Training Solutions for Business and Industry

SKILL-UP YOUR EMPLOYEES
With Up-To-Date Skills and Certifications

- Project Management Certification (PMP)
- Microsoft Office Certification
- Food Service Certification
- Real Estate Certifications
- CDL Certification
- Cybersecurity
AND SO MANY MORE!

We can deliver classes on your site or on our campuses or training centers.

FALL 2016
Course Schedule
Training Solutions for Business and Industry

Workforce Development & Continuing Education

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

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

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

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

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

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

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

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

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

240-567-5188
www.montgomerycollege.edu/wdce/bits.html
Are you interested in becoming a licensed Real Estate salesperson, appraiser, or are you in need of continuing education hours? Let us support your needs.

**Courses In:**

- **Appraisal**
- **Licensure**
- **Continuing Education**

For more information, contact Karen Ambrose at 240-567-2592 or e-mail karen.ambrose@montgomerycollege.edu. 
www.montgomerycollege.edu/wdce/bits/realestate.html
Building Effective Labor-Management Relationships

Learn best practices for developing a healthy, effective labor-management relationship. This interactive course will provide human resources professionals, managers, union officers/stewards, or others involved in the labor/management relationship, practical guidance in building a productive, respectful partnership. This course will provide participants with a framework for engaging in interest-based problem-solving, and best practices for drafting contract language and ground rules related to labor management committees. TWA

Course: MGT427  14 Hours
$200 + $199 fee = $399; NMR $160

Rockville Campus
CRN#: 25421  2 Sessions  M,T
9/19-9/20  9 a.m.-4:30 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 recertification hours upon completion. TWA

Course: MGT352  18 Hours
$260 + $289 fee = $549; NMR $250

Gaithersburg Business Training Center
CRN#: 25415  6 Sessions  R
10/13-11/17  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 + $566 fee = $1,165; NMR $650

Gaithersburg Business Training Center
CRN#: 25422  12 Sessions  T
9/6-11/29  6-9 p.m.
No class 11/15

No class 11/25

Collaborative Communications Strategies: Negotiation Skills & Engagement Practices

Improve the ability of the staff to work well with others, colleagues and counterparts alike, through better communication, increased understanding of each other and their needs, and strategies for finding productive common ground that leads to progress. This course will provide project managers with the tools and techniques needed to effectively negotiate resources and other issues when needed and effectively communicate with stakeholders to magnify and enhance their probability of success. Attendees will come away with up-to-date methodologies that will enable them to navigate office politics through the use of creative communication strategies and an understanding of behaviors. TWA

Course: MGT470  8 Hours
$199 + $70 fee = $269; NMR $140

Gaithersburg Business Training Center
CRN#: 25429  1 Session  F
9/23  8:30 a.m.-5 p.m.
Lean/Six Sigma Yellow Belt
This course prepares you to participate in process improvement events and projects, and is the first stepping stone towards Green and Black Belt Certifications. The Yellow Belt certification provides an introduction to the techniques of Continuous Process Improvement (CPI), its metrics, and basic improvement methodologies. Learn the Theory of Constraints as a toll for identifying bottlenecks and constraints that keep systems/processes from achieving a desired level of performance. Experience the effects of system dynamics by participating in several hands-on simulations. TWA

Course: MGT412  15 Hours
$320 + $95 fee = $415; NMR $225
Gaithersburg Business Training Center
CRN#: 25420  2 Sessions  S
12/3-12/10  8:30 a.m.-5 p.m.

Management Excellence
This online certificate course is designed to provide supervisors and managers with enhanced skills that will help them to improve the morale, engagement and productivity of their team. TWA

Course: MGT453  8 Hours
$199 + $70 fee = $269; NMR $140
Distance Learning
CRN#: 25428  4 Sessions  W
10/5-10/26  6-8 p.m.

MEDIATION/CONFLICT MANAGEMENT

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

Course: MGT315  40 Hours
$420 + $495 fee = $915; NMR $400
Germantown Campus
CRN#: 25414  5 Sessions  F,S,U
10/7-10/16  8:30 a.m.-5:30 p.m.
No class 10/14

Basic Ethics for Mediators
This course provides an overview of the Maryland Rules of Civil Procedure. Title 17, concerning ethical standards of behavior for mediators. Gain a basic understanding of mediator ethics through discussion of hypothetical and actual cases. This course satisfies the annual ethics training requirement of the Maryland Program for Mediator Excellence.

