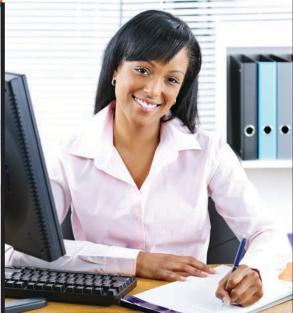# BUSINESS AND INFORMATION TECHNOLOGY

Training Solutions for Business and Industry

UPSKILL YOUR EMPLOYEES

With Up-To-Date Skills and Certifications

- **Project Management Certification (PMP)**
- **SHRM HR Certifications**
- **Microsoft Office Certification**
- **Food Service Certification**
- **Real Estate Certifications**
- **CDL Certification**
- **Cybersecurity**

AND SO MANY MORE!

Inquire about Montgomery College coming to your site with customized training. See page 2 for details.

MONTGOMERY COLLEGE

Workforce Development and Continuing Education

Spring 2020
Course Schedule

Upskill Your Employees with the Latest Skills and Certifications

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

ABOUT MONTGOMERY COLLEGE

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

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

Expert Faculty

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

Outstanding Reputation

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

Competitive Pricing

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

Location

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

fb.me/wdcebits

@ITI_MC   @MgtAndLead_MC

MOST POPULAR TOPICS:

- PMP® Course
- SHRM Certification
- Conflict Management
- Coaching
- Effective Business Writing
- Leadership Skills for Supervisors and Project Managers
- Preventing Sexual Harassment in the Workplace
- Six Sigma Yellow Belt

- Workplace Ethics
- Data Science
- Cybersecurity
- Programming
- Desktop Applications
- Food Safety management
- Event Management
- Commercial Truck Licensing (CDL)

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

WE HAVE WORKED WITH GREAT PARTNERS

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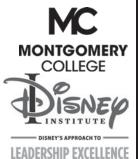 - Department of Environmental Protection

For more infomation on what we can do for you, please contact:

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www.montgomerycollege.edu/wdce

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ROOM NUMBERS

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

COMPUTER TECHNOLOGY/ITI

ADMINISTRATIVE OFFICE SUPPORT

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

Course: CMP860   **18 Hours**
$99 + $177 fee = $276; NMR add $140
Rockville Campus
CRN#: 34370   6 Sessions   T,R
2/25-3/12   9:30 a.m.-12:30 p.m.

MS Access—Level I
Learn basic features of Access 2019. Learn database concepts, the environment, and help systems; design and create databases. Work with tables, fields, and records; sort and filter data; set field properties and data entry rules. Learn basic queries, forms, and reports. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. For more information about MOS please visit this link- https://www.microsoft.com/en-us/learning/mos-certification.aspx *Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience.*TWA

Course: ITI153   **12 Hours**
$85 + $163 fee = $248; NMR add $140
Rockville Campus
CRN#: 34367   4 Sessions   M,W
4/13-4/22   6:30-9:30 p.m.

MS Access—Level II
Learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms. Create advanced form types; print reports and labels. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. For more information about MOS please visit this link-https://www.microsoft.com/en-us/learning/mos-certification.aspx *Prerequisites: MS Access—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI154   **12 Hours**
$85 + $163 fee = $248; NMR add $140
Rockville Campus
CRN#: 34368   4 Sessions   M,W
4/27-5/6   6:30-9:30 p.m.

MS Excel—Level I
Excel 2019 Level I provides the basic concepts and skills to start being productive with Microsoft Excel.The course covers Excel program fundamentals: identifying parts of the Office user interface; entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data. TEXTBOOK REQUIRED. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx *Prerequisites: Computer Basics and Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI080   **12 Hours**
$85 + $163 fee = $248; NMR add $140
Gaithersburg Business Training Center
CRN#: 34362   2 Sessions   T,R
2/18-2/20   9 a.m.-3:30 p.m.
Rockville Campus
CRN#: 34361   4 Sessions   M,W
2/24-3/4   6:30-9:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34363   4 Sessions   T,R
3/10-3/26   6:30-9:30 p.m.
No class 3/17, 3/19

MS Excel—Level II
Excel 2019 Level II builds on the basic concepts and skills of our Level I. Learn the intermediate functions of Excel 2019. Learn themes, cell styles, and number formats, as well as functions for dates, numbers, and text. TEXTBOOK REQUIRED. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx. *Prerequisites: MS Excel—Level I or equivalent experience.ss.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091   **12 Hours**
$85 + $163 fee = $248; NMR add $140
Gaithersburg Business Training Center
CRN#: 34365   2 Sessions   T,R
2/25-2/27   9 a.m.-3:30 p.m.
Rockville Campus
CRN#: 34364   4 Sessions   M,W
3/9-3/25   6:30-9:30 p.m.
No class 3/16, 3/18
Takoma Park/Silver Spring Campus
CRN#: 34366   4 Sessions   T,R
3/31-4/9   6:30-9:30 p.m.

ROOM NUMBERS

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

MS Excel—Level III

Excel 2019 Level III builds on the concepts and skills of our Level I and Level II. Learn the advanced functions of Excel 2019. Learn tables, financial functions, what-if analyses, PivotTables and PivotCharts, workbook protection, collaboration, and more. TEXTBOOK REQUIRED. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS please visit this link- https://www.microsoft.com/en-us/learning/certification-overview-mos.asp. *Prerequisites: MS Excel—Level II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI305   **12 Hours**
$85 + $163 fee = $248; NMR add $140
Gaithersburg Business Training Center
CRN#: 34385   2 Sessions   T,R
3/3-3/5   9 a.m.-3:30 p.m.
Rockville Campus
CRN#: 34383   4 Sessions   M,W
3/30-4/8   6:30-9:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34386   4 Sessions   T,R
4/14-4/23   6:30-9:30 p.m.

MS Outlook

Learn to create e-mail accounts, manage e-mail messages, and track contacts and distribution lists in MS Outlook. Learn how to create appointments and events, keep yourself organized, and how to personalize your inbox. *Prerequisites: Computer Basics and Introduction to Keyboarding or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP227   **8 Hours**
$69 + $117 fee = $186; NMR add $120
Gaithersburg Business Training Center
CRN#: 34355   2 Sessions   W,F
2/19-2/21   9:30 a.m.-1:30 p.m.

BASIC COURSES

Cloud—Introduction

The new age of computing has meant we barely ever store things on our devices anymore, and instead we keep our beloved photos, documents and videos in the ubiquitous cloud. However, cloud computing takes many forms and it can get pretty confusing to figure out how to get the most of each service. From OneDrive to iCloud, Google drive to Netflix and iTunes, the course covers the biggest and best of cloud computing and will teach you the best way to manage these online services. This course is intended for computer users who are comfortable navigating the Internet. Students interested in how businesses use the cloud should consider taking the Amazon Web Services (AWS) course sequence. *Prerequisites: Computer Basics, Working with Windows, File Management Skills, or equivalent experience.* TWA

Course: ITI284   **8 Hours**
$45 + $80 fee = $125; NMR add $120
Gaithersburg Business Training Center
CRN#: 34379   2 Sessions   T,R
2/4-2/6   9:30 a.m.-1:30 p.m.

Computer Basics

Learn basic computer operations and how to use web browsers. *Prerequisite: Keyboarding skills. Introduction to Keyboarding can be taken concurrently with Computer Basics.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI422   **12 Hours**
$69 + $117 fee = $186; NMR add $120
Rockville Campus
CRN#: 34435   4 Sessions   M,W
2/10-2/19   9:30 a.m.-12:30 p.m.

File Management Skills

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

Course: CMP226   **5 Hours**
$42 + $76 fee = $118; NMR add $120
Gaithersburg Business Training Center
CRN#: 34353   1 Session   F
1/31   9 a.m.-2 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34354   1 Session   F
2/28   9 a.m.-2 p.m.

Introduction to Keyboarding

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

Course: CMP628   **18 Hours**
$100 + $191 fee = $291; NMR add $140
Rockville Campus
CRN#: 34356   6 Sessions   T,R
2/4-2/20   9:30 a.m.-12:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34357   6 Sessions   T,R
2/11-2/27   6:30-9:30 p.m.

Networking Basics

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

Course: ITI338   **6 Hours**
$45 + $80 fee = $125; NMR add $120
Rockville Campus
CRN#: 34393   2 Sessions   T,R
3/3-3/5   9:30 a.m.-12:30 p.m.

Working with Windows

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

Course: CMP073   **8 Hours**
$35 + $115 fee = $150; NMR add $120
Gaithersburg Business Training Center
CRN#: 34336   2 Sessions   T,R
2/11-2/13   9:30 a.m.-1:30 p.m.

BUSINESS APPLICATIONS

Creating Your Personal and Small Business Web Sites

Are you interested in creating a personal or business website on your own without having to spend a lot of money for software or professional help? Creating a personal or business website using online tools like Wix, Webbly or Wordpress are now much easier. Learn how to design a usable website across all devices - desktop, tablets, smartphones, and watches. In this introductory course you will learn how to create a fully responsive website using various online web editors without doing any coding. Topics include every phase of web design—planning, design, and implemention. You will also learn about choosing an online web design sites that works for you, getting a web address, and integrating your new web presence into your overall marketing plan. *Prerequisite: Working with Windows or File Management Skills or equivalent experience..* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP868   **15 Hours**
$99 + $191 fee = $290; NMR add $140
Takoma Park/Silver Spring Campus
CRN#: 34371   4 Sessions   S
3/28-4/18   9 a.m.-12:45 p.m.

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

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

MS Project—Intermediate/Advanced

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

Course: CMP847   **12 Hours**
$99 + $181 fee = $280; NMR add $140
Gaithersburg Business Training Center
CRN#: 34369   4 Sessions   T,R
4/7-4/16   6:30-9:30 p.m.

MS Project—Introduction

Learn how to think through and organize your project details, develop a WBS, plan a schedule, sequence tasks, assign resources and costs, format Gantt charts, calendar schedules and management reports. At the conclusion of the course you will have produced a baseline project plan. This course is recommended for business owners, team members, and project managers. *Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP846   **12 Hours**
$99 + $181 fee = $280; NMR add $140
Gaithersburg Business Training Center
CRN#: 34360   4 Sessions   T,R
3/24-4/2   6:30-9:30 p.m.

QuickBooks—Level I

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

Course: CMP078   **12 Hours**
$99 + $198 fee = $297; NMR add $140
Rockville Campus
CRN#: 34339   4 Sessions   M,W
2/24-3/4   9:30 a.m.-12:30 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34341   4 Sessions   M,W
2/10-2/19   6:30-9:30 p.m.

QuickBooks—Level II

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

Course: CMP080   **12 Hours**
$99 + $198 fee = $297; NMR add $140
Rockville Campus
CRN#: 34348   4 Sessions   M,W
3/9-3/25   9:30 a.m.-12:30 p.m.
No class 3/16, 3/18
Takoma Park/Silver Spring Campus
CRN#: 34349   4 Sessions   M,W
2/24-3/4   6:30-9:30 p.m.

QuickBooks—Level III

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

Course: ITI175   **12 Hours**
$99 + $191 fee = $290; NMR add $140
Rockville Campus
CRN#: 34373   4 Sessions   M,W
3/30-4/8   9:30 a.m.-12:30 p.m.

CLOUD COMPUTING

AWS: Amazon Web Services—Level I

Gain hands on experience with Amazon Web Services (AWS) products and services in this first in a series of three AWS courses that will help students achieve the AWS "Certified Solutions Architect – Associate" certification. Learn how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances. Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud. Learn to understand pricing, security, and gain practical experience configuring a fault-tolerant systems environment that can scale automatically to meet changing resource demands. This course is for administrators, architects, and developers interested in using AWS services, as well as those interested in becoming AWS certified. All students are expected to have an AWS account, please visit: aws.amazon.com to create your account. A textbook is recommended for this class. *Prerequisites: Experience with servers or the command line.* TWA

Course: ITI362   **18 Hours**
$99 + $306 fee = $405; NMR add $225
Gaithersburg Business Training Center
CRN#: 34399   6 Sessions   T,R
2/18-3/5   6:30-9:30 p.m.

