6 Hours**

**Adobe Photoshop I—Foundation Skills**

See course on page 14.

**Course: ITI105 15 Hours**

## Adobe Photoshop II—For Digital Photographers

See description on page 14.

**Course:** ITI106      **15 Hours**

### **NEW** Python Programming

Python is a flexible, open source programming language that drives Web applications, Content Management Systems (CMS) (DJANGO), graphics and 3D systems (Maya), games, and analytical tools for science and engineering. Learn Python fundamentals, including syntax, classes, data types, and Object Oriented (OO) features by creating a series of games. Work with files and format text. Topics include using the Pygame library to draw graphics, create animations, and implement a timer; creating a real-time game using Pygame events; and using Python's math module. *Prerequisite: Programming Fundamentals or equivalent experience, and experience with an object oriented language such as C++, Java, or C#.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course:** ITI121      **15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42850      5 Sessions  
6/12-6/26      T,R  
405      6:30-9:30 p.m.

### **NEW** Mobile Web Design

Learn how to design, optimize, and test your Web site or CMS site (WordPress, Drupal, or Joomla) for mobile devices including iPhone, iPad, Android, Nokia, Microsoft, and other screen technologies. Learn design solutions for WebKit, Mobile IE, Mobile Safari, and other mobile browsers. Implement mobile CSS3 code, meta viewport tags, XHTML, CSS3, and JavaScript solutions. Test your sites using desktop software, device emulators, or online test labs. CMS topics include CMS site tools, plug-ins, hooks, filters, and mobile themes, including WordPress' dotMobi Mobile Pack, Drupal's Mobile Plug-in Module, and Joomla's Web site Adaptation & Formatting Layer (WAFL). This course is for Web designers, Web developers, CMS users, and administrators interested in improving mobile Web site display and expanding mobile Web site use. *Prerequisites: Knowledge of XHTML and CSS. JavaScript recommended but not required.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course:** ITI120      **15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Rockville Campus

CRN#: 12518      5 Sessions  
7/23-8/4      M,W,S  
321 HU      6:30-9:30 p.m. (M,W)  
                 9:30 a.m.-12:30 p.m. (S)

## PHP/MySQL II

This course will introduce additional topics in PHP, building upon the introductory PHP course. Topics include working with files and objects, the use of MySQL, creating and connecting to databases, and data normalization in PHP. You will create a PHP and MySQL-driven Web site as part of the class exercises and labs. *Prerequisite: PHP I or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course:** ITI127      **15 Hours**

\$99 + \$163 = \$262; Non Md Residents add \$140

### Rockville Campus

CRN#: 42882      5 Sessions  
5/7-5/19      M,W,S  
321 HU      6:30-9:30 p.m.  
                 9:30 a.m.-12:30 p.m. (S)

## **PROGRAMMING LANGUAGES**

### **Recommended Course Sequence for Programmers**

#### **Visual Studio.NET Track**

- Programming Fundamentals (CMP839)
- C++—Level I (CMP152)
- C++—Level II (CMP153)
- C# Foundation Skills (ITI038)
- C# Advanced Skills (ITI047)
- ASP.NET with MVC—Level I (ITI117)
- ASP.NET—Level II (CMP202) with C#
- Shopping Cart Software Design—ASP.NET & C# (CMP921)
- MS SQL Server for Developers I (CMP985)
- MS SQL Server for Developers II (CMP867)
- SharePoint for Developers—Level I (CMP967)
- SharePoint for Developers—Level II (CMP968)
- iPhone and iPad for Application Programming—Level I (ITI081)
- iPhone and iPad for Application Programming—Level II (ITI082)
- Python Programming (ITI121)

*Students may not be able to take all courses in one semester. It is possible to split these courses over a period of two semesters. Not all courses are offered every semester.*

*In addition, please see Web Core Courses.*

#### **Java Track**

- Programming Fundamentals (CMP839)
- C++—Level I (CMP152)
- C++—Level II (CMP153)
- Java—Level I (CMP950)
- Java—Level II (CMP123)
- Java—Level III (CMP128)
- Android Development I (ITI123)
- Android Development II (ITI124)

*In addition, please see Web Core Courses.*

Programmers also need to take the following

Core Courses:

- HTML5 Foundation Skills (ITI122)
- Cascading Style Sheets and CSS3 (ITI126)
- JavaScript with JQuery (ITI065)
- XML (CMP051)
- Python Programming (ITI121)

## Programming Fundamentals

Find out if programming is a career for you. 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 prerequisite for C# Foundation Skills with ASP.NET, and JAVA—Level I. *Prerequisites: Proficiency with Windows (Working with Windows) or File Management Skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP839 18 Hours**

\$119 + \$183 fee = \$302; Non-Md. residents add \$160

### Rockville Campus

CRN#: 42820                      6 Sessions  
5/30-6/9                         T,W,R,S  
321 HU                            6:30-9:30 p.m. (T,W,R)  
No class 6/6                      9:30 a.m.-12:30 p.m. (S)

## C# Foundation Skills

This course is an overview of the C# programming languages using the Visual Studio Intergrated Development Environment (IDE) to develop, compile, and debug program code. Topics include an overview of the C# syntax, programming basics, control structures, and object-oriented fundamentals. *Prerequisites: Programming Fundamentals and C++, or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI038 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42833                      5 Sessions  
6/11-6/23                         M,W,S  
408                                 6:30-9:30 p.m. (M,W)  
   9:30 a.m.-12:30 p.m. (S)