Course: MGT375  2 Hours
$25 + $24 fee = $49; NMR $30
Distance Learning
CRN#: 25416  1 Session  T
12/6  7-9 p.m.

Dealing with Difficult People
Dealing with Difficult People has been around just about since people have been around. There are the usual lists of difficult people types and how to deal with them. This session still gives you the list, but goes a step further. It gives you the tools to look within—and make changes within—so you can deal. After, all, you can’t change anyone—but you. This 2-hour online course features scenarios to explore strategies to deal with difficult people.

Course: MGT437  2 Hours
$25 + $24 fee = $49; NMR $30
Distance Learning
CRN#: 25424  1 Session  R
12/1  7-9 p.m.

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

Course: MGT378  4 Hours
$105 + $50 fee = $155; NMR $120
Gaithersburg Business Training Center
CRN#: 25417  1 Session  S
11/12  8:30 a.m.-12:30 p.m.

Introduction to Facilitation
During this 2-hour on-line course, you will receive an introduction to conducting a successful facilitation that includes thorough planning, execution and follow-up. Discussion includes: The Facilitator’s Role, The Facilitation Team and their Roles, The Importance of Stakeholders, Basic Methods, The Do’s and Don’ts of Facilitating, Small vs. Large Group Facilitation, Facilitation scenarios and strategies in the face of conflict.

Course: MGT438  2 Hours
$25 + $24 fee = $49; NMR $30
Distance Learning
CRN#: 25425  1 Session  R
9/29  7-9 p.m.

COME JOIN US!
For a day-long colloquium focused on cultural differences.
October 28, 2016
8:30 a.m.–4 p.m.
Germantown Campus
See course
Unconscious Bias: Culture and Conflict
Course #: MGT471 on page 6.

See page 3 for textbook/materials information
Introduction to Mediation
Have you always wondered about mediation, and how it differs from meditation? Or have you wanted to find out more about mediation before deciding to invest the time to take Montgomery College’s 40 Hour Basic Mediation Course? Then this 2-hour online course is for you. This course will explore what mediation is and isn’t, why it’s important, and when does it work? Through mini-lectures and exercises, you will be introduced to the 7 Step Mediation Process and to the concepts of reflective listening, open-ended questions, brainstorming, deciding on solutions, and writing agreements. Upon completion of this course you will have a much better understanding of mediation and how it can be applied to a variety of conflict situations. Please note: This course is an overview of the facilitative mediation process and does not meet the requirement that Maryland mediators must take a 40 Hour Basic Mediation Course to practice in the state.
Course: MGT440  2 Hours
$25 + $24 fee = $49; NMR $30
Distance Learning
CRN#: 25426  1 Session  R
9/22  7-9 p.m.

Unconscious Bias: Culture and Conflict
This interactive day-long colloquium focuses on cultural differences in conflict resolution. The morning session features Debby Irving, author of Waking Up White and Finding Myself in the Story of Race, who will speak and lead exercises on “Leveling the Playing Field: Interrupting Patterns of Power and Privilege.” The session will focus on conflict resolution and the challenges to move it from operating within a dominant cultural paradigm to a paradigm that focuses on needs of the parties in conflict. In the afternoon, Marvin Johnson, Esq., nationally recognized mediator, arbitrator, and trainer, will engage the audience in discussions and activities on “Adjusting Our Lenses to See the Baggage We Carry.” This session will explore how the experiences we have had on our journeys have been ingrained into the fabric of who we are today. Attendees will engage in exercises and discussions. Prepare for discomfort, and through that discomfort, learning more about sensitive topics and trainer, will engage the audience in discussions and activities on “Adjusting Our Lenses to See the Baggage We Carry.” This session will explore how the experiences we have had on our journeys have been ingrained into the fabric of who we are today. Attendees will engage in exercises and discussions. Prepare for discomfort, and through that discomfort, learning more about sensitive topics that so many find hard to address.TWA
Course: MGT471  7.5 Hours
$50 + $75 fee = $125; NMR $120
Germantown Campus
CRN#: 25430  1 Session  F
10/28  8:30 a.m.-4 p.m.