AWS: Amazon Web Services—Level II

Gain hands on experience with Amazon Web Services (AWS) products and services in this second in a series of three AWS courses that will help students prepare for the AWS "Certified Solutions Architect-Associate" certification. This course progresses students who are already familiar with Amazon Web Services (AWS) by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS I—Level I class. Students will learn how to configure and manage the AWS environment with greater efficiency and automation. They will use the command line, SDKs, and templates to use infrastructure as code, they will use CloudFormation, Elastic Beanstalk, and OpsWorks to automate deployment, and they will learn about AWS data storage techniques, and will be introduced to relational database services. This course is for administrators, solution architects and developers interested in using AWS services, and those interested in becoming AWS network administrators. All students are expected to have an AWS account, please visit: aws.amazon.com. *Prerequisites: AWS I or equivalent experience.* A textbook is recommended for this class. TWA

Course: ITI363   **18 Hours**
$99 + $306 fee = $405; NMR add $160
Gaithersburg Business Training Center
CRN#: 34400   6 Sessions   T,R
3/10-4/2   6:30-9:30 p.m.
No class 3/17, 3/19

AWS: Amazon Web Services—Level III

Gain hands on experience with Amazon Web Services (AWS) products and services in this third in a series of three AWS courses that will help students achieve the AWS "Certified Solutions Architect-Associate" certification. This course progresses students who are already familiar with AWS by giving them hands on experience with additional tools and capabilities beyond what is provided in the AWS Level I & Level II classes. Students will learn how to create a Content Delivery Network (CDN), configure DNS services using Route 53, and how to set up and use applications services like the Simple Queue Service (SQS), Simple Workflow Service (SWS), Elastic Transcoder, the API Gateway, and streaming with Kinesis. Certification exam topics will be reviewed and key Amazon white papers will be reviewed and discussed. All students are expected to have an AWS account; please visit aws.amazon.com. A textbook is recommended for this class. *Prerequisites: AWS Level , and AWS Level II courses or equivalent experience.* TWA

Course: ITI364   **18 Hours**
$99 + $306 fee = $405; NMR add $225
Gaithersburg Business Training Center
CRN#: 34401   6 Sessions   T,R
4/7-4/23   6:30-9:30 p.m.

Mastering DevOps with Docker

Docker containers are a flexible platform that allows you to easily build ship and run your applications in scalable and distributed environments. ITI's training surveys different deployment options and how to build scalable Docker solutions. This course is for web developers, system admins, operations managers, anyone who is in an IT/testing/QA team, and anyone who wants to learn about Docker. *Prerequisites: Experience with installing/configuring operating systems, experience with using the command line a plus.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI400   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34417   4 Sessions   M,W
4/20-4/29   6:30-9:30 p.m.

Microsoft Azure—Introduction

Learn to how to host, backup and maintain servers and Microsoft Azure services using the Azure platform. This course is for administrations and developers interested in using Microsoft Azure and those interested in becoming Azure administrators. *Prerequisites: Experience implementing, developing or managing IT systems.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI356   **18 Hours**
$199 + $106 fee = $305; NMR add $160
Gaithersburg Business Training Center
CRN#: 34398   6 Sessions   T,R
1/28-2/13   6:30-9:30 p.m.

COMPUTER NETWORKS

Cisco CCNA Complete Lab

This is the required lab for the Cisco CCNA Complete class. Students registered in this class must be also registered for ITI277. TWA

Course: ITI300   **40 Hours**
$15 + $55 fee = $70; NMR add $50
Gaithersburg Business Training Center
CRN#: 34381   10 Sessions   S
2/15-4/25   9 a.m.-1 p.m.
No class 3/21

Cisco CCNA Complete▲

This accelerated class is designed to take you through all four courses of the Cisco Networking Academy CCNA Routing and Switching Program and prepare you for the Cisco Certified Network Associate (CCNA) certification. Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices. Career pathways include: network technician, support engineer, network administrator, network designer, and network engineer. Montgomery College participates in the Cisco Networking Academy Program and has Cisco lab facilities that are second to none in the region. Cisco labs are required and are held on Saturdays. Students who register for this class must register also for the lab sessions, course ITI300. This is an exciting, challenging and rewarding course. *Prerequisites: Knowledge of networking infrastructure or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI277   **100 Hours**
$519 + $1384 fee = $1903; NMR add $800
Gaithersburg Business Training Center
CRN#: 34377   28 Sessions   T,R
1/28-5/5   6-9:45 p.m.
No class 3/17, 3/19

Computer Support Specialist—Microsoft 365 Certified

This course will prepare students for the Microsoft certification exam MD-100 and MD-101: Microsoft 365 Certified: Modern Desktop Administrator Associate. The course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. These skills include learning how to install and customize Windows 10 operating systems and apps, and configure local and remote network connectivity and storage. Students will also learn how to configure data security, device security, network security, and integrate Azure features. This course is intended for IT professionals who administer and support Windows 10 desktops, devices, users, and associated network and security resources. This course is also intended to provide skills for Enterprise Desktop Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows 10 desktops and devices within a Windows domain environment in medium to large enterprise organizations. *Prerequisites: Networking Fundamentals or knowledge of and experience with the Windows operating system, as well as basic computer networking concepts.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI378   **60 Hours**
$200 + $599 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#: 34405   20 Sessions   M,W
2/17-4/29   6:30-9:30 p.m.
No class 3/16, 3/18

Would you like to teach for ITI?

Please e-mail your resume and a request for your area of interest to:
eunice.melo@montgomerycollege.edu

ITI Networking Academy

The ITI Networking Academy at the Information Technology Institute at Montgomery College is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led hands-on course provides you the entry level skills necessary to start a career in Information Technology. Our instructors are IT professionals who combine technical and real world experience so you can build the solution-based skills employers seek. This program will prepare you to get certified in the recognized CompTIA IT Fundamentals, Network+, and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. The ITI Networking Academy includes the following courses:
IT Fundamentals Exam Preparation (32 hrs),
Network+ Certification Exam Preparation (42 hrs),
Security+ Certification Exam Preparation (20 hrs).
Other added benefits: Career advice and resume building workshops, academy priced vouchers for certification exams, virtual labs and additional learning resource.
Prerequisites: Computer Basics, File Management Skills, or equivalent experience. Basic understanding of computer networking highly recommended. Textbook access and purchase information will be available at the first class. TWA
Course: ITI294   **94 Hours**
$200 + $899 fee = $1099; NMR add $650
Gaithersburg Business Training Center
CRN#: 34380   27 Sessions   M,W
1/27-5/4   6-9:30 p.m.
Last class on 5/4 meets 6-9 p.m.
No class 3/16, 3/18

Linux/Unix—Level I

Linux, an open source implementation of UNIX, is a multi-user, multi-tasking operating system that powers much of the Internet, including services such as DNS, e-mail, and the World Wide Web. Discover the fundamentals of Linux and learn the essentials of the file system, command line interface, and basic utilities. By the end of the course, you will be able to manage an account and be functional and productive on UNIX-based operating systems. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisites: Keyboarding skills and some knowledge of operating systems.* You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP212   **12 Hours**
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 34350   4 Sessions   T,R
2/4-2/13   6:30-9:30 p.m.

Linux/Unix—Level II

With Linux, a freely available version of the UNIX operating system, it has become easier than ever to use UNIX at home or in small office environments as well as the Enterprise. This intermediate course in the Linux/UNIX operating system provides the tools you need to work more efficiently in a Linux/UNIX environment. You will also be introduced to shell scripts, networking, graphical user interfaces using X-Windows, and advanced utilities. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisite: Linux/Unix—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP213   **12 Hours**
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 34351   4 Sessions   T,R
2/18-2/27   6:30-9:30 p.m.

Linux/Unix—System Administration Introduction

Linux and UNIX power most of the most powerful supercomputers in the world today (top500.org). This introductory course in Linux/UNIX system administration emphasizes administration of systems rather than their use from an end-user's point of view. Topics covered include system installation and configuration, user and group administration, service management, software installation, package management, and security. This is a hands-on course using the popular Ubuntu (ubuntu.com) Linux distribution. *Prerequisites: Linux/Unix—Levels I and II or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP214   **12 Hours**
$99 + $181 fee = $280; NMR add $140
Gaithersburg Business Training Center
CRN#: 34352   4 Sessions   T,R
3/3-3/12   6:30-9:30 p.m.

MCSA: Windows Server 2016 Certification

This course will prepare you for the Microsoft Certified Solutions Associate (MCSA): Windows Server 2016 Certification. Learn about the installation, storage, and computer features on Microsoft's latest server operating system, as well as networking and Active Directory features of Windows Server 2016. The courses in this path map to the exam objectives for exams 70-740, 70-741, and 70-742. Earning an MCSA: Windows Server 2016 certification qualifies you for a position as a network or computer systems administrator or as a computer network engineer, and it is the first step on your path to becoming a Microsoft Certified Solutions Expert (MCSE). Labs and test preparation will be integrated into the course. *Prerequisite: Microsoft Certified Solution Associate in Windows 10 or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI379   **54 Hours**
$200 + $599 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#: 34406   15 Sessions   S
2/8-5/16   9 a.m.-1 p.m.
No class 3/21

Network+ Certification Training and Exam Prep

Over time, the CompTIA Network+ certification has proven to be a must have certification for IT professionals new to networking, as well as seasoned professionals. Its profile has risen to the point where it is often recommended (or required) by major corporations and government agencies and is a condition of employment. In this course, you will be exposed to the five domains tested in the Network+ exam: network concepts, network installation and configuration, network media and topologies, network management, and network security. Upon completion of this course, you will be prepared to take the Network+ Certification exam. *Prerequisites: Networking Fundamentals, knowledge of operating systems and hardware, or equivalent experience.* Textbook access and purchase information will be available at the first class. TWA

Course: ITI241   **42 Hours**
$199 + $405 fee = $604; NMR add $300
Gaithersburg Business Training Center
CRN#: 34375   14 Sessions   M,W
2/24-4/15   6:30-9:30 p.m.
No class 3/16, 3/18

Networking Basics (See course on page 5.)

Networking Fundamentals

Build a solid foundation in computer networking concepts, and start preparing for the CompTIA IT Fundamentals certification. Learn the basics of computing, IT infrastructure, software development, and database use. In addition, learn the basic of installing software, establishing basic network connectivity, and identifying/preventing basic security risks. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for the Network + course. *Pre-requisites: Computer Basics, File Management Skills, or a solid understanding of computer hardware and operating systems.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI421   **18 Hours**
$65 + $139 fee = $204; NMR add $140
Gaithersburg Business Training Center
CRN#: 34434   6 Sessions   M,W
2/3-2/19   6:30-9:30 p.m.

Security+ Certification Training and Exam Prep

The demand for IT professionals with security skills and knowledge has never been greater. And one of the most widely sought after certifications for those seeking to either enter or advance in the security field is the CompTIA Security+ (SYO-501). In this course, students will learn the key concepts and skills required to obtain this industry significant certification. The course will cover the Security+ exam's six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks and Vulnerabilities. Upon completion of the course, students will be able to sit for the Security+ certification exam. *Prerequisites: Network+ or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI240   **40 Hours**
$199 + $405 fee = $604; NMR add $300
Rockville Campus
CRN#: 34374   10 Sessions   S
2/15-4/25   9:30 a.m.-1:30 p.m.
No class 3/21

Splunk for Power Users

Splunk is a fully featured, searching, analyzing, monitoring and reporting platform for collecting data. Splunk is easy to use and deploy. It turns machine data into intelligence, rapid visibility and insight. Splunk basically processes all of your text-based log data, and presents a simple way to going over it. It started out as "Google for your logs", but now, it's more than that. Learn how you can easily examine for specific patterns, or develop all manner of graphical reports. Learn how to search, navigate, and create reports, manage knowledge objects, and extract knowledge from a sea of information. *Prerequisites: Familiarity with basics of cybersecurity and/or data science.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI331   **18 Hours**
$99 + $186 fee = $285; NMR add $140
Gaithersburg Business Training Center
CRN#: 34390   6 Sessions   T,R
3/24-4/9   6:30-9:30 p.m.