## C# Advanced Skills

Create object-oriented software programs using C# the Visual Studio.NET Integrated Developer Environment (IDE). Use, create, and apply C# classes, methods, inheritance, and collections. Apply C# coding concepts including arrays, exception, handling, events, and delegates. Use C#'s Language-Integrated Query (LINQ) syntax to query data in .NET collections. *Prerequisite: C# Foundation Skills.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI047 15 Hours**

\$97 + \$160 fee = \$257; Non-Md. residents add \$140

## Gaithersburg Business Training Center

CRN#: 12512                      5 Sessions  
6/25-7/14                         M,W,S  
408                                 6:30-9:30 p.m. (M,W)  
No class 7/2, 7/4                 9:30 a.m.-12:30 p.m. (S-7/14 only)

## ASP.NETwith MVC—Level I

In this course, you will learn the basics of ASP.NET Web forms application development. Database access will be covered on a rudimentary level, including both querying data out of and inserting data into the database. Additional topics include the use of validation controls and Web page templating using master pages. You will also learn about the MVC Framework, a relatively new and alternative way of developing Web sites in .NET. This class is taught using C#. *Prerequisite: C# Foundation Skills with ASP.NET or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI117 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12514                      5 Sessions  
7/16-7/28                         M,W,S  
408                                 6:30-9:30 p.m. (M,W)  
   9:30 a.m.-12:30 p.m. (S)

## ASP.NET—Level II

This class builds upon the basic concepts introduced in ASP.NET -Level I, adding skills needed in a professional development environment. The primary topics covered are authentication and authorization (locking down a Web site) and session management, used to maintain state (as in a shopping cart). We will additionally learn about exception handling, Web page caching to improve performance, and tracing to diagnose Web applications. The final class covers the basics of ASP.NET, AJAX and the AJAX Control Toolkit. This class is taught using C#. *Prerequisite: ASP.NET-Level I or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: CMP202 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12503                      5 Sessions  
7/30-8/8                         M,W,S  
408                                 6:30-9:30 p.m. (M,W)  
   9:30 a.m.-12:30 p.m. (S)

## Shopping Cart Software Design—ASP.NET & C#

Shopping carts are an essential ingredient of Web e-commerce and are important for a Web developer's portfolio of skills. This course will teach you how to develop a shopping cart software program and the various elements of a shopping cart using ASP.NET, C#, and the Visual Studio Integrated Development Environment (IDE). Topics include Web

forms, database access, session state, and master pages. This course will include lecture, demonstration, and lab time to develop the software design and construct the shopping cart. *Prerequisites: C# Foundation Skills and ASP.NET—Level II or equivalent experience. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: CMP921 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 42451 5 Sessions  
5/8-5/17 T,R,S  
408 6:30-9:30 p.m. (T,R)  
9:30 a.m.-12:30 p.m. (S)

### 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. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: CMP950 18 Hours**

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

**Gaithersburg Business Training Center**

CRN#: 42823 6 Sessions  
6/12-6/28 T,R  
407 6:30-9:30 p.m.

### **NEW** Android Development I

Learn to create and publish Android apps for mobile devices including smartphones, tablets, and video and music players. Use the Android Software Development Kit (SDK) and the Eclipse Integrated Development Environment (IDE) to build applications with activities and intents. Design and implement a customized graphical user interface, and create code to monitor events and respond to user interaction. Use views to display images and Web content in your application. Learn how to export, distribute, and publish completed apps on the Android Market. *Prerequisite: Java I, XML knowledge helpful. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: ITI123 15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 12519 5 Sessions  
7/10-7/19 T,R,S  
407 6:30-9:30 p.m. (T,R)  
9:30 a.m.-12:30 p.m. (S)

### **NEW** Android Development II

Add more advanced features to your Android apps. Learn how to enable apps to create and store data. Share data across packages using content providers. Connect your applications to the outside world using SMS messaging, e-mail, and Web connections. Use geographic location-based services to display and manipulate Google Maps. Learn about background services, and how to manage long-running tasks. Learn how to test and publish completed Android Apps. *Prerequisite: Android I. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: ITI124 15 Hours**

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

**Gaithersburg Business Training Center**

CRN#: 12520 5 Sessions  
7/24-8/7 T,R  
407 6:30-9:30 p.m.

### iPhone and iPad for Application Programming—Level I

This is an introductory course for iPhone/ iPad application development. This course begins with the objective-C and the iPhone OS SDK learning. Application development will be done using Xcode and Interface Builder. MVC design pattern will be explained by building applications using basic view controllers, monitoring events and actions. Applications will be developed interacting with user actions and preferences. This course also covers application development using accelerometers and the core location framework. *Prerequisite: Programming Fundamentals, C++ Level I & II or equivalent experience. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: ITI081 18 Hours**

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

**Rockville Campus**

CRN#: 42844 6 Sessions  
6/4-6/16 M,W,S  
121 GU 6:30-9:30 p.m. (M,W)  
9:30 a.m.-12:30 p.m. (S)

### iPhone and iPad for Application Programming—Level II

This course begins with hands-on familiarity with the iPhone's Cocoa touch development, including Xcode and Interface Builder. Learn to use UIKit framework to develop iPhone applications. Topics such as Views and Controllers, Navigation, and Table Views will be discussed. For application persisting data Core Data will be used. Demonstration of some fundamental techniques learned during this course to program the iPad. *Prerequisite: iPhone and iPad for Application Programming—Level I. Required: Textbook/Materials.* Tuition waiver applies; seniors pay fee only.

**Course: ITI082 18 Hours**

\$119 + \$181 fee = \$300; Non-Md. residents add \$160

### Rockville Campus

CRN#: 42845                      6 Sessions  
6/18-6/30                      M,W,S  
121 GU                          6:30-9:30 p.m. (M,W)  
   9:30 a.m.-12:30 p.m. (S)

### SharePoint for Project Management and Office Administration

See description on page 13.