Your Brain on Conflict
Synapses buzzing. Neurons firing. What’s going on inside that gray matter while on the outside, the vocal chords are straining, the tears are flowing, the hair on the back of the neck is rising? This is a brain basics course for your brain on conflict. You’ll take a journey to the interior, explore the reasons behind the way you act and react under stress, anger, fear and sadness. Then you’ll learn how to reverse the process and quiet the mind.
Course: MGT441  2 Hours
$25 + $24 fee = $49; NMR $30
Distance Learning
CRN#: 25427  1 Session  R
11/3  7-9 p.m.

Start Your Own Business
Accounting Principles for Small Business
Is your small business lost in the black hole of accounting? Review the various accounting forms needed to start your small business. Learn accounting definitions; accounts receivable, accounts payable, debits, credits, tax forms, and more. TWA
Course: SMB029  6 Hours
$54 + $36 fee = $90; NMR $50
Rockville Campus
CRN#: 25926  1 Session  R
10/20  9:30 a.m.-4:30 p.m.

Better Business—6 Steps
Whether you are just starting out or have been in business for years, this class will teach you the necessary steps to true business success. Topics include the 6 steps required to have a successful business. TWA
Course: SMB961  6 Hours
$25 + $54 fee = $79; NMR $50
Gaithersburg Business Training Center
CRN#: 25929  1 Session  F
9/16  9 a.m.-3:30 p.m.

Beyond Marketing—5 Ways to Grow Your Business
Already in business or just beginning, learn how to achieve massive growth and develop an effective marketing plan. Acquire techniques that will generate leads, improve conversion rates, branding, and more!
Course: SMB962  3 Hours
$14 + $17 fee = $31; NMR $30
Rockville Campus
CRN#: 25931  1 Session  F
10/14  10 a.m.-1 p.m.

Building a Dream Team
Do your employees work to support your business or work to make it thrive? Learn how to hire better, create the right policies and motivate your team! Every great business has a strong team behind it. Can you say the same?
Course: SMB960  2 Hours
$10 + $12 fee = $22; NMR $30
Rockville Campus
CRN#: 25930  1 Session  F
10/21  10 a.m.-12 p.m.

Home Improvement License Law and Business Basics
If you plan to earn income from home improvements and remodeling, state law requires you to obtain a license. Prepare for the licensing exam with this review of the Maryland Home Improvement License Law. Learn planning and management techniques for a home improvement business, and for taking the exam. Textbook: Business and Project Management for Contractors, Maryland edition, is required at the first class and available at the Rockville Campus Bookstore. TWA
Course: SMB181  12 Hours
$85 + $65 fee = $150; NMR $120
Rockville Campus
CRN#: 25927  2 Sessions  S
12/3-12/10  9 a.m.-4 p.m.
Home Inspection: Make It Your Business ♥
This pre-licensure course meets the requirements and covers the basics of home inspection as required to be a licensed home inspector in the state of Maryland. The need for qualified home inspectors makes this one of the fastest growing businesses today. More and more homebuyers use home inspectors to evaluate the condition of their prospective purchases. Topics include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Textbook: Principles of Home Inspection Systems and Standards is required at first class and is available at the Rockville Campus Bookstore. In order to obtain a certificate of completion, you MUST attend all required classroom sessions. TWA

Course: SMB322 72 Hours
CRN#: 25539 12 Sessions T,R
9/15-11/5 9 a.m.-3:30 p.m. (R)

MS Access—Level I
Learn basic features of Access 2016. Learn database concepts, the environment, and help systems; design and create databases. Work with tables, fields, and records; sort and filter data; set field properties and data entry rules. Learn basic queries, forms, and reports. Students pursuing the Microsoft Office Specialist Certification must take MS Access—I, II and III. Prerequisites: Computer Basics 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
CRN#: 25531 2 Sessions T,R
9/6-9/8 9 a.m.-3:30 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—Levels I, II and III. Prerequisites: MS Access—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091 12 Hours
CRN#: 25534 2 Sessions T,R
9/13-9/15 9 a.m.-3:30 p.m.