COMPUTER-AIDED DESIGN

Computer Aided Design (CAD) II: 3D Drawing

Obtain a solid foundation in the 3D Modeling Workspace, techniques for creating and editing 3D objects, and preparing 3D models for 3D printing. You will create virtual 3D models of an apartment, a fictitious mechanical part, and a surfboard. After completing this course, you will be able to create AutoCAD 3D objects, edit AutoCAD 3D objects, and prepare an AutoCAD 3D model for 3D printing. You must bring the textbook and a USB drive with at least 4 GB of memory to the first class. *Prerequisites: Computer-Aided Design I or equivalent experience* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI261   **30 Hours**
$160 + $500 fee = $660; NMR add $300
Rockville Campus
CRN#: 34376   10 Sessions   T,R
3/10-4/16   6:30-9:30 p.m.
No class 3/17, 3/19

Computer-Aided Design (CAD) 1

Get acquainted with the fundamentals of AutoCAD 2018 software. This class will provide a solid foundation in the essentials of the drawing environment, basic draw and modify commands, support tools, and printing capabilities. At the conclusion, you will have the basic knowledge required to create, edit, and print clean, accurate drawings. *Prerequisite: Working with Windows or equivalent experience. Familiarity with drafting techniques.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP076   **30 Hours**
$267 + $507 fee = $774; NMR add $350
Rockville Campus
CRN#: 34338   10 Sessions   T,R
2/4-3/5   6:30-9:30 p.m.

CyberAdvantage

Cybersecurity Foundations Training

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

Course: ITI375   **75 Hours**
$300 + $599 fee = $899; NMR add $400
Rockville Campus
CRN#: 34404   25 Sessions   T,R
2/18-5/19   6:30-9:30 p.m.
No class 3/17, 3/19

Cybersecurity

CISSP Test Preparation

The Certified Information Systems Security Professional (CISSP) course is designed to ensure that someone handling computer security for a company or client has mastered a standardized body of knowledge. Certified Information Systems Security Professional (CISSP) has developed as the key certification for security professionals in government and industry. Corporations are seeking certified, experienced information security professionals to safeguard their information and assets. The CISSP® is considered the global standard that proves an individual's proficiency in several security disciplines. Security professionals consider the Certified Information Systems Security Professional (CISSP) to be the most desired certification to achieve. This course is intended for experienced cyber professionals that have the background to take the CISSP but need help preparing for the exam. Prerequisites: Two years of experience and extensive knowledge of cybersecurity. The ideal candidate has already started preparing to take the exam and would be using this class to complete their preparation. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI380   **42 Hours**
$400 + $697 fee = $1097; NMR add $650
Gaithersburg Business Training Center
CRN#: 34407   14 Sessions   T,R
2/25-4/16   6:30-9:30 p.m.
No class 3/17, 3/19

Digital Forensics—Hands-On

Digital Forensics is a popular field with many opportunities for current and aspiring IT Professionals. In this advanced course on Digital Forensics, students will work on actual cases by investigating memory captures, network captures and system logs. The students will attempt to perform a complete forensic examination and ascertain what happened and what can be proved. This course is for students that are completing a digital forensics series or are already working in cybersecurity. *Prerequisites: Digital Forensics - Introduction, or equivalent experience.* TWA

Course: ITI382   **18 Hours**
$99 + $190 fee = $289; NMR add $140
Gaithersburg Business Training Center
CRN#: 34409   6 Sessions   M,W
3/9-4/1   6:30-9:30 p.m.
No class 3/16, 3/18

Digital Forensics—Introduction

Digital Forensics involves the investigation of computer-related crimes with the goal of obtaining evidence to be presented in court of law. In this course, you will learn the basic skills necessary to begin the study of digital forensics. You will also learn how to examine network, log and file system evidence for traces of incursion and attack. *Prerequisites: Students should have a working knowledge of computer operations and architecture.* TWA

Course: ITI381   **6 Hours**
$45 + $80 fee = $125; NMR add $120
Gaithersburg Business Training Center
CRN#: 34408   2 Sessions   M,W
3/2-3/4   6:30-9:30 p.m.

Network+ Certification Training and Exam Prep
See course on page 10.
Security+ Certification Training and Exam Prep
See course on page 10.
Splunk for Power Users
See course on page 10.

Data Analysis

Automated Tools for Data Science

With the recent boom in data science, there is also an increase in the interest in using data science without knowing how to code. There are now fantastic tools that can take some of the hard work out of your hands and provide you with a simple GUI interface for doing some of the basic Data Science tasks. In this the student is introduced to data science tools that do not require programming skills. This class is for students that have had at least one class in data analysis and understand that primary tasks in a data analysis pipeline. All students are expected to have an AWS account. AWS.amazon.com to create your account. *Prerequisites: An interest in and basic knowledge of Data Science.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI404   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34421   4 Sessions   T,R
3/24-4/2   6:30-9:30 p.m.

Data Analysis Fundamentals

Whether you are considering a career in data, or you would like to analyze data for your own insight, this course should be your starting point. Understand where data comes from, how to find it, and the different types available. Learn how to identify missing observations in a data table and how to handle missing observations using various techniques. Apply statistics methods to analyze data, create charts, graphs, and other methods to visualize data table, and gain an understanding on how to formulate a hypothesis and interpret results. Three hours (1 session) of this course consist of online instruction/projects. *Prerequisites: File management skills, Working with Windows or equivalent experience.* TWA

Course: ITI339   **15 Hours**
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 34394   5 Sessions   T,R
1/28-2/6   6:30-9:30 p.m.

Data Analytics BootCamp

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

Course: ITI340   **60 Hours**
$199 + $500 fee = $699; NMR add $300
Takoma Park/Silver Spring Campus
CRN#: 34395   11 Sessions   S
2/8-4/18   9 a.m.-1 p.m.
No class 3/21

Data Analytics BootCamp—Advanced

This Bootcamp picks up where the Introductory Data Analysis Bootcamp leaves off. Students that are already familiar with python and/or R and the basics of the data science pipeline are now introduced to more advanced skills: web scraping, consuming Web APIs, SQL, advanced clustering and classification algorithms, model optimization and applying solid design principles to dashboard creation. This is a hybrid class consisting of 60 hours of in-class instruction and 30 hours of online instruction utilizing videos, individual and group projects. *Prerequisites: Completion of the introductory Data Analysis Bootcamp, or a basic understanding of Python, data analysis algorithms and data visualization.* TWA

Course: ITI399   **90 Hours**
$400 + $349 fee = $749; NMR add $350
Gaithersburg Business Training Center
CRN#: 34416   13 Sessions   S
2/15-5/9   9 a.m.-1:10 p.m.
No class 3/2

Data Science for Managers

Learn what you need to know to begin assembling and leading a data science enterprise, even if you have never worked in data science before. This is a crash course in data science so that you become conversant in the field and understand your role as a leader. You will learn how to recruit, assemble, evaluate, and develop a team with complementary skill sets and roles. Understand the structure of the data science pipeline, the goals of each stage, and how to keep the team on target throughout. Finally, learn some down-to-earth practical skills that will help you overcome the common challenges that frequently derail data science projects. *Prerequisites: A basic understanding of Excel.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI394   **12 Hours**
$100 + $149 fee = $249; NMR add $140
Gaithersburg Business Training Center
CRN#: 34414   4 Sessions   T,R
3/3-3/12   6:30-9:30 p.m.

Ethics in Data Science

Data Science and Machine Learning create new ways of using data every day. The news is filled with the ways people are using (and misusing) our data. In this class, students will, through the use of actual case studies, examine the ways in which we can better balance the ethical and legal issues in the use of data. This class is designed for any student with a concern for how data science is used. *Prerequisites: An interest in and basic knowledge of Data Science.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI403   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34420   4 Sessions   T,R
2/18-2/27   6:30-9:30 p.m.

Mastering Tableau—Introduction

Tableau Desktop is one of the most used data visualization, reporting and Business Intelligence tool in the world. Tableau is simple to use requiring minimum skill level and has great visualization capabilities making it the reporting tool of choice for multiple enterprises. In this class, we prepare the student to take up a job assignment requiring Tableau Desktop expertise. The course has been specifically designed to give your Tableau career a strong boost. This Tableau training focuses on skills, such as acquiring data, generating attractive views, and creating calculated fields. This course also addresses designing, creating, and distributing dashboards Finally, this course helps prepare the student for the Tableau Desktop Specialist certification exam. *Prerequisites: Computer Basics, Excel Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI420   **30 Hours**
$199 + $249 fee = $448; NMR add $225
Gaithersburg Business Training Center
CRN#: 34433   10 Sessions   T,R
2/11-3/12   6:30-9:30 p.m.

Power BI—Introduction

In this data science course, you will learn the basic concept of Power BI with demos, quizzes, and hands-on labs. You'll walk through Power BI, end to end, starting from how to connect to and import your data, author reports using Power BI Desktop, and publish those reports to the Power BI service. Plus, learn to create dashboards and share with business users—on the web and on mobile devices. TWA

Course: ITI406   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34423   4 Sessions   M,W
2/3-2/12   6:30-9:30 p.m.

Storytelling with Data

Charts and graphs are widely used for presenting information to an audience but many organizations are guilty of "death by Power-Point". Whether you are a project manager, business analyst, data scientist, or just curious about data, this course will guide you through a series of hands-on activities to understand how to interpret data in a presentation. This class is designed for students to develop a "data culture" mindset in order to drive better decision-making and build a foundation for further Data Analytics track courses. *Prerequisites: Basic knowledge of Excel.* TWA

Course: ITI402   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34419   4 Sessions   T,R
2/4-2/13   6:30-9:30 p.m.

Visual Analytics BootCamp

This Visual Analytics Bootcamp takes the student from data novice to data expert in this 48-hour project-based course. You will learn and apply basic data analysis tools including data mining and visualization. Learn to clean, explore, and analyze data using Tableau. This bootcamp is designed to help you whether you are considering a career in data, work in a context where supervisors are looking to you for data insights, or you just have some burning questions you want to explore. No prior experience is required.

This is a blended course, students will meet 40 hours for classroom instruction and 8 hours online instruction. *Prerequisites: Computer Basics, File Management Skills, Working with Windows, or equivalent experience. Knowledge of MS Excel, statistical concepts, and programming recommended.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI419   **48 Hours**
$199 + $500 fee = $699; NMR add $300
Gaithersburg Business Training Center
CRN#: 34432   10 Sessions   S
2/8-4/18   9 a.m.-1 p.m.
No class 3/21

ROOM NUMBERS

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

DATABASES

MS SQL Server Administration I

Microsoft's database server, is in widespread use by companies to develop and manage large enterprise databases. Learn how MSSQL Server 2016 uses and handles Structured Query Language (SQL), plus manage relational databases using MSSQL Server 2016 Management Studio (SSMS). This course will help those just starting out becoming a Database Administrator (DBA), or even those that have some knowledge, but looking for more skill level. Students will understand all the different functions, configurations, and create implementations plans using MSSQL 2016. *Prerequisites: Working with Windows, File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI351   **18 Hours**
$99 + $219 fee = $318; NMR add $160
Gaithersburg Business Training Center
CRN#: 34396   6 Sessions   M,W
4/6-4/22   6:30-9:30 p.m.

MS SQL Server Administration II

Microsoft's database server, is in widespread use by companies to develop and manage large enterprise databases. As a Database Administrator, you will leaned the different types of High Available and Disaster Recovery options, Performance monitoring and Management Tools, Migration and Upgrading MSSQL, Troubleshooting, and Always-On High Availability. *Prerequisites: MS SQL Server Administration I, or proficiency with older versions of MSSQL server and SQL.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI352   **12 Hours**
$99 + $219 fee = $318; NMR add $160
Gaithersburg Business Training Center
CRN#: 34397   4 Sessions   M,W
4/27-5/6   6:30-9:30 p.m.
No class 5/11, 5/13

Oracle Database Administrator Certified Associate ▲

Gain a firm foundation in basic administration of Oracle Database 12c and become an Oracle Database Certified Associate (OCA). In this class, you will learn how to install and maintain Oracle Database 12c instance. You will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. This course prepares you for Certification Exam 1Z0-062 Oracle Database 12c: Installation and Administration. *Prerequisite for this course is Oracle Database 12c: Introduction to SQL.* TWA

Course: ITI416 **42 Hours**
$389 + $600 fee = $989; NMR add $400
Gaithersburg Business Training Center
CRN#: 34429 14 Sessions M,W
3/23-5/6 6:30-9:30 p.m.