**Course: ITI078                      15 Hours**

### **NEW** Python Programming

Spice up your life with Python games! Python is a flexible, open source programming language that drives Web applications, Content Management Systems (CMS) (DJANGO), graphics and 3D systems (Maya), games, and analytical tools for science and engineering. Learn Python fundamentals, including syntax, classes, data types, and Object Oriented (OO) features by creating a series of games. Work with files and format text. Topics include using the Pygame library to draw graphics, create animations, and implement a timer; creating a real-time game using Pygame events; and using Python's math module. *Prerequisite: Programming Fundamentals or equivalent experience, and experience with an object oriented language such as C++, Java, or C#.* **Required: Text-book/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI121                      15 Hours**

\$99 + \$163 fee = \$262; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42850                      5 Sessions  
6/12-6/26                      T,R  
405                                  6:30-9:30 p.m.

## TechLEAP & WebLEAP COMPUTER TRAINING PROGRAMS

TechLEAP/WebLEAP is an information technology (IT) training program with internship placements for students with existing college degrees. MC has offered TechLEAP since 2000, training both existing IT professionals and career changers in entry-level technology skills, and placing students in IT internships for practical experience.



***New classes start each September and January.  
Internship Opportunities!!***

For more information, e-mail  
raymond.kimball@montgomerycollege.edu or call the  
TechLEAP Hotline at 240-567-1866.  
You can also find us on the Web at  
www.montgomerycollege.edu/iti/techleap/  
techleap\_home.htm

## RELATIONAL DATABASES

During the summer term we offer upper-division Oracle class—Oracle 11g: Database Administration II.

ITI schedules classes for Oracle certification in both the fall and spring. Typically this includes Introduction to SQL and DBA Administration Workshop I. If there are sufficient student numbers, we will also schedule a PL/SQL class.

For additional information on our Oracle courses and curriculum, please check out Web site at [www.montgomerycollege.edu/iti/coned/oracle/oracle\\_home.htm](http://www.montgomerycollege.edu/iti/coned/oracle/oracle_home.htm).

### Oracle Database 11g: Introduction to SQL

Be introduced to the Oracle 11g technology. Learn relational database concepts and SQL programming language in great detail. The concepts related to data warehousing and related applications are also covered. This class is applicable to Oracle8i, Oracle9i, and Oracle Database 10g users. You will need to go to the Rockville Campus Bookstore and purchase the textbooks. Once processed by Oracle, they are sent to you via e-mail. Tuition waiver applies; seniors pay fee only.

**Course: CMP998                      39 Hours**

\$388 + \$575 fee = \$963; Non-Md. residents add \$400

### Gaithersburg Business Training Center

CRN#: 42847                      10 Sessions  
6/11-7/18                      M,W  
405                                  6-10 p.m.

Last class on 7/18 meets 6:30-9:30 p.m.

No class 7/2, 7/4

### Oracle 11g: Database Administration II (workshop)

Learn how to configure an Oracle database for multilingual applications and practice various methods of recovering the database using RMAN, SQL, and Flashback technology. Tools to monitor database performance and the steps to take to improve database performance are also covered. Learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). Topics are reinforced with structured hands-on practices and a workshop. This course is designed to prepare you for the corresponding Oracle Certified Professional exam. Students need to go to the Rockville Campus Bookstore and purchase required textbooks. Once processed by Oracle, they are sent to you via e-mail. Tuition waiver applies; seniors pay fee only.

**Course: ITI068                      39 Hours**

\$383 + \$575 fee = \$958; Non-Md. residents add \$400

### Gaithersburg Business Training Center

CRN#: 42855                      10 Sessions  
5/8-6/7                          T,R  
405                                  6-10 p.m.

Last class on 6/7 meets 6:30-9:30 p.m.

## **MICROSOFT NETWORKING CERTIFICATIONS**

### **MCITP: Enterprise Desktop Support Technician 7**

This course maps to the Microsoft Certified Information Technology Professional (MCITP) 70-680 and 70-685, Enterprise Desktop Support Technician 7 certification exams. You will learn how to install, maintain, and troubleshoot Windows 7 computers. Through practical labs you will gain invaluable experience with installation, upgrades, remote access, and the new desktop environment. Successful completion of this course can serve as a basic building block for further Microsoft studies for students intending to certify as a MCITP Enterprise Server Administrator. You must bring a 2 GB USB flash drive to class for software practice. *Prerequisites: Knowledge and experience with the Windows operating system, as well as basic computer networking concepts.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI071**                      **52 Hours**

\$316 + \$563 fee = \$879; Non-Md. residents add \$400

#### **Gaithersburg Business Training Center**

CRN#: 42834                      14 Sessions  
6/4-7/11                              M,W,S  
407                                      6-10 p.m. (M,W)  
Saturday Labs                      10 a.m.-1 p.m. (S)  
No class 7/2, 7/4, 7/7

### **Windows Server 2008 Administrator (70-646)**

This course maps to the Microsoft Certified Information Technology Professional (MCITP) 70-646 certification exam and provides you with the knowledge and necessary skills to plan for Microsoft Windows Server 2008 deployment, server management, application and data provisioning, as well as business continuity and high availability using Microsoft Windows Server 2008. Other skills covered in this course are day-to-day server monitoring and maintaining tasks for information technology (IT) professionals who are interested in becoming server administrators as the next step in their career path. *Prerequisite: MCDST/MCITP or equivalent experience.* **Required: Textbook/Materials.** Tuition waiver applies; seniors pay fee only.