GAITHERSBURG BUSINESS TRAINING CENTER

MS Access—Level III
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: MS Access—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP963 10 Hours
CRN#: 25395 2 Sessions T,R
10/25-10/27 9 a.m.-2:30 p.m.

MS Excel—Level I
Learn the basic functions of Excel 2016. Learn spreadsheet terminology, windows components, help system, navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures, and save. Work with absolute and relative references, and ranges, rows, and columns. Create, modify charts. Basic formatting/printing. Students pursuing the Microsoft Office Specialist Certification must take MS Excel—levels I, II and III. Prerequisites: Computer Basics and Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI153 12 Hours
CRN#: 25529 2 Sessions T,R
9/12-9/21 6:30-9:30 p.m.

MS Excel—Level II
Create and use multiple worksheets and workbooks. Work with advanced formatting options- styles, and themes. Create outlines and subtotals, create and apply cell names, work with tables. Save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by email. Auditing and protection are covered. Students pursuing the Microsoft Office Specialist Certification must take MS Excel I, II and III. Prerequisites: MS Excel—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI154 12 Hours
CRN#: 25530 2 Sessions T,R
9/6-9/8 9 a.m.-3:30 p.m.

MS Excel—Level III
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: MS Access—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI080 12 Hours
CRN#: 25531 2 Sessions T,R
9/6-9/8 9 a.m.-3:30 p.m.

TAKOMA PARK/SILVER SPRING CAMPUS

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—Levels I, II and III. Prerequisites: MS Access—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091 12 Hours
CRN#: 25534 2 Sessions T,R
9/13-9/15 9 a.m.-3:30 p.m.

MS Access—Level III
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: MS Access—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP963 10 Hours
CRN#: 25395 2 Sessions T,R
10/25-10/27 9 a.m.-2:30 p.m.

MS Excel—Level I
Learn the basic functions of Excel 2016. Learn spreadsheet terminology, windows components, help system, navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures, and save. Work with absolute and relative references, and ranges, rows, and columns. Create, modify charts. Basic formatting/printing. Students pursuing the Microsoft Office Specialist Certification must take MS Excel—levels I, II and III. Prerequisites: Computer Basics and Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI153 12 Hours
CRN#: 25529 2 Sessions T,R
9/12-9/21 6:30-9:30 p.m.

MS Excel—Level II
Create and use multiple worksheets and workbooks. Work with advanced formatting options- styles, and themes. Create outlines and subtotals, create and apply cell names, work with tables. Save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by email. Auditing and protection are covered. Students pursuing the Microsoft Office Specialist Certification must take MS Excel I, II and III. Prerequisites: MS Excel—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI080 12 Hours
CRN#: 25531 2 Sessions T,R
9/6-9/8 9 a.m.-3:30 p.m.

MS Excel—Level III
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: MS Access—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091 12 Hours
CRN#: 25534 2 Sessions T,R
9/13-9/15 9 a.m.-3:30 p.m.

TAKOMA PARK/SILVER SPRING CAMPUS

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—Levels I, II and III. Prerequisites: MS Access—Level I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI091 12 Hours
CRN#: 25534 2 Sessions T,R
9/13-9/15 9 a.m.-3:30 p.m.

MS Access—Level III
Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import and export; and link database objects. Work with XML documents and use hyperlink fields. Learn database management using resources and protecting databases. Students pursuing the Microsoft Office Specialist Certification must take MS Access I, II and III. Prerequisites: MS Access—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP963 10 Hours
CRN#: 25395 2 Sessions T,R
10/25-10/27 9 a.m.-2:30 p.m.
MS Excel—Level III
Work with advanced formulas, lookup functions. Learn data validation; how to import/export data. Work with PivotTables and PivotCharts. Use analytical features—Goal Seek and Analysis tool, run and record macros. Students pursuing the Microsoft Office Specialist Certification must take MS Excel—Levels I, II and II. 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 + $158 fee = $243; NMR $140
Gaithersburg Business Training Center
CRN#: 25583  2 Sessions T,R
9/20-9/22  9 a.m.-3:30 p.m.