Oracle Database: Introduction to SQL ▲

Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-071, Oracle Database 12C: SQL Fundamentals and can upgrade Oracle database users of previous versions. TWA

Course: ITI417 **42 Hours**
$289 + $694 fee = $983; NMR add $400
Gaithersburg Business Training Center
CRN#: 34430 14 Sessions M,W
1/27-3/11 6:30-9:30 p.m.

DIGITAL GRAPHICS

Step by Step Guide to Self-Publish with Amazon

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

Course: ITI330 **6 Hours**
$45 + $80 fee = $125; NMR add $120
Rockville Campus
CRN#: 34388 2 Sessions M,W
2/24-2/26 9:30 a.m.-12:30 p.m.

QUESTIONS?

Do you have any questions about our ITI classes?
If so, please call Mary Ann Behme at 240-567-5510 or e-mail
maryann.behme@montgomerycollege.edu.

NETWORKING

Python for IT Professionals

Python is used in a wide variety of settings. One popular use is as a language for carrying out a variety of system-administration tasks — from carrying out bulk file operations to monitoring systems to provisioning new servers. In particular, many Unix administrators have started to use Python instead of the traditional Unix shell. This course is aimed at system administrators who want to be able to monitor and control their system more easily using Python. The course assumes knowledge and understanding of Unix/Linux based computers, and will provide system administrators with a set of Python-based tools that they can use to build administrative scripts and applications. *Prerequisites: Knowledge of Python and Linux Administration.* TWA

Course: ITI401 **18 Hours**
$99 + $200 fee = $299; NMR add $140
Gaithersburg Business Training Center
CRN#: 34418 6 Sessions M,W
2/10-2/26 6:30-9:30 p.m.

PROGRAMMING/SOFTWARE DEVELOPMENT

iPhone/iPad Development with Swift

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

Course: ITI3367 **42 Hours**
$100 + $299 fee = $399; NMR add $160
Gaithersburg Business Training Center
CRN#: 35364 10 Sessions S
2/15-4/25 10 a.m.-2:15 p.m.
No class 3/21

Java Programming—Introduction

Java is one of the most popular programming languages out there. This course covers an overview of object-oriented programming, and will provide you with a basic foundation in Java. Topics include Java language essentials, Java Software Development Kit (J2SDK), and simple standalone text and graphics applications in Java. *Prerequisites: Programming Fundamentals or equivalent experience. Knowledge of another programming language is helpful but not required.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI418 **18 Hours**
$99 + $205 fee = $304; NMR add $160
Gaithersburg Business Training Center
CRN#: 34431 6 Sessions M,W
2/10-2/26 6:30-9:30 p.m.

Java Web Development Bootcamp

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

Course: ITI283   **35 Hours**
$100 + $399 fee = $499; NMR add $225
Gaithersburg Business Training Center
CRN#: 34378   12 Sessions   M,W
3/2-4/15   6:30-9:30 p.m.
No class 3/16, 3/18

Programming Fundamentals

This course provides knowledge to begin programming in any language. The course covers creating small programs to explore conditions, loops, variables, expressions, working with different kinds of data, how to debug, and using different approaches to building programs in Python. Topics include: Understanding compiled and interpreted languages, requesting ing input, working with numbers, characters, strings, and operators, Writing conditional statements and loops, and debugging. *Prerequisites: Working with Windows, File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP839   **18 Hours**
$99 + $205 fee = $304; NMR add $160
Rockville Campus
CRN#: 34359   6 Sessions   T,R
1/28-2/13   6:30-9:30 p.m.

Python Programming—Level I

Learn basic Python. Python is a powerful scripting language that can be used to automate system administration, create powerful web pages, develop mobile applications and more. This course is an introduction to Python and introduces many beginner programming concepts along the way. Learn Python objects, Python Statements and syntax, numbers, strings, lists, numeric types, variables and references, and strings. Topics also include functions, scopes, arguments, advanced functions, module coding and packages. Three hours of this class (1 session) consist of online instructions/projects. *Prerequisite: Programming Fundamentals or equivalent experience. Experience with an object oriented language such as C++, Java, or C# recommended but not required.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI337   **15 Hours**
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 34392   5 Sessions   T,R
4/7-4/16   6:30-9:30 p.m.

Python Programming—Level II

This course will explore the object-oriented aspects of Python using Python 3.x. The course will also explore various IDEs (integrated development environments), unit testing, debugging, handling exceptions, installing packages, and accessing databases. Hands-on exercises will engage students with the training material. Three hours of this class (1 session) consist of online instructions/projects. *Prerequisites: Python Programming I or equivalent experience. TWA*

Course: ITI336   **15 Hours**
$99 + $191 fee = $290; NMR add $140
Gaithersburg Business Training Center
CRN#: 34391   5 Sessions   T,R
4/21-4/30   6:30-9:30 p.m.

SALESFORCE

Salesforce Administrator Training

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

Course: ITI370   **40 Hours**
$300 + $399 fee = $699; NMR add $300
Rockville Campus
CRN#: 34403   10 Sessions   S
2/8-4/18   9:30 a.m.-1:30 p.m.
No class 3/21

Salesforce Developer Training

Would you like to get certified to be a developer on the fastest growing CRM platform in the world? Learn the essential skills to become a certified Salesforce Developer. This 10 week course is 100% aligned with the official exam Study Guide. We will develop real-life business applications using Apex and Visualforce. This practical hands-on learning class that will ensure you pass the certification exam. *Prerequisites: Basic Salesforce Administration knowledge, Java programming knowledge is a plus.* TWA

Course: ITI408   **40 Hours**
$300 + $399 fee = $699; NMR add $300
Gaithersburg Business Training Center
CRN#: 34424   10 Sessions   S
2/15-4/25   9:30 a.m.-1:30 p.m.
No class 3/21

ROOM NUMBERS

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

SharePoint

Microsoft SharePoint for Site Administrators

This course is designed for SharePoint site administrators and power users tasked with supporting their organization's Office 365 and/or SharePoint Online tenancy. Starting with building a site collection and adding libraries and lists, to the more advanced steps of setting up and modifying permissions and utilizing built-in and custom security groups, the student will learn required techniques while picking up useful tips. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI405   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Gaithersburg Business Training Center
CRN#: 34422   4 Sessions   T,R
4/21-4/30   6:30-9:30 p.m.

Social Media Networking

Build Your Social Media Marketing Plan Module I—Facebook and Instagram

Learn how to effectively manage a Facebook business page and group and integrate a business Instagram account to market your business. Learn about effective Facebook and Instagram site management; new techniques and emerging trends; tools; plug-ins; and third party applications customized for your business, non-profit, or association use. E-book required available on Amazon: www.amazon.com/500-Social-Media-Marketing-Tips-ebook/dp/B007L-50HE6 Prerequisites: Introduction to Social Media Marketing or some experience with Facebook business pages. TWA

Course: ITI384   **12 Hours**
$95 + $125 fee = $220; NMR add $140
Gaithersburg Business Training Center
CRN#: 34411   2 Sessions   T,R
2/18-2/20   9 a.m.-3:30 p.m.

Build Your Social Media Marketing Plan Module II—Pinterest, You Tube & Google+

Learn how to take advantage of these social networks to engage your audience and grow your business. Increase your brand presences and drive traffic to your site using Pinterest as a marketing platform, and leverage the power of YouTube to establish and retain an audience. This class will use case studies and interactive exercises. All participants are expected to have active Pinterest, Google Plus, and YouTube accounts. Mobile devices with all apps previously installed must be brought to class. E-book required available on Amazon: www.amazon.com/500-Social-Media-Marketing-Tips-ebook/dp/B007L50HE6 Prerequisites: Introduction to Social Media Marketing or some experience with YouTube and Pinterest. TWA

Course: ITI385   **12 Hours**
$95 + $125 fee = $220; NMR add $140
Gaithersburg Business Training Center
CRN#: 34412   2 Sessions   T,R
3/3-3/5   9 a.m.-3:30 p.m.

Build Your Social Media Marketing Plan Module III—Twitter & Periscope

Learn how to effectively manage a Twitter business account and integrate it into your overall marketing strategy. Learn how to create a great user name and profile, define your brand personality, and begin tweeting. Use tools to manage your daily efforts, including how to monitor Twitter, and LinkedIn and schedule posts and tweets. Also, learn how to use Periscope. Periscope is an app that lets you share and experience live video streams direct from your smartphone or tablet. The app is interactive and engaging as viewers can comment and the person sharing the video can respond to in real time. E-book required available on Amazon: www.amazon.com/500-Social-Media-Marketing-Tips-ebook/dp/B007L50HE6 Prerequisites: Introduction to Social Media Marketing or some experience with Twitter business pages. TWA

Course: ITI386   **12 Hours**
$95 + $125 fee = $220; NMR add $140
Gaithersburg Business Training Center
CRN#: 34413   2 Sessions   T,R
3/24-3/26   9 a.m.-3:30 p.m.

Introduction to Social Media Marketing

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

Course: ITI383   **6 Hours**
$29 + $69 fee = $98; NMR add $50
Gaithersburg Business Training Center
CRN#: 34410   1 Session   W
2/12   9 a.m.-3:30 p.m.

Web and Mobile Design and Development

Creating Your Personal and Small Business Web Sites

HTML5 & CSS3

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

Course: ITI412   **24 Hours**
$199 + $200 fee = $399; NMR add $160
Rockville Campus
CRN#: 34425   8 Sessions   M,W
1/27-2/19   6:30-9:30 p.m.

JavaScript & jQuery
JavaScript is the high-level, interpreted programming language used to make webpages interactive. Alongside HTML and CSS, JavaScript is one of the three core technologies of the World Wide Web.JavaScript enables interactive web pages and thus is an essential part of web applications. All websites use it, and all major web browsers have a dedicated JavaScript engine to execute it. As a multi-paradigm language, you will learn how JavaScript supports event- driven, functional, and imperative (including object- oriented and prototype-based) programming styles. It has an API for working with text, arrays, dates, regular expressions, and basic manipulation of the Document Object Model (DOM). The Dreamweaver Integrated Development Environment (IDE) will be used to design and develop a website using JavaScript. JQuery, is the industry standard JavaScript library used to add interesting, interactive features to your web site. Topics will include jQuery set-up, installation, and use; using jQuery action/reaction events; and show/hide. Learn to quickly add animations and effects, image slide shows, photo galleries, and rollovers. Add a jQuery navigation bar. Enhance and validate forms and learn other jQuery web features. *Prerequisites: HTML5 and CSS3 or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI413   **24 Hours**
$199 + $200 fee = $399; NMR add $160
Rockville Campus
CRN#: 34426   8 Sessions   M,W
2/24-3/25   6:30-9:30 p.m.
No class 3/16, 3/18

Responsive Web Design—RWD
Learn the foundational building blocks for designing and creating HTML5, mobile-first web sites optimized for modern computers, tablets, and mobile devices using Responsive Web Design (RWD) principles. Topics include: layout using fluid, proportion-based grids, and flexible images. You will also develop a RWD compliant website. Frameworks to be covered include: Bootstrap and w3.css. The Dreamweaver Integrated Development Environment (IDE) will be used to design and develop RWD compliant websites using the Bootstrap and w3.css frameworks. *Prerequisites: HTML5, CSS3, JavaScript, and jQuery, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI415   **18 Hours**
$99 + $200 fee = $299; NMR add $140
Rockville Campus
CRN#: 34428   6 Sessions   M,W
4/13-4/29   6:30-9:30 p.m.

XML/JSON/AJAX
This course is an overview of core technologies developed for defining asynchronous web capabilities. XML documents are a validating structure and formatting, used to and delivering metadata information via the Web. JavaScript Object Notation (JSON) is an open-standard file format that uses human-readable text to transmit data objects. These are the most common data formats used for browsers and servers. Asynchronous JavaScript and XML (AJAX) is a set of Web development techniques using many web technologies on the client side to create asynchronous Web applications.