**Course: ITI069**                      **32 Hours**

\$316 + \$563 fee = \$879; Non-Md. residents add \$400

#### **Gaithersburg Business Training Center**

CRN#: 12511                      11 Sessions  
7/16-8/8                              M,W,S  
407                                      6:30-9:30 p.m. (M,W)  
   10 a.m.-1 p.m. (S-7/21-7/28)  
   10 a.m.-12 p.m. (S-8/4 only)

## **FOOD SAFETY**

### **Food Service Certification (ServSafe, National Restaurant Association)**

Receive a nationally recognized training certificate in food safety. Food service supervisors and employees learn approved procedures for handling utensils and equipment, self-surveillance, food protection, prevention of food-borne diseases, and employee personal hygiene and habits. This course meets the 15-clock-hours plus exam required by the Maryland State Department of Health and Mental Hygiene. Students must pass the national Restaurant Association Educational Foundation's (NRAEF) exam (administered at the last class session) with a minimum score of 75 percent to receive a certificate which will enable them to obtain a food manager's certification ID card in the Montgomery, Prince George's, Howard, and Baltimore counties, and Baltimore City. Students must have the book the first day of class. Textbook: *ServSafe Essentials* with the exam sheet is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: HOS013**                      **16 Hours**

\$85 + \$85 fee = \$170; Non-Md. residents add \$120

#### **Rockville Campus**

CRN#: 42719                      3 Sessions  
6/2-6/16                              S  
215 CC                                9 a.m.-2:30 p.m.

#### **Westfield South**

CRN#: 12443                      4 Sessions  
7/10-7/19                              T,R  
306B                                      1-5 p.m.

### **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. Students registering for this exam must have already completed the approved 15-hour Food Service Sanitation course and have a renewable Montgomery County Food Service manager's ID card. A score of 75 percent is required for passing. This is a review course for individuals who are working and need to bring up to date any changes that have occurred in the food safety industry since they obtained their certification. The exam is based on the *ServSafe* book 5th edition (we recommend that you bring the text book to class). Please bring your exam answer sheet, which may be purchased at the Rockville Campus book store. Tuition waiver applies; seniors pay fee only.

**Course: HOS042**                      **7 Hours**

\$30 + \$45 fee = \$75; Non-Md. residents add \$50

#### **Westfield South**

CRN#: 42742                      2 Sessions  
6/18-6/22                              M,F  
306B                                      9 a.m.-12:30 p.m.

## Food Certification Exam Retake

If you did not pass the ServSafe Food Manager's Exam in a prior ServSafe course or simply need to recertify using ServSafe, this course is for you. You must present either a score analysis letter as verification of previous test scores, or a Food Service Manager's ID card (cards expired beyond three years will not be accepted). Please bring an exam answer sheet, which may be purchased at the Rockville Campus Bookstore. Please be advised that the proctor will end the exam promptly after two hours. Tuition waiver applies; seniors pay fee only.

**Course: HOS011**      **2 Hours**

\$10 + \$30 fee = \$40; Non-Md. residents add \$30

### Rockville Campus

CRN#: 12425      1 Session  
8/18      S  
103 HU      9-11 a.m.

## GREEN TRAINING PROGRAMS

### Construction and Maintenance of Bio-retention Systems

This course will provide instructions on how to recognize and correct common field issues in the construction and maintenance of bio-retention facilities according to Montgomery County and Maryland State guidelines. Key topics for the course will include interpreting basic residential and commercial bio-retention plans, understanding components of bio-retention facilities, the construction process for installing residential and commercial bio-retention plans, and identifying and correcting common maintenance problems of bio-retention facilities. Tuition waiver applies; seniors pay fee only.

**Course: MGT391**      **15 Hours**

\$110 + \$64 fee = \$174; Non-Md. residents add \$120

### Germantown Campus

CRN#: 42774      3 Sessions  
6/27-6/29      W,R,F  
111 SA      9 a.m.-3 p.m.

## V SEMINARIO EMPRESARIAL DEL INSTITUTO HISPANO DE NEGOCIOS Y ENTRENAMIENTO

Comparta una mañana educativa e informativa con otros empresarios,  
e infórmese sobre recursos para mejorar su empresa

**Sábado, Mayo 12 de 8:30 a 1:30 p.m.**  
**Rockville Campus**

Edificio Technical Center, salón 136  
Para más información comunicarse con  
liliana.arango@montgomerycollege.edu  
(240) 567-3824 o (240) 567-1882

# INSTITUTO HISPANO DE NEGOCIOS Y ENTRENAMIENTO

(Hispanic Business and Training Institute)

El Instituto Hispano de Negocios y Entrenamiento de Montgomery College ofrece clases de negocios y entrenamientos en español y bilingües que capacitan a la comunidad hispana del área para que ésta compita exitosamente en el mercado laboral. Para más información contactarse con liliana.arango@montgomerycollege.edu o al 240-567-3824 y 1882 o visite [www.montgomerycollege.edu/wdce/institutohispano.html](http://www.montgomerycollege.edu/wdce/institutohispano.html)

## NEGOCIOS

### Como Importar y Exportar Productos a/de USA

Este curso dictado por el autor del conocido libro "Building an Import-Export Business", le ayudará a encontrar ideas de negocios que pudieran ser exitosos en esta rama. Entre los temas a tratar estarán como encontrar y evaluar productos y proveedores, identificar mercados y clientes y como, usar el "Marketing Mix". También incluye información sobre transporte y procedimientos en el comercio internacional y las regulaciones de importación y exportación. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión. Tuition waiver applies; seniors pay fee only.

**Course: HBI158**      **10 Hours**

\$84 + \$45 fee = \$129; Non-Md. residents add \$120

### Rockville Campus

CRN#: 42715      4 Sessions  
6/19-6/28      T,R  
109 HU      6:30-9 p.m.