Rockville Campus
CRN#: 25582  4 Sessions M,W
10/10-10/19  6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 25584  4 Sessions T,R
11/1-11/10  6:30-9:30 p.m.

MS Outlook
Learn to create e-mail accounts, manage e-mail messages, and track contacts and distribution lists in MS Outlook 2016. Learn how to create appointments and events, keep yourself organized, and how to personalize your inbox in Outlook 2016. 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 + $112 fee = $181; NMR $120
Gaithersburg Business Training Center
CRN#: 25383  2 Sessions W,F
9/21-9/23  9:30 a.m.-1:30 p.m.

MS PowerPoint—Introduction
Learn PowerPoint 2016 interface, opening and saving a presentation, working with slides, formatting text and text boxes, using templates and themes variations. Learn to insert images, clip art, shapes, and to format images. Learn SmartArt and WordArt features. Learn incorporating and formatting tabular data, animation tools. Prerequisites: Computer Basics, Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP954 10 Hours
$75 + $150 fee = $225; NMR $140
Gaithersburg Business Training Center
CRN#: 25394  2 Sessions W,F
9/28-9/30  9 a.m.-2:30 p.m.

Gaithersburg Business Training Center

Software Introductory Series
Learn the 2016 versions of Microsoft Word, Excel, PowerPoint, and Access. Create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2016 interface. Use PowerPoint templates to create powerful presentations. Build basic and enhanced Excel worksheets with ease using automated Excel features. With Access, a relational database, learn how to create, store, and retrieve records with amazing speed and accuracy. Learn to create tables, Query, and Report Wizards. 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: ITI095 40 Hours
$168 + $513 fee = $681; NMR $300
Rockville Campus
CRN#: 25535  10 Sessions T,R
10/11-11/10  9:30 a.m.-1:30 p.m.

MS Word—Intermediate
Learn to apply and modify styles and themes. Learn to insert and modify fields, SmartArt, WordArt, shapes, and watermarks. Create advanced documents with sections and mail merges, use advanced features for revisions and comments, how to manage and finalize documents, and preview as a web page. Students pursuing the Microsoft Office Specialist Certification must take MS Word—Levels I, II and III. Prerequisites: MS Word—Introduction or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: CMP944 10 Hours
$75 + $150 fee = $225; NMR $140
Gaithersburg Business Training Center
CRN#: 25392  2 Sessions T,R
10/4-10/6  9 a.m.-2:30 p.m.

MS Word—Introduction
Learn basic features of MS Word. Learn terminology, Word’s window component and Help system, and how to navigate documents. Learn to enter, edit, and format text, and save documents in various formats. Move and copy data, create/modify tables, insert, modify graphics, proof and print documents. Students pursuing the Microsoft Office Specialist Certification must take MS Word I, II and III. Prerequisites: Computer Basics, and Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI201 12 Hours
$85 + $158 fee = $243; NMR $140
Gaithersburg Business Training Center
CRN#: 25544  2 Sessions T,R
9/27-9/29  9 a.m.-3:30 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.

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences. Please check course descriptions for requirements.
**Basic Courses**

Cloud—Introduction
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. **Prerequisites:** Computer Basics, File Management Skills, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI284** 8 Hours
$45 + $75 fee = $120; NMR $120

**Gaithersburg Business Training Center**
CRN#: 25373  2 Sessions  W,F
9/7-9/9  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: CMP941** 10 Hours
$69 + $112 fee = $181; NMR $120

**Rockville Campus**
CRN#: 25391  4 Sessions  M,W
9/12-9/21  9:30 a.m.-12 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 25390  4 Sessions  T,R
9/20-9/29  6:30-9 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 + $71 fee = $113; NMR $120

**Gaithersburg Business Training Center**
CRN#: 25382  1 Session  R
9/1  9 a.m.-2 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 25381  1 Session  S
10/1  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
$97 + $184 fee = $281; NMR $140

**Rockville Campus**
CRN#: 25385  6 Sessions  T,R
9/6-9/22  9:30 a.m.-12:30 p.m.

**Takoma Park/Silver Spring Campus**
CRN#: 25384  6 Sessions  M,W
9/12-9/28  6:30-9:30 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.