With AJAX, web applications can send and retrieve data from a server in the background without interfering with the display and behavior of the existing page. AJAX is not a single technology, but rather a group of technologies that include JavaScript, JSON and XML. Hands-on activities include building and validating ALAX data retrieval and presentation. The Dreamweaver Integrated Development Environment (IDE) will be used to design and develop asynchronous web capabilities using XML, JSON, and AJAX. *Prerequisites: HTML5, CSS3, JavaScript, and jQuery or equivalent experience.* TWA

Course: ITI414   **12 Hours**
$99 + $100 fee = $199; NMR add $120
Rockville Campus
CRN#: 34427   4 Sessions   M,W
3/30-4/8   6:30-9:30 p.m.

ENTREPRENEURSHIP AND SMALL BUSINESS

ENTREPRENEURSHIP

Entrepreneur's Mindset
Entrepreneurs are people who have unleashed their true creative potential to help solve problems in their local or global communities. The key element to cultivate Entrepreneurship is creativity: the ability to do anything with nothing. In this course, we explore the secret sauce of the necessary mindset we need in order to succeed and keep our creative juices flowing. You will explore tools such as "Lean Startup" and "Design Thinking" to start creating your viable product. In addition, we experience the ancient eastern tools of Kriya Meditation to tap our creativity and create a value driven vision statement. TWA

Course: ENT006   **6 Hours**
$118 + $31 fee = $149; NMR add $120
Gaithersburg Business Training Center
CRN#: 35359   2 Sessions   T,R
1/7-1/9   6-9 p.m.

Entrepreneurship and Finance (Start-Up)
In this course you will learn about the financial demands and expectations of entrepreneurship. You will learn corporate formation options, understanding stockholder's equity, raising money, and will gain competencies in the critical skills of financial statements and reporting, accounting, taxes, insurance, and practical QuickBooks skills. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

Course: ENT003   **6 Hours**
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus
CRN#: 35357   7 Sessions   M,W
3/9-4/1   6-9 p.m.

Entrepreneurship and Operations (Start-Up)
Learn about the operational demand and systems, in operating an innovative business. You will learn research and development, production, distribution/delivery, and operations. You will gain competencies in the critical skills of critical business skills of logistics and systems organization, and human resource functions of payroll and staffing; practical skills will be learned using the ADP tutorial. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

Course: ENT002   **6 Hours**
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus

CRN#: 35356	7 Sessions	M,W
2/10-3/4	6-9 p.m.	

Entrepreneurship: Business Life-cycle and Feasibility Study—Introduction
You will learn the full life-cycle of a business and gain competencies in business development and strategic planning along with foundational documents to move you forward. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

Course: ENT001   **6 Hours**
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus

CRN#: 35355	7 Sessions	M,W
1/6-2/3	6-9 p.m.	
No class 1/20		

Entrepreneurship: Marketing & Public Communication
Learn about the marketing and management of customer value. You will learn how to determine the 3M's: Message, Medium, and Market. The critical skills of selling into markets with value proposition and managing customer value, along with the practical skills of MailChimp, business pitch, and branding. Harvard Business Case Study purchases required, 2 per course; Instructor will provide instructions at first class. TWA

Course: ENT004   **6 Hours**
$278 + $72 fee = $350; NMR add $160
Takoma Park/Silver Spring Campus

CRN#: 35358	7 Session	M,W
4/6-4/29	6-9 p.m	

Tech Transfer, Innovation Introduction
Learn the process of brining innovative technology to market! The Technology Transference process is an under utilized business model. This course will guide you through the process of Technology Transfer, from identification to validation and monitoring. You will explore appropriate identification tools relating to assessment patents, intellectual property, licensing and market research. TWA

Course: ENT007   **6 Hours**
$118 + $31 fee = $149; NMR add $120
Takoma Park/Silver Spring Campus

CRN#: 35360	1 Sessions	S
3/7	9 a.m.-3:30 p.m.	

SMALL BUSINESS

Accounting Principles for Small Business
Reacquaint yourself with Accounting methodologies and practices used by professionals in the field. If you are a novice operator, review various accounting forms needed to run your small business; vocabulary, terminology and new trends will be covered. Some topics include: accounts receivable, accounts payable, debits, credits, tax forms, and more. Explore accounting management processes such as the fundamentals of planning and budgeting with tools such as QuickBooks. TWA

Course: SMB029   **6 Hours**
$54 + $45 fee = $99; NMR add $50
Germantown Campus

CRN#: 34913	1 Sessions	F
1/24	9 a.m.-3:30 p.m.	

Beyond Marketing—5 Ways to Grow Your Business
Already in business or just beginning? Gain an overview of core marketing principles every business owner should know! Five simple, innovative, and zero to low-cost strategies to grow your business will be covered. Techniques such as market plan, branding, and lead generation will be explored, all of which can be implemented right away!

Course: SMB962   **3 Hours**
$14 + $25 fee = $39; NMR add $30
Rockville Campus

CRN#: 34918	1 Session	W
1/29	6-9 p.m.	

Home Improvement License Law and Business Basics
Earning income from home improvements and remodeling requires a license from the State of Maryland. This course will prepare you for the licensing exam by reviewing Maryland Home Improvement License Law. Required Textbook: *Business and Project Management for Home Improvement Contractors, Maryland 6th. edition,* is required at the first class and available at campus bookstores or psionlinestore.com. TWA

Course: SMB181   **12 Hours**
$85 + $71 fee = $156; NMR add $120
Rockville Campus

CRN#: 34915	2 Sessions	S
2/1-2/8	9 a.m.-4 p.m.	

Home Inspection Cont. Ed. Part I
This class provides 15 hours of Continuing Education to **LICENSED** Home Inspectors **ONLY**; continuing education hours are required by the Maryland Commission of Home Inspection. Gain knowledge in the following residential components: HVAC, roofing, plumbing, electrical, and more. TWA

Course: SMB967   **15 Hours**
$95 + $103 fee = $198; NMR add $120
Rockville Campus

CRN#: 34920	2 Sessions	S
2/1-2/8	8 a.m.-3:30 p.m.	

Home Inspection Cont. Ed. Part II

This course is designed for **LICENSED** Home Inspectors and provides 15 hours of Continuing Education mandated by the State of Maryland. Topics include: inspecting and reporting on the soundness of an HVAC system, insulation, ventilation, fireplaces, and solid burning appliances. TWA

Course: SMB968   **15 Hours**

$93 + $101 fee = $194; NMR add $120

Rockville Campus

CRN#: 34922	2 Sessions	S
2/22-2/29	8 a.m.-3:30 p.m.	

Home Inspection: Make It Your Business ▲♥

The need for qualified home inspectors makes this one of the fastest growing businesses today. This pre-licensure course meets the requirements and covers the basics of home inspection to become a licensed Home Inspector in the State of Maryland. Topics include: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook: *Principles of Home Inspection Systems and Standards, 3rd Edition,* is required at first class and is available at campus bookstores. You **MUST** attend **ALL** required classroom sessions in order to obtain a certificate of completion; make-up opportunities are considered on a case-by-case basis, topic hours missed, typically are to be made up at next course offering. TWA

Course: SMB322   **72 Hours**

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

Rockville Campus

CRN#: 34917	16 Sessions	R,S
2/6-3/28	6:30-9:30 p.m. (R)	
	9 a.m.-4 p.m. (S)	

GREEN TRAINING

Environmental, Social & Financial Sustainability, Introduction

This class introduces basic concepts and framework of sustainability to provide you with a solid understanding of how sustainability works, why it is important, and how to use it as a lens for good business strategy. Topics covered include creating a sustainability plan, employee engagement, energy and climate change, and sustainability reporting and communication.TWA

Course: GRN007   **9 Hours**

$149 + $30 fee = $179; NMR add $120

Germantown Campus

CRN#: 34314	3 Sessions	R
3/12-3/26	6-9 p.m.	

HOSPITALITY: FOOD SAFETY AND EVENT MANAGEMENT

EVENT MANAGEMENT

(EMIP) Event Manager Internship Program

Event Experience Management Continuing Education Certificate Internship Program (EEMCEIP). Previous term graduates will engage in an internship to prepare for a job in the event management industry. You will experience event management principles and practices such as budget and project management for planning, executing, and closure of events. You will evaluate the risks associated with events and incorporate troubleshooting strategies and contingency plans. Internship assignments will be made by the program for entertainment and arts venues, or cultural, business and county organizations. You will be supported during the internship with small group and one on one coaching from the instructor. *Prerequisite: Completion of EEMCE from Montgomery College, Workforce Development and Continuing Education.* TWA

Course: HOS054   **30 Hours**

$45 + $30 fee = $75;NMR add $50

CRN#: 35090	1 Session
1/21-4/30	

Case Study in Event Management Forum

Explore the nuances of planning and executing an event through your participation in the case study method. Evaluate risks associated with case events and incorporate troubleshooting strategies and contingency plans. If course is being taken independently and student is not part of the certificate program, the prerequisite is: Basic knowledge of event-development and budgeting process, market segmentation, and promotion tools. EEMCE core course. TWA

Course: HOS044   **9 Hours**

$80 + $85 fee = $165; NMR add $120

Rockville Campus

CRN#: 34342	3 Sessions	M,W
3/16-3/23	6:30-9:30 p.m.	

Event Experience Management CE Certificate: Cohort

Certificate applicants must register in this section to be prepared, supported and recognized as participants in the Event Experience Management Experience Certificate program. Participants will identify expectations and learn the instructions of the virtual event management portfolio. Successful EEMCE completer's will be recognized at a celebration event and will be given a certificate of completion. Four basic courses and one elective are required to complete the certificate. The basic courses must be taken in the following order:

1. Introduction to Event Management
2. Event Operation
3. Event Marketing
4. Case Study in the Event Management Forum

You can complete an elective of your choice.

Note: elective offerings vary by semester.

a. How to Gain Employment in Event   Management
b. How to Open an Event Management Business
c. Risk Management and Risk Mitigation for Event Management

d. Technology and Social Media for Event Management
e. Event Management Employment Prep
f. Event Staffing
g. Meetings, Conferences and Protocols
h. Event Management Business Prep

Course: HOS062   **2 Hours**
$20 + $10 fee = $30; NMR add $30
Rockville Campus
CRN#: 35013   1 Session   T
4/21   6:30-8:30 p.m.

Event Management Business Prep
Learn how to open an Event Management business of your own! Acquire knowledge of the start-up process, including self-assessment, market volatility, and enterprise development. Relate competitive analysis, economic factors, and political ramifications to your enterprise aspirations. Position yourself to strategize, initiate, or expand your event management business. This course can serve as an EEMCE elective. TWA

Course: HOS060   **9 Hours**
$60 + $60 fee = $120; NMR add $120
Rockville Campus
CRN#: 34346   3 Sessions   M,W
4/8-4/15   6-9 p.m.

Event Management Employment Prep
Familiarize yourself with techniques and practices that prepare you to interview successfully, refine your abilities to search, identify and qualify employment opportunities in the event managment industry. Practice sharpening your written and verbal presentation skills. Equip yourself with strong assets in order to distinguish yourself in the job market. This course can serve as an EEMCE elective. TWA

Course: HOS058   **9 Hours**
$35 + $60 fee = $95; NMR add $50
Rockville Campus
CRN#: 35089   3 Sessions   M,W
3/30-4/6   6-9 p.m.

Event Marketing
Learn about market segmentation, market analysis, strategy, and advertising tools. Examine how to promote events and how to use these events to promote products, services, and causes. EEMCE core course. TWA

Course: HOS047   **12 Hours**
$109 + $120 fee = $229; NMR add $140
Rockville Campus
CRN#: 34343   4 Sessions   M,W
2/24-3/4   6:30-9:30 p.m.

Event Operation
Identify the steps and familiarize yourself with the process of event production. Acquire the successful concepts employed to produce content for live experience. EEMCE core course. TWA

Course: HOS030   **12 Hours**
$109 + $120 fee = $229; NMR add $140
Rockville Campus
CRN#: 34337   4 Sessions   M,W
2/3-2/12   6:30-9:30 p.m.