## Use la nueva tecnología y las redes sociales para promocionar su negocio

Infórmese sobre diferentes estrategias para promocionar sus productos y/o servicios a través de la internet. Descubra técnicas de investigación de mercado y herramientas gratuitas de promoción. Logre que su negocio se encuentre fácilmente en los diferentes buscadores. Entérese sobre las ventajas del uso de las redes sociales (Facebook, Twitter, etc.) como herramientas de mercadeo. Obtenga los conocimientos básicos para integrar sus procesos de negocio con las herramientas tecnológicas. Este curso es una guía para empresarios que buscan vender sus productos u ofrecer sus servicios. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course: HBI181 9 Hours**

\$50 + \$100 fee = \$150; Non-Md. residents add \$120

**Gaithersburg Business Training Center**

CRN#: 42718 3 Sessions

7/17-7/24 T,R

405 9:30 a.m.-12:30 p.m.

## COMPUTACIÓN

### Contabilidad Computarizada (QuickBooks)

Esta clase está diseñada para estudiantes que desean usar el programa financiero de QuickBooks para procesar la información contable y aplicar los conceptos básicos de la contabilidad en la administración de pequeñas empresas. Se requiere conocimientos de contabilidad así como conocimiento básico de computadoras: manejo y copiado de archivos; creación de carpetas o directorios. El curso incluye los siguientes temas: presupuestos, facturas, recibos de venta, pagos con cheque o tarjeta de crédito, reconciliación bancaria y de cuentas, impuestos, nomina de pago, etc. El estudiante necesita traer a la primera clase un USB Flash Drive/memory stick (Mínimo de 512 MB) para guardar el trabajo iniciado en la clases. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course: HBI153 18 Hours**

\$100 + \$150 fee = \$250; Non-Md. residents add \$140

**Gaithersburg Business Training Center**

CRN#: 12424 6 Sessions

7/24-8/9 T,R

405 6:30-9:30 p.m.

## Curso Basico/Computacion

Este curso está dirigido a las personas que quieren empezar a usar la computadora. El curso incluye las bases del uso del teclado, el sistema operativo Windows y MS Word. El estudiante aprenderá a crear carpetas, a archivar, mover y borrar documentos, instalar y desinstalar programas, imprimir documentos. También aprenderá los diferentes formatos para documentos, cartas, etiquetas, sobres y como construir tablas, etc. usando MS Word

**Course: HBI170 24 Hours**

\$79 + \$120 fee = \$199; Non-Md. residents add \$120

**Rockville Campus**

CRN#: 42717 8 Sessions

5/15-6/7 T,R

018 CS 6:30-9:30 p.m.

### MS Excel I

(Requisito: MS Windows y Word, o experiencia previa con computadoras). Este curso requiere conocimientos básicos de operaciones matemáticas. En este curso aprenderá a usar una hoja de cálculo para llevar la contabilidad de su casa o su negocio y a la vez crear tablas de información. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

**Course: HBI103 12 Hours**

\$60 + \$60 fee = \$120; Non-Md. residents add \$120

**Rockville Campus**

CRN#: 42716 4 Sessions

6/4-6/13 M,W

018 CS 6:30-9:30 p.m.

## PROFESSIONAL AND CAREER DEVELOPMENT

For more information please visit: <http://www.montgomerycollege.edu/wdce/ce/careerworkskills.html>

### Getting Paid to Talk: Making Money with Your Voice

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, and documentaries. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script.

**Course: PRD560 2.5 Hours**

\$31 + \$9.50 fee = \$40.50; Non-Md. residents add \$30

## Gaithersburg Business Training Center

CRN#: 12390      1 Session  
7/16              M  
404              6:30-9 p.m.

## Notary Public Duties, Responsibilities, and Procedures

Current and prospective notaries in Maryland learn how to make proper identification of clients, protect against fraud, keep adequate records of notarial acts, and charge proper fees. The instructor is both a lawyer and notary public.

**Course: PRD203      4 Hours**

\$47 + \$12 fee = \$59; Non-Md. residents add \$50

## Gaithersburg Business Training Center

CRN#: 12391      2 Sessions  
7/19-7/26        R  
403              6:30-8:30 p.m.

## **NEW** Personal Fitness Training

This course will train you to work with individuals who have no apparent physical limitations or special medical needs, to improve their overall health and fitness for a better quality of life. The course will focus on anatomy, exercise physiology, and kinesiology. You will learn key hands-on techniques by practicing and mastering the practical skills used by personal trainers. Textbook is required and not included in the course fees. Textbook: *Fitness Professional's Handbook* must be purchased by calling 1-888-330-9487 or visiting [www.wit-seducation.com](http://www.wit-seducation.com). You should begin reading chapters 1 and 2 prior to class. Tuition waiver applies; seniors pay fee only.

**Course: SMB337      36 Hours**

\$250 + \$275 fee = \$525; Non-Md. residents add \$250

## Germantown Campus

CRN#: 42736      6 Sessions  
6/2-7/7            S  
177 HS            9 a.m.-12 p.m.  
108B PG          1-4 p.m.



## Training for Substitute Teachers

Want to become a substitute teacher in Montgomery County? This course provides information on effective classroom management strategies as well as techniques to implement and enhance lesson plans. Participants will build a collection of positive classroom management strategies and ideas for review and enrichment. This course will help students develop skills to build instructional effectiveness, self-confidence, initiative, and flexibility. Participants will be able to identify interventions for dealing with a variety of classroom situations. NOTE: Completion of this course does not qualify participants to substitute in Montgomery County Public Schools; applications must be made directly to the Montgomery County Board of Education. This course provides a certificate of completion to those who attend all class sessions and participate in class activities. Tuition waiver applies; seniors pay fee only.