**Course: CMP073** 8 Hours
$35 + $110 fee = $145; NMR $120

**Gaithersburg Business Training Center**
CRN#: 25369  2 Sessions  W,F
9/14-9/16  9:30 a.m.-1:30 p.m.

**Databases**

**Oracle 12c: Database Administrator Certified Associate ▲**
Gain a firm foundation in basic administration of Oracle Database 12c. In this class, you will learn how to install and maintain Oracle Database 12c instance. Students 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:** Oracle Database 12c: Introduction to SQL. TWA

**Course: ITI215** 39 Hours
$389 + $589 fee = $978; NMR $400

**Gaithersburg Business Training Center**
CRN#: 25547  12 Sessions  T,R,S
10/11-11/5  6:15-9:30 p.m. (T,R)
9:30 a.m.-12:45 p.m. (S)

**Oracle 12c: Database Administrator Certified Professional ▲ ▲**
Build on the Oracle Database Certified Associate (OCA) skills and become Oracle Database Certified Professional (OCP). This course will prepare you to pass the Oracle 12c OCP exam, work with confidence as a Junior/Mid-Level Database Administrator, learn Database Administration design, modeling, and implementation, and perform database administration, maintenance; and performance tuning tasks. This is a hands-on class with labs simulating Database Administrator daily tasks. TWA

**Course: ITI308** 42 Hours
$389 + $589 fee = $978; NMR $400

**Gaithersburg Business Training Center**
CRN#: 25585  12 Sessions  T,R,S
11/8-12/10  6:15-9:30 p.m. (T,R)
9:30 a.m.-1:30 p.m. (S)

No class 11/22, 11/24, 11/26
Oracle Database 12c: Introduction to SQL ▲
Introduction to SQL training will cover writing subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. This is a hands-on class and is the basis for all Oracle certifications. This introductory class prepares you for exam 1Z0-061, Oracle Database 12C: SQL Fundamentals and can upgrade Oracle database users of previous versions. TWA
Course: ITI212 39 Hours
$289 + $689 fee = $978; NMR $400
Gaithersburg Business Training Center
CRN#: 25546 12 Sessions T,R
8/30-10/6 6:15-9:30 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? In this introductory course you will learn how to design web pages using HTML and free web authoring tools. Topics will include every phase of the web design process—planning, designing, and implementing. You will also learn about choosing the right Internet Service Provider (ISP), creating web accounts, and uploading web pages using ftp. Prerequisite: Working with Windows or File Management Skills or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP868 15 Hours
$99 + $186 fee = $285; NMR $140
Takoma Park/Silver Spring Campus
CRN#: 25389 5 Sessions M,W
10/3-10/17 6:30-9:30 p.m.

MS Project—Intermediate/Advanced
Build on the MS Project 2016 Foundation course and your project management skills. You will create a complete project plan, and enter actual progress information. Learn how to exchange project plan information with other applications and other advanced features of MS Project 2016. Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, basic knowledge of Microsoft Word and Excel, and completion of Microsoft Project—Introduction or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: CMP847 12 Hours
$99 + $176 fee = $275; NMR $140
Gaithersburg Business Training Center
CRN#: 25388 2 Sessions T,R
10/11-10/13 9 a.m.-3:30 p.m.

MS Project—Introduction
Lean how to effectively plan, implement, and control projects using Microsoft Project 2016. In this course, you’ll learn how to think through and organize your project details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, and revise your project plan. 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 + $166 fee = $265; NMR $140
Gaithersburg Business Training Center
CRN#: 25387 2 Sessions T,R
10/4-10/6 9 a.m.-3:30 p.m.

QuickBooks—Level I
Learn the fundamentals of using QuickBooks 2015 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: Working with 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 + $193 fee = $292; NMR $140
Rockville Campus
CRN#: 25372 4 Sessions M,W
9/26-10/5 9:30 a.m.-12:30 p.m.
Westfield South
CRN#: 25371 4 Sessions M,W
10/10-10/19 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 + $193 fee = $292; NMR $140
Rockville Campus
CRN#: 25374 4 Sessions M,W
10/10-10/19 9:30 a.m.-12:30 p.m.
Westfield South
CRN#: 25373 4 Sessions M,W
10/24-11/2 6:30-9:30 p.m.
**QuickBooks—Level III**
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 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25543
4 Sessions M,W
10/24-11/2
9:30 a.m.-12:30 p.m.