Event Staffing
The identification, recruitment, and management of even staff are explored. How to provide motivation is a management skill that will be cultivated through proven principles and case study, the skills imparted will allow a manager to create a cohesive and adaptable organization that event professionals covet to work for. This course can serve as an EEMCE elective. TWA

Course: HOS059   **12 Hours**
$125 + $69 fee = $194; NMR add $120
Rockville Campus
CRN#: 34345   3 Sessions   M,W,F
4/27-5/1   9 a.m.-1 p.m.

Introduction to Event Management
Discover major trends, methodologies, and successful practices used by professionals in the event management industry. Learn the event-development process, fundamentals of planning, evaluation, risk management, and more. EEMCE core course.

Course: HOS034   **12 Hours**
$80 + $120 fee = $200; NMR add $140
Rockville Campus
CRN#: 34340   4 Sessions   M,W
1/13-1/27   6:30-9:30 p.m.
No class 1/20

Meetings, Conferences & Protocols
This course will stress important aspects such as site selection, negotiating contracts, program planning, budgeting and more. Other topics may include legal liabilities, contracted services, printing, etc. This course can serves as an EEMCE elective TWA

Course: HOS061   **12 Hours**
$125 + $69 fee = $194; NMR add $120
Rockville Campus
CRN#: 34347   4 Sessions   M,W
4/20-4/29   6-9 p.m.

Food Safety

Allergen Awareness
Effective July 1, 2017, all certified food service managers must have an employee/individual on staff at all times, who has successfully completed a food allergen awareness training course.Allergen Awareness provides an in depth view into food allergies, intolerances and celiac disease. You will explore case studies and obtain strategies for controlling and managing the risks associated with food allergens. Workbook, one exam, and certification are included in the cost of the course. TWA

Course: HOS053   **4 Hours**
$90 + $99 fee = $189; NMR add $120
Rockville Campus
CRN#: 35088   1 Session   S
4/11   9 a.m.-1 p.m.

Food Certification Exam Retake

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

Course: HOS011 **2 Hours**
$10 + $71 fee = $81; NMR add $50
Rockville Campus
CRN#: 34334   1 Session   S
4/4   9-11 a.m.

Food Service Certification (ServSafe, National Restaurant Association)

Receive a nationally recognized training certificate in food safety. You will learn the approved procedures for handling utensils and equipment, food protection, prevention of food-borne diseases, and employee personal hygiene and habits; this course meets the requirements by the Maryland State Department of Health and Mental Hygiene. Students must pass the exam with a minimum score of 75% in order to receive a certificate enabling them to obtain a food manager's certification ID card; valid in Montgomery, Prince George's, Howard, and Baltimore City. Textbook: *ServSafe Essentials 7th edition,* with exam sheet, is available at Campus Bookstores and required at first class. TWA

Course: HOS013 **16 Hours**
$85 + $110 fee = $195; NMR add $120
Rockville Campus
CRN#: 34335   4 Sessions   S
1/25-2/15   9 a.m.-1 p.m.

Food Service Recertification

This ServSafe updates certified food managers and prepares you to take the exam for recertification; this exam must be taken every three years in Montgomery County. Students registering for this exam must have already completed the approved 16 hour Food Service Certification course and have a renewable/unexpired Montgomery County Food Service manager's ID card. A minimum score of 75% is required for passing. An exam answer sheet is required and can be purchased at Campus Bookstores. TWA

Course: HOS049 **8 Hours**
$30 + $70 fee = $100; NMR add $120
Westfield South
CRN#: 34344   2 Sessions   S
4/11-4/18   8:30 a.m.-12:30 p.m.

ROOM NUMBERS

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

INSTITUTO HISPANO DE NEGOCIOS Y ENTRENAMIENTO

CERTIFICACIÓN PARA MANIPULACIÓN DE ALIMENTOS EN ESPAÑOL

Certificación para Manipulación de Alimentos

Este curso incluye las 15 horas requeridas por el Departamento de Salud é Higiene Mental del Estado de Maryland. El curso está diseñado para entrenar en el cuidado y protección de alimentos. El curso incluye los siguientes temas: Enfermedades provenientes de los alimentos, importancia de la higiene y hábitos personales, procedimientos para la manipulación de alimentos, utensilios, y equipo. Para recibir un certificado de la Asociación de Restaurantes, el estudiante deberá pasar un examen con las bases establecidas por esta asociación con un mínimo de 75%. El examen se ofrecerá en la última clase del curso. Los alumnos deberán traer el libro de "ServSafe" (versión en español 7th edición) con la hoja del examen para la primera clase. El libro se vende en la librería del edificio Campus Center en Rockville. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión. TWA

Course: HBI191 **16 Hours**
$85 + $105 fee = $190; NMR add $120
Rockville Campus
CRN#: 34323   4 Sessions   S
2/8-2/29   9 a.m.-1 p.m.

Food Certification Exam Retake

Si no aprobó el examen de ServSafe Food Manager en un curso anterior de ServSafe, este curso es para usted. Debe presentar una carta de análisis de puntuación como verificación de las puntuaciones de exámenes anteriores. La hoja de respuestas del examen es obligatoria y se puede comprar en las librerías del campus. Proxy bilingüe (español) disponible. El examen terminará puntualmente después de dos horas. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course: HOS011 **2 Hours**
$10 + $71 fee = $81; NMR add $50
Rockville Campus
CRN#: 34334   1 Session   S
4/4   9-11 a.m.

COMPUTACÍON

Computación para el trabajo de oficina

Este curso ayudará a desarrollar habilidades para ser utilizado en un entorno de oficina profesional. Aprenderá los conceptos básicos de los programas de Microsoft Office como: Word, Excel y PowerPoint. También se cubrirá cómo usar de manera efectiva la web, el correo electrónico y la administración de archivos. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course: HBI202 **24 Hours**
$80 + $125 fee = $205; NMR add $140
Rockville Campus
CRN#: 34327   6 Sessions   S
1/25-2/29   9 a.m.-1 p.m.

Contabilidad Computarizada (QuickBooks)

Esta clase es para estudiantes que desean aprender los conceptos básicos del programa de contabilidad QuickBooks. Los estudiantes potenciales DEBEN tener conocimientos básicos de conceptos y terminología contables. También se requieren elementos básicos de la computadora, como la administración de archivos, la creación de carpetas y directorios. El curso cubrirá: presupuestos, facturas, recibos de ventas, pagos, conciliación de cuentas, impuestos, nóminas, etc. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course: HBI153 **18 Hours**
$100 + $150 fee = $250; NMR add $140
Rockville Campus
CRN#: 34320 6 Sessions M,W,F
1/22-2/3 6-9 p.m.
No class 1/20

Contabilidad Computerizada (QuickBooks II)

Este curso es la continuación de QuickBooks I; Incluye una breve revisión y comienza la instrucción sobre funciones contables avanzadas. Cálculo de nómina, formularios de impuestos, W2 y 1099 son algunos de los temas cubiertos. Aprenda a crear procesos que ayuden a rastrear el inventario, los impuestos a las ventas y los costos laborales. Prerrequisito: Quickbooks I. Las personas mayores de 60 años no pagan la matrícula, solo la tarifa de admisión.

Course: HBI211 **15 Hours**
$99 + $139 fee = $238; NMR add $140
Rockville Campus
CRN#: 34333 3 Sessions S
2/8-2/22 9 a.m.-2 p.m.

Construccíon

Preparacion para el examen de "Home Improvement"

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

Course: HBI212 **20 Hours**
$95 + $205 fee = $300; NMR add $160
Rockville Campus
CRN#: 35362 5 Sessions S
1/4-2/8 9 a.m.-1 p.m.
No class 1/18

Lectura de Planos (Overview of Blueprint Reading)

Este curso tiene como objetivo desarrollar en el estudiante la capacidad de análisis e interpretación de planos residenciales y comerciales, a fin de que adquiera los conocimientos básicos que le permitan comprender los símbolos, las gráficas, las abreviaturas y todos los elementos que se observan en un plano estructural o arquitectónico. Este proceso le permitirá tomar decisiones importantes, como también dirigir una construcción en todas sus etapas. Las personas mayores de 60 años no pagan la matrícula, solo el derecho de admisión.

Course: HBI213 **28 Hours**
$199 + $100 fee = $299; NMR add $140
Rockville Campus
CRN#: 35363 7 Sessions S
2/15-4/4 9 a.m.-1 p.m.
No class 3/21

Introduction to Construction Estimating

Este es un curso bilingüe de español e inglés para enseñar habilidades básicas en la estimación de la construcción. El curso familiarizará a los estudiantes con la metodología para desarrollar habilidades de estimación para proporcionar propuestas de construcción.

This is a Bilingual, Spanish/English course designed to teach basic skills in construction estimation. The course will familiarize the students with the methodolgy to develop estimating skills to provide construction proposals.

Course: HBI208 **20 Hours**
$99 + $90 fee = $189; NMR add $120
Rockville Campus
CRN#: 35361 10 Sessions T,R
4/14-5/14 6-9 p.m.

Electricidad

Electricidad I, Teoría

Aprenda los fundamentos teóricos de la electricidad para su uso en instalaciones residenciales. Estos conceptos siguen los códigos eléctricos nacionales y el alumno podrá identificar los diferentes componentes eléctricos. Las personas mayores de 60 años no pagan la matrícula, solo la cuota.

Course: HBI134 **20 Hours**
$80 + $170 fee = $250; NMR add $140
Rockville Campus
CRN#: 34315 6 Sessions F,S
1/24-2/8 6:30-9 p.m. (F)
8:30 a.m.-1 p.m. (S)

Electricidad II, Práctica

Los estudiantes desarrollarán la capacidad de analizar los procesos, materiales y herramientas utilizados en instalaciones eléctricas residenciales. Se enseñarán y utilizarán prácticas de seguridad que permitirán al estudiante manejar la electricidad de manera segura. Las personas mayores de 60 años no pagan la matrícula, solo la cuota.

Course: HBI135 **20 Hours**
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 34316 6 Sessions F,S
2/14-2/29 6:30-9 p.m. (F)
8:30 a.m.-1 p.m. (S)

Electricidad III, Práctica

Los estudiantes aplicarán conceptos teóricos y prácticos a través del desarrollo de instalaciones eléctricas. Aprenderá las diferentes conexiones de instalación para enchufes, luces e interruptores. Los estudiantes deben demostrar la capacidad de realizar instalaciones eléctricas básicas a través de las prácticas desarrolladas en el aula-taller. Las personas mayores de 60 años no pagan la matrícula, solo la cuota.

Course: HBI136   **20 Hours**
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 34317   6 Sessions   F,S
3/6-3/28   6:30-9 p.m. (F)
                   8:30 a.m.-1 p.m. (S)
No class 3/20, 3/21

Electricidad IV, Práctica

Los estudiantes realizarán instalaciones eléctricas en circuitos eléctricos residenciales a 120-240 voltios, y deben conocer el proceso de conexión del tablero de control; Se alienta a los estudiantes a estudiar el Código Eléctrico Nacional y sus aplicaciones. Este curso está diseñado para mejorar la capacidad técnica mientras se desarrollan las habilidades necesarias para instalar conexiones eléctricas de calidad. Las normas de seguridad se cumplen estrictamente durante esta clase. Las personas mayores de 60 años no pagan la matrícula, solo la cuota.

Course: HBI137   **20 Hours**
$80 + $130 fee = $210; NMR add $140
Rockville Campus
CRN#: 34318   6 Sessions   F,S
4/3-4/18   6:30-9 p.m. (F)
                   8:30 a.m.-1 p.m. (S)

NEGOCIOS

El ABC de comenzar un negocio

Las estadísticas muestran que las empresas fracasan en los primeros 2 años, esto se debe a la falta de conocimiento empresarial. Este curso está diseñado para aquellos que desean iniciar un negocio o están en las etapas iniciales de una empresa. Explicará los pasos apropiados necesarios para tener un comienzo exitoso. Aprenda a analizar las herramientas necesarias para definir la idea comercial y el mercado al que intenta llegar. También se cubrirán diferentes estructuras legales, pasos para registrar su empresa, licencias, seguros, impuestos y conceptos básicos para llevar la contabilidad. También se ofrecerá algo de publicidad, marketing, ventas y el uso de información de redes sociales. Las personas mayores de 60 años no pagan la matrícula, solo la cuota.