**Course: PRD202      21 Hours**

\$128 + \$45 fee = \$173; Non-Md. residents add \$120

## Rockville Campus

CRN#: 12361      7 Sessions  
6/13-8/1            W  
205 CC              6-9:10 p.m.  
No class 7/4

# PROJECT MANAGEMENT

## CERTIFICATION COURSE TRACK

### Certified Associate in Project Management (CAPM)<sup>®</sup> Prep

Prepare for the Project Management Institute (PMI)<sup>®</sup> CAPM<sup>®</sup> 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<sup>®</sup> Guide)-Fourth Edition*, Project Management Institute, Inc. 2008. Upon completion of this course, you may apply to take the CAPM<sup>®</sup> Certification exam. *Prerequisites: Successful Project Management and Project Management Essentials and Best Practices.* This course is certified by the Project Management Institute (PMI)<sup>®</sup>. Textbooks are available at Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

**Course: PMC002      24 Hours**

\$329 + \$260 fee = \$589; Non-Md. residents add \$250

## Gaithersburg Business Training Center

CRN#: 12455      5 Sessions  
7/10-7/19        T,R,S  
401              5:30-9:30 p.m. (T,R)  
                     8:30 a.m.-5 p.m. (S)

Class on Thursday 7/19 will meet in room 405.

Montgomery College is a designated Global Registered Education Provider for the Project Management Institute<sup>®</sup>



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

PMP, CAPM, and PMBOK are registered marks of the Project Management Institute, Inc.

## Project Management Essentials and Best Practices

This course is intended as a prerequisite to the Project Management Professional (PMP)<sup>®</sup> Certification Prep course and the Certified Associate in Project Management (CAPM)<sup>®</sup> Prep. It provides mandatory classroom hours as well as important preparatory knowledge for the PMP<sup>®</sup> prep course. AMA035 Successful Project Management is a prerequisite to this course for students with no prior PM training. Tuition waiver applies; seniors pay fee only.

**Course: PMC001 32 Hours**

\$504 + \$265 fee = \$769; Non-Md. residents add \$350

### Gaithersburg Business Training Center

CRN#: 42776 7 Sessions  
5/21-6/8 M,W,F,S  
401 5:30-9:30 p.m. (M,W)  
404 1-5 p.m. (F)  
401 8:30 a.m.-5 p.m. (S)

Class on 6/6 and 6/8 will meet in room 404

No class 5/26, 5/28

## Project Management Professional (PMP)<sup>®</sup> Certification Prep

Prepare for the internationally recognized Project Management Professional (PMP)<sup>®</sup> 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<sup>®</sup> Certification exam. *Prerequisites: Successful Project Management and Project Management Essentials and Best Practices.* This course is certified by Project Management Institute (PMI)<sup>®</sup>. Tuition waiver applies; seniors pay fee only.

**Course: PMC004 48 Hours**

\$999 + \$500 fee = \$1,499; Non-Md. residents add \$650

### Gaithersburg Business Training Center

CRN#: 42777 6 Sessions  
6/9-7/13 F,S  
405 8:30 a.m.-5 p.m.

No class 6/15, 6/22, 6/29, 7/6

## Project Management Professional (PMP)<sup>®</sup> Boot Camp

This course thoroughly prepares you for the internationally recognized Project Management Professional (PMP)<sup>®</sup> 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<sup>®</sup> certification exam. *Prerequisite: Students registering for this course should have already attended Project Management courses.* Tuition waiver applies; seniors pay fee only.

**Course: PMC008 48 Hours**

\$999 + \$500 fee = \$1,499; Non-Md. residents add \$650

## Gaithersburg Business Training Center

CRN#: 42780 6 Sessions  
5/14-5/19 M,T,W,R,F,S  
405 8:30 a.m.-5 p.m. (M,T,W,R,F)  
408 8:30 a.m.-5 p.m. (S)

## Successful Project Management

Learn the 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 intrafunctional organizations, cross-functional matrix, and task force organizations. Learn how to construct a work breakdown structure and create a project task network. Students without prior PM training should register for this course before taking MGT293 (PM Essentials and Best Practices). This is a prerequisite course for individuals taking the Project Management Professional (PMP)<sup>®</sup> certification course and the Certified Associate in Project Management (CAPM)<sup>®</sup> certification course. Textbook included. Tuition waiver applies; seniors pay fee only.

**Course: AMA035 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42760 2 Sessions  
5/12-5/19 S  
404 8:30 a.m.-5 p.m.

CRN#: 12451 2 Sessions  
7/28-8/4 S  
401 8:30 a.m.-5 p.m.

## PM ELECTIVE COURSES

### Negotiating for Project Managers and other Professionals

This course teaches the basics of negotiations. Learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. You will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics. (7.5 PDUs) Tuition waiver applies; seniors pay fee only.

**Course: PMC006 7.5 Hours**

\$199 + \$56 fee = \$255; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42779 1 Session  
6/22 F  
401 9 a.m.-5 p.m.

## Project Managing Outsourced Resources

This course is for IT managers and other project managers who are responsible for managing outsourced personnel or projects with outsourced personnel. Familiarity with project management concepts and knowledge of effective communication are recommended but not required. (8 PDUs) Tuition waiver applies; seniors pay fee only.

**Course: PMC007 8 Hours**

\$199 + \$66 fee = \$265; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 12456 1 Session  
7/6 F  
401 8:30 a.m.-5 p.m.