**Westfield South**
CRN#: 25542
4 Sessions M,W
11/7-11/16
6:30-9:30 p.m.

**SharePoint for Project Management and Office Administration**
Windows SharePoint Services helps office staff and project managers to share information, foster collaboration, easily organize information, and manage documents. Learn how to create and manage sites and libraries, surveys, discussion boards, and work with wikis and blogs. In addition, information on managing the structure of information, integration with different desktop applications, workflows, and out-of-the-box customization will be covered. Prerequisite: Working with Windows or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI078**
$99 + $186 fee = $285; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25528
2 Sessions W,R
11/02-11/03
9 a.m.-5 p.m.

**Cloud Computing**

**AWS: Amazon Web Services**
Learn how to connect to and support AWS Windows and Linux servers. Learn how to configure, backup and maintain servers and databases and implement AWS services using the AWS Elastic Cloud Compute (EC2) platform. Learn how to select appropriate services, understand pricing and 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, solution architects and developers interested in using AWS services, and those interested in becoming AWS network administrators. Prerequisites: Experience with servers or the command line. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI273**
12 Hours
$99 + $186 fee = $285; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25566
4 Sessions T,R
8/30-9/8
6:30-9:30 p.m.

**Computer Networks**

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

**Course: ITI277**
100 Hours
$519 + $1,379 fee = $1,898; NMR $800

**Gaithersburg Business Training Center**
CRN#: 25570
25 Sessions M,W
8/29-11/30
6-10 p.m.
No class 9/5, 11/21, 11/23

**This class requires registration for Cisco CCNA Complete Lab**
CRN#: 25579
CRN#: 25571
25 Sessions T,R
8/30-11/29
6-10 p.m.
No class 11/22, 11/24

**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 + $50 fee = $65; NMR $50

**Gaithersburg Business Training Center**
CRN#: 25579
10 Sessions S
9/10-11/12
12:30-4:30 p.m.
This lab is to be taken with ITI277 CRN#: 25570

CRN#: 25578
10 Sessions S
9/10-11/12
8:30 a.m.-12:30 p.m.
This lab is to be taken with ITI277 CRN#: 25571

**Cisco Certified Network Associate (CCNA)**
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.
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 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25378 4 Sessions  M,W 9/19-9/28 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 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25379 4 Sessions  M,W 10/3-10/12 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 + $176 fee = $275; NMR $140
Gaithersburg Business Training Center
CRN#: 25380 4 Sessions  M,W 10/17-10/26 6:30-9:30 p.m.

MCSA: Installing and Configuring Windows Server 2012 (70-410)
Receive hands-on instruction and practice installing and configuring Windows Server 2012, including Windows Server 2012 R2. This course is part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course maps directly to the Microsoft Certified Solutions Associate (MCSA) Exam 70-410: Installing and Configuring Windows Server 2012 exam objectives, which is the first of three exams required for the MCSA: Windows Server 2012 certification. This course primarily covers the initial implementation and configuration of core services such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. Labs and test preparation will be integrated into the course. Prerequisite: Microsoft Certified Specialist in Windows 10 or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI223 42 Hours
$200 + $599 fee = $799; NMR $350
Gaithersburg Business Training Center
CRN#: 25548 14 Sessions  M,W,S 10/24-11/30 6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S)
No class 11/21, 11/23, 11/26

Microsoft Certified Specialist in Windows 10 (MCSA)
Get trained for entry-level jobs in Information Technology! This course will prepare you for the Microsoft certification exam 70-697: Configuring Windows Devices - Certified Microsoft Specialist in Windows 10. Obtain the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain corporate environment. Learn how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity and storage, and to configure data security, device security, and network security. This course is also intended to provide skills for Enterprise Desktop/Device 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 equivalent experience, and knowledge of and experience with the Windows operating system. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI302 60 Hours
$200 + $599 fee = $799; NMR $350
Gaithersburg Business Training Center
CRN#: 25580 20 Sessions  M,W,S 8/29-10/17 6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S)

Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences. Please check course descriptions for requirements.