Course: HBI201   **21 Hours**
$80 + $140 fee = $220; NMR add $140
Westfield South
CRN#: 34324   7 Sessions   T,R
2/6-2/27   1:30-4:30 p.m.

MANAGEMENT AND LEADERSHIP

COACHING AND MEDIATION

40-Hour Basic Mediation Course▲

This 40-hour interactive and experiential training offers you a how-to guide for conducting mediations of various types of conflicts. An introduction to conflict theory assists you in exploring your own conflict style and how that may help or hinder the process. You will learn and practice the 7-Step Mediation Model and will learn how to handle anger, listen strategically, balance power, and write agreements. This course fulfills the requirements for Rule 17 of the Maryland Rules of Procedure for Alternative Dispute Resolution. This course is approved for 40 hours from the Maryland Board of Social Work Examiners, students must attend 100% of the class hours to receive their certificate. TWA

Course: MGT315   **40 Hours**
$425 + $500 fee = $925; NMR add $400
Germantown Campus
CRN#: 34566   5 Sessions   F,S,U
3/27-4/5   8:30 a.m.-5:30 p.m.
No class 4/3

Coaching Mastery

Demonstrate your coaching knowledge and skills in a safe and supportive class environment. Feedback from a facilitator during a coaching interaction session clarifies strengths and identifies areas that require continued practice. The Coaching Certificate Program's emphasis on real-world practice and experience is reflected in this review of coaching core competencies. *Prerequisite: Coaching Clinic-Introduction, Coaching Essentials, Competencies, and Practices, Coaching Practicum.* TWA

Course: MGT530   **15 Hours**
$300 + $499 fee = $799; NMR add $350
Gaithersburg Business Training Center
CRN#: 34571   2 Sessions   S
3/28-4/4   8:30 a.m.-4:30 p.m.

Coaching Practicum

After taking the Coaching Essentials, Competencies, and Practices courses, you must coach practice clients under the guidance of a faculty member through a practicum class. *Prerequisite: Coaching Clininc-Introduction and Coaching Essentials, Competencies, and Practices.* TWA

Course: MGT581   **15 Hours**
$300 + $365 fee = $665; NMR add $300
Distance Learning
CRN#: 34572   5 Sessions   T
1/21-2/18   6:30-9:30 p.m.

Coaching Skills for Everyday Life

Do you want to improve your communication with your family, friends, or colleagues at work? Coaching skills are not just for professional coaches or managers, they are for everyday life whether you're interacting with children at home, trying to help a family member, friend or a colleague or team at your place of work. Through a hands-on, interactive approach, you will learn how to listen more effectively, ask better questions, better manage conflicts and more! TWA

Course: MGT590   **6 Hours**
$170 + $89 fee = $259; NMR add $140
Gaithersburg Business Training Center
CRN#: 34574   1 Session   S
4/11   9 a.m.-3:30 p.m.

Coaching Skills for Managers and Team Leaders

Coaching is one of the most valued management skills in organizations today. By utilizing coaching techniques, managers of all levels gain the ability to deal with a wide variety of performance issues. The result of effective coaching includes improved employee productivity, loyalty, and cooperation. By the end of this course, you and your employees will be able to set better goals, use coaching to provide focus producing better results faster, implement coaching techniques to encourage innovation and creative solutions, foster a sense of ownership and personal satisfaction in a job well done, generate motivation and enthusiasm, and facilitate a more effective performance improvement discussion when dealing with challenging personnel issues. TWA

Course: MGT589   **12 Hours**
$217 + $122 fee = $339; NMR add $160
Gaithersburg Business Training Center
CRN#: 34573   2 Sessions   S
4/18-4/25   9 a.m.-3:30 p.m.

Introduction to Coaching

If you seek to inspire and motivate others, then coaching may be the skill set for you. This emerging field draws on numerous communication approaches and techniques you can use to support others in achieving short and long-term goals by developing a positive approach to all areas of their lives. In this experiential 3 1/2 hour introductory session, we will discuss what coaching is—and isn't—distinguishing coaching from mentoring, consulting, therapy, training and athletic development, coaching core beliefs, qualities of an effective coach and the essential components of all coaching interventions. Additionally, the Montgomery College Coaching Certificate Program, the International Coach Federation (ICF) coach credentialing process and the latest trends in the coaching industry will be addressed.

Course: MGT488   **3.5 Hours**
$50 + $59 fee = $109; NMR add $120
Gaithersburg Business Training Center
CRN#: 34570   1 Session   S
3/14   9:30 a.m.-1 p.m.

SHRM Essentials® of Human Resources

Human resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this course covers the key HR topics you need to know: human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management. This course qualifies for 18 recertification hours upon completion. TWA

Course: MGT352   **18 Hours**
$260 + $335 fee = $595; NMR add $250
Gaithersburg Business Training Center
CRN#: 34567   6 Sessions   R
3/26-4/30   6:30-9:30 p.m.

The SHRM Learning System for SHRM-CP™ and SHRM-SCP™ Certification Preparation Course▲

Enrich your HR Skills and Competencies to Succeed! Our SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential establishes you as a recognized expert in the HR field. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership and Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global and Cultural Effectiveness, and Communication. For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. As an added advantage, we use the SHRM Learning System for certification preparation. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. TWA

Course: MGT430   **36 Hours**
$599 + $619 fee = $1,218; NMR add $650
Rockville Campus
CRN#: 34568   12 Sessions   F
2/14-5/8   6-9 p.m.
No class 3/20
Course: MGT603   **36 Hours**
Gaithersburg Business Training Center/Online
CRN#: 34578   12 Sessions   M
2/17-5/4   6-9 p.m.
This is a hybrid class that meets in-person on the following dates:
2/17, 3/2, 3/16, 4/6, 4/20, 5/4

SHRM Recertification Provider
Montgomery College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.
All courses that are considered PDC eligible courses are noted in their description!

MANAGEMENT AND SUPERVISION

Certified Internal Auditor (CIA) Exam Prep: Part 1—Essentials of Internal Auditing

Prepare to earn the most sought-after credential in the global internal audit profession! Become a Certified Internal Auditor® (CIA®), the optimum way to communicate knowledge, skills, and competencies to effectively carry out professional responsibilities for any internal audit, anywhere in the world. Our expert instructors will lead you through the entire global CIA exam syllabus in a structured and interactive environment to ensure you understand and can apply the critical CIA topics. The CIA Prep Course is based on the IIA's New CIA Learning System which has been updated and enhanced to teach the entire 3-Part CIA exam syllabus. This premier CIA Exam preparation and professional development program delivers the global CIA exam syllabus in a blended learning format of customized workbooks and web-based learning software. (Printed workbooks and online study tools included.) TWA

Course: MGT593   **16 Hours**
$400 + $455 fee = $855; NMR add $400
Distance Learning
CRN#: 34575   8 Sessions   M,W
2/10-3/4   7-9 p.m.

Certified Internal Auditor (CIA) Exam Prep: Part II—Internal Audit Practice

Prepare to earn the most sought-after credential in the global internal audit profession! Become a Certified Internal Auditor® (CIA®), the optimum way to communicate knowledge, skills, and competencies to effectively carry out professional responsibilities for any internal audit, anywhere in the world. Our expert instructors will lead you through the entire global CIA exam syllabus in a structured and interactive environment to ensure you understand and can apply the critical CIA topics. The CIA Prep Course is based on the IIA's New CIA Learning System which has been updated and enhanced to teach the entire 3-Part CIA exam syllabus. This premier CIA Exam preparation and professional development program delivers the global CIA exam syllabus in a blended learning format of customized workbooks and web-based learning software. (Printed workbooks and online study tools included.) TWA

Course: MGT594   **16 Hours**
$400 + $455 fee = $855; NMR add $400
Distance Learning
CRN#: 34576   8 Sessions   M,W
4/15-5/11   7-9 p.m.

Montgomery College is a designated Global Registered Education Provider for the Project Management Institute®
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.

ROOM NUMBERS

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

Leadership Skills for Project Managers and Supervisors

Project Managers and Supervisors represent an important force in their organizations. You have the power to turn on or turn off the productivity of the people who report to you. You are the crucial interface between the employee and the senior managers of the organization. This course takes a unique perspective on the hot topic of leadership and will give you the skills in communication, coaching, and conflict resolution that you need to be successful. TWA

Course: PMC033   **9 Hours**
$209 + $90 fee = $299; NMR add $140
Rockville Campus
CRN#: 34693   3 Sessions   T,R
3/3-3/10   6-9 p.m.

Six Sigma Greenbelt Professional

Learn skills that will allow you to effectively drive process improvement efforts within your organization as a Six Sigma Green Belt professional. This course will focus on the Six Sigma Green Belt Body of knowledge as identified by the American Society for Quality (ASQ). You will become proficient in the analytical tools needed to execute the Six Sigma Methodology of Define, Measure, Analyze and Control (DMAIC). Quantitative and qualitative exercises that will ensure application and retention of complex process improvement tools and techniques will be reviewed. You will be prepared to sit for the ASQ SSGB certification exam after successful completion of this course. *Prerequisites: 3 years of professional work experience, some algebra knowledge.* You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: MGT596   **48 Hours**
$450 + $425 fee = $875; NMR add $400
Rockville Campus
CRN#: 34577   9 Sessions   M,W,S
2/29-3/18   6-10 p.m. (M,W)
No class 2/26   8:30 a.m.-5 p.m. (S)

PROFESSIONAL AND CAREER DEVELOPMENT

Choose a Career that is Right for You

What are you good at? What are your natural and work-related strengths? Discover and match them with career areas in which you would be most successful. Choose to apply your skills to your career or volunteering and other life opportunities. Engage in a series of insightful individual and group exercises and conduct research into career areas of interest to you. Draft your career plan while being supported through your career exploration stage by your classmates and career coach. TWA

Course: CRP116   **12 Hours**
$45 + $59 fee = $104; NMR add $120
Rockville Campus
CRN#: 34328   4 Sessions   M,W
3/2-3/11   6:30-9:30 p.m.

Employment Search Boot Camp

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

Course: CRP107   **15 Hours**
$25 fee only
Rockville Campus
CRN#: 34329   5 Sessions   M,W
3/23-4/6   6:30-9:30 p.m.

How Montgomery College Can Help You with Employment and Job Training

Looking for a job or re-training? This class will introduce you to the wide range of employment and training resources that exist at Montgomery College (credit or non-credit) for adults to further your employment goals. Explore the latest employment trends, learn where to find information on employment training and certification programs, and who to contact about employment training and financial resources.

Course: LLI276   **2 Hours**
$5 + $5 fee = $10; NMR add $30
Rockville Campus
CRN#: 34633   1 Session   T
2/18   6:30-8:30 p.m.
Westfield South
CRN#: 34635   1 Session   T
1/14   6:30-8:30 p.m.

Project Management Certification Tracks

PMP® Track
(courses must be taken in order):
1. Project Management Fundamentals
2. A Practical Approach to Project Management
3. PMP® Exam Preparation

CAPM® Track
(courses must be taken in order):
1. Project Management Fundamentals
2. A Practical Approach to Project Management
3. CAPM® Exam Preparation

Professional Development Courses
Continue to improve your skills with courses designed for your development!

These courses help PMI credential holders with recertification while also providing the upskill opportunities to make you a more efficient and productive member of your organization. A certification is not required to take these courses

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PROJECT MANAGEMENT

CERTIFICATION COURSE TRACK

A Practical Approach to Project Management♥

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

Course: PMC035   **36 Hours**
$597 + $348 fee = $945; NMR add $400
Rockville Campus
CRN#: 34700   7 Sessions   T,R,S
2/1-2/15   6-9 p.m. (T,R)
         8:30 a.m.-5 p.m. (S)
This is a hybrid class that meets online on weekdays and in-person on Saturdays.