## Risk Management

Ignoring risks does not make them go away! Imagine preventing 90 percent of your project problems. How much could you improve project quality, cost, and schedule? Risk management is a project management methodology that includes risk planning, identification, qualification, risk response development, and control. Business and project managers need to understand what risks they face and adopt strategies for incorporating those opportunities into effective project management. This course includes techniques from international risk research and worldwide contributors, templates you can adapt and use in your projects, hundreds of risks and risk categories to help you identify risks, and a methodology to prevent many project problems. Project managers, project team members, technical staff, and managers can benefit from the risk management techniques and templates in this course. Since the course also covers the basics of risk management, it is also useful for those preparing for the PMI® certification exams. (15 PDUs) Tuition waiver applies; seniors pay fee only.

**Course: PMC005 15 Hours**

\$203 + \$96 fee = \$299; Non-Md. residents add \$140

### Gaithersburg Business Training Center

CRN#: 42778 4 Sessions  
6/11-6/20 M,W  
5:30-9:30 p.m.

Monday sessions meet in room 401

Wednesday sessions meet in room 404

## WRITING

### English Grammar: Correct Usage for the Writer

Do you need to write on the job but lack sufficient knowledge of grammar? Review the basic rules of English and apply them to your business writing. 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. Tuition waiver applies; seniors pay fee only.

**Course: WRT005 12 Hours**

\$120 + \$40 fee = \$160; Non-Md. residents add \$120

#### Rockville Campus

CRN#: 42656 4 Sessions  
6/2-6/23 S  
129 HU 9:30 a.m.-12:30 p.m.

### Exercise Your Verbs

Verbs energize your sentences. This course reviews types of verbs and tenses that show time relationships among actions. Learn how to transform static nouns into dynamic verbs.

Tuition waiver applies; seniors pay fee only.

**Course: WRT022 5 Hours**

\$43 + \$17 fee = \$60; Non-Md. residents add \$50

#### Rockville Campus

CRN#: 12367 2 Sessions  
7/21-7/28 S  
129 HU 9:30 a.m.-12 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.

**Course: WRT163 3 Hours**

\$37 + \$15 fee = \$52; Non-Md. residents add \$50

#### Gaithersburg Business Training Center

CRN#: 42737 1 Session  
6/5 T  
404 6-9 p.m.



**Gaithersburg**

A CHARACTER COUNTS! CITY

## **Gaithersburg Economic Development Toolbox Program!**

A workforce training initiative designed to assist Gaithersburg City businesses by providing financial support for training your employees.

### **HIGHLIGHTS**

This program provides a matching grant to assist businesses in upgrading the skills of their workforce. Allowances include:

- Up to a maximum of \$20,000 per applicant.
- Reimbursements of up to \$1,000 per eligible employee, per year.

### **CURRENT PRIORITY FOCUS**

- Businesses deemed to be in high demand:
  - high technology
  - biotechnology
  - health care technology
  - software development and retail
- Training funds are limited to persons earning less than \$50,000 per year.

### **GOALS**

- Strengthen Gaithersburg Companies
- Increase existing employee skill sets
- Encourage promotional and career growth of current workers
- Improve retention of existing workforce

### **TO QUALIFY**

- Must be a Gaithersburg-based business
- Training must be designed to increase the skills of existing workers
- Training must be conducted by and outside vendor

The City prefers that, if available, local vendors be used to provide the training. Additionally, the City has established a non-exclusive relationship with Montgomery College Business Training Center, a nationally-recognized provider of business training.

### **FOR MORE INFORMATION**

Contact: Tony Tomasello, Assistant City Manager  
ttomasello@gaitheburgmd.gov  
www.gaitheburgmd.gov  
301-258-6310

# Microsoft Certified Application Training

*Our Information Technology Institute (ITI) offers Microsoft Certification Training*

Achieving a Microsoft Certification helps provide you with relevant skills that will stand out in the crowd of applicants and offer proven skills to employers, leading you to a fulfilling career!

We have the classes that will prepare you to take the exams for MS Specialist Certification for Word 2010 (Exam 77-881), MS Office Specialist Expert Exam for Word 2010 (Exam 77-887), MS Office Specialist Certification for Excel 2010 (Exam 77-882), and MS Expert Exam for Excel (Exam 77-888). **(MC does not provide exams).**

*Prerequisites: Computer Basics (CMP941), Working with Windows 7 (ITI040), Introduction to Keyboarding (CMP628).*

## **MICROSOFT WORD TRACK**

*(For Exam 77-881 and 77-887)*

- MS Word 2010—Introduction (ITI090)
- MS Word 2010—Intermediate (CMP944)
- MS Word 2010—Advanced (ITI079)

## **MICROSOFT EXCEL TRACK**

*(For Exam 77-882 and 77-888)*

- MS Excel 2010—Level I (ITI080)
- MS Excel 2010—Level II (ITI091)
- MS Excel 2010—Level III (ITI092)

*All Microsoft Office courses follow the Microsoft Certification curriculum. Software Introduction Series (MS Word—Introduction and MS Excel—I material) can be substituted for individual courses. In addition to course work, students must practice exercises.*

For more information please visit:  
**[www.montgomerycollege.edu/iti/](http://www.montgomerycollege.edu/iti/)**

## **TUITION WAIVER**

Only noncredit courses designated “tuition waiver applies” in each publication will be available for tuition waiver for Maryland State Residents. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student.

**Senior Tuition Waiver:** Individuals 60 years or older by the start date of the class may have tuition waived.

**Disability Tuition Waiver:** Does not apply to noncredit courses. For further information please see <http://cms.montgomerycollege.edu/EDU/department2.aspx?id=32936>.

**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. Documents must be received at time of registration.

## **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.

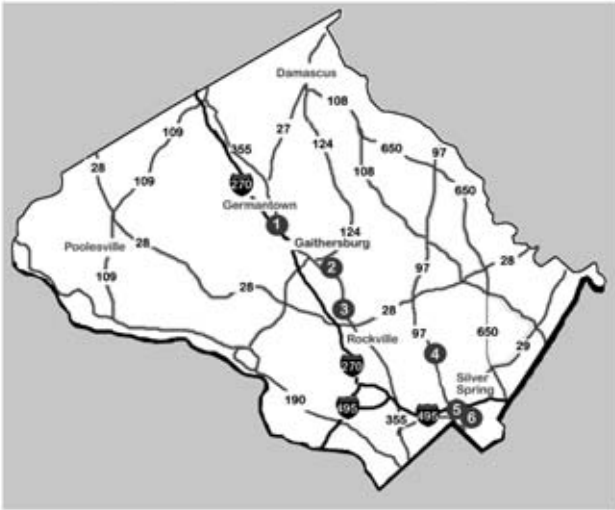
## **Transfer Policy**

To transfer from one CRN 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**

The refund deadline date is equivalent to 6% of the number of times a course meets. Refunds are paid at 100 percent for courses dropped in writing on or before the date printed on the confirmation. All other requests for refunds must be done through the appeal process. Please note, the refund deadline may be only one day for tightly compressed courses. ESL students requesting refunds must speak directly with Annette Greene at 240-567-7262. Questions? Call 240-567-5188, or go to [montgomerycollege.edu/wdce/registerops.html](http://montgomerycollege.edu/wdce/registerops.html).

## Convenient Locations!



1. Montgomery College  
Germantown Campus  
20200 Observation Drive  
Germantown, MD 20876
2. Gaithersburg Business Training Center  
12 South Summit Avenue, Suite 400  
Gaithersburg, MD 20877
3. Montgomery College  
Rockville Campus  
51 Mannakee Street  
Rockville, MD 20850
4. Westfield South Center  
11002 Veirs Mill Road, Suite 306  
Wheaton, MD 20902
5. Montgomery College  
Health Sciences Center  
7977 Georgia Avenue  
Silver Spring, MD 20910
6. Montgomery College  
Takoma Park/Silver Spring Campus  
7600 Takoma Avenue  
Takoma Park, MD 20912

For more Montgomery College and Montgomery County Public School class locations, addresses, and directions, please visit [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps)

## 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](http://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–Fri); 8:30 a.m.–4 p.m. (Sat)

#### Germantown Campus

- **Humanities and Social Sciences Building, Room 245**  
8:30 a.m.–5 p.m. (Mon–Fri) *Closed from 12–12:30 p.m.*
- **Science and Applied Studies Building**  
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)

#### Rockville Campus

- **Student Services Building**  
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)
- **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

- **Student Services Pavilion**  
8:30 a.m.–7 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)
- **230 CF, Customer Service**  
8:30 a.m.–6 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)

#### Westfield South, Suite 306

8:30 a.m.–9 p.m. (Mon–Thur);  
8:30 a.m.–5 p.m. (Fri and 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***



**Leadership in Energy  
and  
Environmental Design  
L.E.E.D.**

LEED Associates and APs, put your leadership and energy into the environment and let our continuing education courses **LEAD** you into a brighter future.

[www.montgomerycollege.edu/wdce/bits/leed.html](http://www.montgomerycollege.edu/wdce/bits/leed.html)

*Looking for an opportunity to discuss a new career in Information Technology or to boost your current one?  
**NOW'S THE TIME!***

Come to our walk-in **Information and Advising** session on IT Careers and talk one-on-one with IT Professionals!

**Visit us online for upcoming dates!**  
[www.montgomerycollege.edu/iti](http://www.montgomerycollege.edu/iti)

Gaithersburg Business Training Center  
12 S. Summit Avenue, 4th floor  
Gaithersburg, MD 20877

*Opportunities await!*

# 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 Karen Ambrose at 240-567-2592 or e-mail [karen.ambrose@montgomerycollege.edu](mailto:karen.ambrose@montgomerycollege.edu).  
[www.montgomerycollege.edu/wdce/bits/realestate.html](http://www.montgomerycollege.edu/wdce/bits/realestate.html)





**Montgomery College**  
 Workforce Development  
 & Continuing Education  
 51 Mannakee Street  
 Rockville, Maryland 20850

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 Permit No. 97

## SUMMER 2012

### BUSINESS AND INFORMATION TECHNOLOGY COURSE CATALOG



*Smart Phone Users*

Scan the QR code for a direct link to the B.I.T.S. mobile Web site.  
<http://cms.montgomerycollege.edu/wdce/mobile/business.html>

# NEW for Summer 2012

## Personal Trainer Certification Course

Be part of one of the **HOTTEST** jobs in the U.S.!

Through lectures and practical training you can gain the knowledge and experience you will need to guide others in the area of exercise and fitness.

Offered in partnership with the World Instructor Training Schools (W.I.T.S.), a leader in educational excellence for fitness professions.

See course listing on page 24.



## Attention Unenrolled Tax Preparers!

On January 4, 2010, the IRS announced their preparer initiative that will require all unenrolled tax preparers to successfully complete competency testing and mandatory continuing education.

### ARE YOU PREPARED?

This summer, Montgomery College WD&CE is offering the required 15-hr. continuing education requirements and a competency exam prep course to make sure that you will be prepared.

For more information, please call Karen Ambrose at 240-567-2592 or e-mail

[karen.ambrose@montgomerycollege.edu](mailto:karen.ambrose@montgomerycollege.edu)