CRN#: 34701   7 Sessions   T,R,S
2/29-3/14   6-9 p.m. (T,R)
         8:30 a.m.-5 p.m. (S)
This is a hybrid class that meets online on weekdays and in-person on Saturdays.

CRN#: 34702   7 Sessions   T,R,S
3/28-4/11   6-9 p.m. (T,R)
         8:30 a.m.-5 p.m. (S)
This is a hybrid course that meets online on weekdays and in-person on Saturdays.

Certified Associate in Project Management (CAPM)® Prep ♥

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

Course: PMC002   **24 Hours**
$354 + $305 fee = $659; NMR add $300
Rockville Campus
CRN#: 34679   4 Sessions   W,S
3/21-4/1   6-10 p.m. (W)
         8:30 a.m.-5 p.m. (S)

Project Management Fundamentals

Learn project management process including project selection and evaluation. Gain skills in developing a project plan defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intrafunctional organizations, cross-functional matrix, and task force organizations. You will learn how to construct a work breakdown structure and create a project task network. This is a prerequisite course for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM)® certification course. Students without prior PM training should register for this course before taking the Practical Approach to PM. TWA

Course: PMC019   **15 Hours**
$217 + $132 fee = $349; NMR add $160
Rockville Campus
CRN#: 34686   2 Sessions   S,U
2/22-2/23   8:30 a.m.-5 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34690   2 Sessions   S,U
3/21-3/22   8:30 a.m.-5 p.m.

This course is also offered online under the *course number PMC034*
Online
Course: PMC034 15 Hours
CRN#: 34697   5 Sessions
1/23-1/29

Project Management Professional (PMP)® Certification Prep▲♥

Prepare for the internationally recognized Project Management Professional (PMP)® certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP® Certification exam. *Prerequisites: Project Management Fundamentals and A Practical Approach to Project Management. This course is certified by the Project Management Institute (PMI)®.* TWA

Course: PMC004   **48 Hours**
$1,039 + $710 fee = $1,749; NMR add $800
Rockville Campus
CRN#: 34681   8 Sessions   W,S
2/19-3/14   6-10 p.m. (W)
       8:30 a.m.-5 p.m. (S)

CRN#: 34683   8 Sessions   W,S
4/15-5/9   6-10 p.m. (W)
       8:30 a.m.-5 p.m (S)

PM Elective Courses

Leadership Skills for Project Managers and

This course takes a unique perspective on the hot topic of leadership and will give you the skills in communication, coaching, and conflict resolution that you need to be successful. TWA
Course: PMC033   **9 Hours**
$209 + $90 fee = $299; NMR add $140
Rockville Campus
CRN#: 34693   3 Sessions   T,R
3/3-3/10   6-9 p.m.

TRANSPORTATION AND PUBLIC SAFETY

COMMERCIAL DRIVER

CDL Learner Permit Prep

The Maryland MVA Commercial Driver License Learner Permit Exam is a requirement before you can practice on commercial driving equipment in preparation for a CDL license. This course provides an introduction to Commercial Drivers Licensing with Maryland state licensing requirements for Class A and B, industry outlook, and practice tests. You will receive instruction on the T, P, X, and S endorsements. TWA

Course: CDL116   **9 Hours**
$50 + $55 fee = $105; NMR add $120
Rockville Campus
CRN#: 34330   3 Sessions   W,F,S
2/5-2/8   6-9 p.m. (W,F)
       9 a.m.-12 p.m. (S)

CRN#: 34331   3 Sessions   W,F,S
3/25-3/28   6-9 p.m. (W,F)
       9 a.m.-12 p.m. (S)

CDL B P & S▲

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

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

CDL B P&S—24 hours▲
Course: SFT112   **24 Hours**
$700 + $400 fee = $1,100; NMR add $650
TWA. Flexible schedule

CDL-DIL Refresher Course ♥

This course is designed to provide additional practice and reinforcement of skills as needed. It is also to be used for Gaithersburg MVA transport for testing.
Course: SFT014   **3 Hours**
$185 + $70 fee = $255; NMR add $140
Flexible schedule

WRITING FOR BUSINESS

5 Simple Ways to Construct Proper Sentences
Improving the way you build your sentences is the easiest way to increase your writing potential. In this course, you will learn strategies on how to effectively develop clear sentences, avoid repetition, enhance vocabulary and use transition words that effectively link thoughts and ideas into clear logical sentences. TWA
Course: WRT210   **5 Hours**
$55 + $30 fee = $85; NMR add $50
Rockville Campus
CRN#: 34959   2 Sessions   S
2/15-2/22   9:30 a.m.-12 p.m.
Takoma Park/Silver Spring Campus
CRN#: 34956   2 Sessions   S
1/18-1/25   9:30 a.m.-12 p.m.

Effective Writing Techniques
This action packed course is designed to assist students who want to sharpen their writing skills and make their written documents readable to get ther point across. This course will focus on constructing correct sentences and paragraphs, basic grammar, correct writing organization, and punctuation rules. TWA
Course: WRT207   **15 Hours**
$190 + $60 fee = $250; NMR add $140
Takoma Park/Silver Spring Campus
CRN#: 34953   5 Sessions   T,R
4/14-4/28   6:15-9:15 p.m.

Mind Mapping:Putting it Together
Have you ever had so many ideas that they all run together, but it all makes sense when you see it written down? Learning to mind map can help you clarify your thinking in almost anything, Mind mapping can help in a variety of ways: planning your day, making plans in your family and personal life, creating a proposal at work, group projects, summarizing a book, and even planning and creating presentations. In this course, you will learn how to draw a mind map that works for you, the many uses of a mind map, and the techniques of mind mapping. TWA
Course: WRT209   **6 Hours**
$75 + $50 fee = $125; NMR add $120
Takoma Park/Silver Spring Campus
CRN#: 34955   2 Sessions   M
3/9-3/16   6:30-9:30 p.m.

Narrative Writing
This course is designed to teach you how to use and or improve the clarity and coherence of narrative writing that is used in different types of reports and or pleasure writing. Topics that will be covered are the major types of writing, how narrative writing is used, the writing process, basic grammar, punctuation and spelling. TWA
Course: WRT208   **9 Hours**
$100 + $35 fee = $135; NMR add $120
Takoma Park/Silver Spring Campus
CRN#: 34954   3 Sessions   S
2/8-2/22   9:30 a.m.-12:30 p.m.

The 5 Essential Skills to Find or Create Your Own Opportunities
Have you ever wanted to create your own opportunities in life whether it be income, or a career change? Then this is the course for you! This course is designed to help you develop and apply the five basic skills needed to apply change for new opportunities. You will learn to individually analyze and focus on each skill, learn how each skill is essential, and how to apply each skill to create new opportunities for yourself and how to assess your strengths in each individual skill. TWA
Course: WRT196   **6 Hours**
$76 + $35 fee = $111; NMR add $120
Rockville Campus
CRN#: 34950   2 Sessions   M,W
4/27-4/29   6:30-9:30 p.m.

Wordiness—When Just a Few Words Will Do
Do you find yourself writing sentences that are too long? Have you ever re-read a sentence and struggled to finish it in one breath? Wordiness is one of the most common mistakes that happens when a writer, either intentionally or unintentionally, uses far too many words. In this course, students will learn what filler words are and how to eliminate the use of them, and how to stop using unnecessarily complex or abstract words. TWA
Course: WRT212   **9 Hours**
$100 + $35 fee = $135; NMR add $120
Takoma Park/Silver Spring Campus
CRN#: 34963   3 Sessions   R
4/2-4/16   6:30-9:30 p.m.

Writing for Impact
Have you always wanted to organize your thoughts in a clear and concise manner that will allow your ideas to have impact on your readers? Do you want to improve your writing skills by learning to select and use appropriate formats for your audience? Do you want to adjust your writing style accordingly? Then this course is for you. This writing course will give you an array of writing tools to identify your objective and communicate it clearly, learn to spot, correct, and avoid the most common writing pitfalls. You will gain valuable experience analyzing, writing, and revising a variety of documents, so that you will be able to write with impact.
Course: WRT211   **12 Hours**
$100 + $45 fee = $145; NMR add $120
Takoma Park/Silver Spring Campus
CRN#: 34961   4 Sessions   F
2/21-3/13   6:15-9:15 p.m.

Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

Further instructions for WEB, FAX or MAIL-IN payments can be found at: www.montgomerycollege.edu/wdce/registerops.html
Registration will not be processed without appropriate payment.

Tuition Installment Plan

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

Tuition Waiver

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

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

Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general's office.

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill).

Residency Policy

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

Transfer Policy

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

Refund Policy

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

4 Easy Ways to Register

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

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

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

Walk–In
A completed registration form with payment may be submitted at any of these locations
Gaithersburg Business Training Center, Room 400
8:30 a.m.–9 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri);
8:30 a.m.–4 p.m. (Sat)
Germantown Campus
Humanities and Social Sciences Building, Room 241 and/ or 243
8:30 a.m.–4 p.m. (Mon–Fri)
Rockville Campus 220 Campus Center
8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri)
8:30 a.m.–12 p.m. (Sat)
Takoma Park/Silver Spring Campus CF 230
8:30 a.m.–5 p.m. (Mon–Fri)
Westfield South, Suite 306 **
8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)
NOTE: *Cash payments must be paid in the Cashiers Offices at the Germantown, Rockville, or Takoma Park Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.*

Payments due at time of registration

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

REGISTRATION FORM
Workforce Development and Continuing Education

Please Print Clearly

MC MONTGOMERY COLLEGE

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

College ID Number: M 2 ☐☐☐☐☐☐☐

Birthdate ☐☐ - ☐☐ - ☐☐☐☐
Month   Day   Year

Sex ☐Female ☐Male

Last Name

First Name

Middle Initial

Address
House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)
Apt. #

City   **State** ☐☐   **Zip** ☐☐☐☐☐ - ☐☐☐☐

Home Phone   **Work Phone**

Cell   **E-Mail**

Have you attended MC before? ☐Yes ☐No   *If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.*

How did you hear about us? ☐Received brochure in mail ☐Website ☐Social media ☐Advertisement ☐On campus ☐Other_____

Military: If the military is paying for your course ($), you must submit the last 4 digits of your SSN. ☐☐☐☐

STUDENTS WITH DISABILITIES
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

ETHNICITY: Choose one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐Not Hispanic or Latino   ☐Hispanic or Latino

RACE: Choose all that apply, you may choose more than one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐American Indian or Alaskan Native   ☐Asian   ☐Black or African American   ☐Native Hawaiian and other Pacific Islander   ☐White

☐U.S. Citizen   ☐Permanent Resident **(Circle one: Green Card / Working Card)**   ☐Other Immigration Status_____ *(Used for tuition-setting purposes only.)*

CHECK ALL THAT APPLY:
☐I have been a Maryland resident [as defined in the *Montgomery College Catalog*] for at least three months
☐I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)
☐I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code: BB		*Refunds will go to the registered student of record.*				Total Due	$

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

_____   _____
Student Signature Required   **Date**

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

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

NOTE:
Credit card information will be detached and disposed of promptly and properly after payment is approved.

Credit Card Number

Name on Card

Card holder signature required _____ **Date**_____

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associated education and training for our region.

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

MC MONTGOMERY COLLEGE

Workforce Development and Continuing Education

51 Mannakee Street
Rockville, MD 20850-1195

240-567-5188

Spring 2020

BUSINESS AND INFORMATION TECHNOLOGY COURSE CATALOG

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Contents

Come Join Us!

Join us May 29, 2020 in Germantown, MD for **Disney's Approach to Leadership Excellence** presented by the Disney Institute and sponsored by Montgomery College!

In this unique, one-day workshop, participants will learn Disney's time-tested leadership strategies and methods for improving team productivity and business results.

MC MONTGOMERY COLLEGE

Disney INSTITUTE

DISNEY'S APPROACH TO LEADERSHIP EXCELLENCE

May 29, 2020
8 a.m.–4:30 p.m.

Montgomery College Germantown Campus

Get more information about when registration opens at www.montgomerycollege.edu/wdce/disney

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240-567-5188

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