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.
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 + $400 fee = $599; NMR $250
Gaithersburg Business Training Center
CRN#: 25577  12 Sessions  T,R
9/13-10/20  6-9:30 p.m.

Networking Fundamentals
Build a solid foundation in computer networking concepts. Discover the building blocks of modern networks and how they function, and find out how to put the many pieces together to build a functional and secure network. The information you learn in this training serves as the foothold for your career in information technology. This course is a prerequisite for the Network+ course. Prerequisites: Computer Basics, File Management Skills, or equivalent experience. Textbook access and purchase information will be available at the first class. TWA
Course: ITI291  12 Hours
$65 + $134 fee = $199; NMR $120
Gaithersburg Business Training Center
CRN#: 25574  4 Sessions  M,W
8/29-9/12  6:30-9:30 p.m.
No class 9/5,

Security+ Certification Training and Exam Prep
Course: ITI240  40 Hours
See course on page 14.

ITI Networking Academy
This is a comprehensive program that will help you build a solid foundation in computer networking. This instructor-led, hands-on course provides you with the entry level skills necessary to start a career in Information Technology. This program will prepare you to get certified in the recognized CompTIA Network+ and Security+ certifications and will provide career advice and resume building workshops that will help you achieve your employment goals. Textbook access and purchase information will be available at the first class. TWA
Course: ITI294  94 Hours
$200 + $899 fee = $1,099; NMR $650 ▲
Gaithersburg Business Training Center
CRN#: 25577  25 Sessions  M,W
8/29-11/30  6:30-9:45 p.m.
Last class on 11/30 will meet 6-10 p.m.
No class 9/5, 11/21, 11/23

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. Pre-requisites: 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 + $495 fee = $655; NMR $300
Rockville Campus
CRN#: 25563  10 Sessions  T,R
10/4-11/3  6:30-9:30 p.m.

Computer-Aided Design (CAD) 1
Get acquainted with the fundamentals of AutoCAD 2015 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 7 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 + $502 fee = $769; NMR $350
Rockville Campus
CRN#: 25370  10 Sessions  T,R
8/30-9/29  6:30-9:30 p.m.

Revit
This is a hands-on introduction to building information modeling (BIM) software for architecture. Instruction will focus on how both graphic and non-graphic architectural information for a building is produced through the creation of a single project database represented in a 3D model. Learn user interface: ribbon; become proficient with templates, basic floor plan, and basics of the building model; explore, create, and modify 3D view; use dimensions and constraints; and develop the building model. Prerequisite: Windows or File Management Skills or equivalent experience. Familiarity with drafting techniques. Knowledge of CAD is helpful. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI130  30 Hours
$267 + $502 fee = $769; NMR $350
Rockville Campus
CRN#: 25537  10 Sessions  T,R
11/8-12/8  6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)
No class 11/19, 11/22, 11/24, 11/26
Rhino 3D Modeling
Rhino is a 3D-modeling powerhouse, used to design and engineer products ranging from jewelry and furniture to architecture and automobiles. Learn how to build your own 3D models, characters, and prototypes with the NURBS-based modeling tools in Rhino 5.0. In this course you will be able to apply gained experience during the design work in real practice. Prerequisites: Familiarity with design and drafting techniques, knowledge of AutoCAD preferred but not required. TWA
Course: ITI292 12 Hours
$65 + $134 fee = $199; NMR $120
Rockville Campus
CRN#: 25575 4 Sessions S
10/8-10/29 9:30 a.m.-12:30 p.m.

Digital Forensics
Digital Forensics is a popular field with many opportunities for current and aspiring IT Professionals. Understanding how an attacker accessed or exploited a resource is just as important as understanding how to configure security controls. The course aims to provide an overview of what digital forensics is; the timeline of an incident, key forensic artifacts and investigation steps, and tips on how to track attackers real-time. Prerequisites: Linux I, Excel I, II, III, and knowledge of Windows OS or equivalent experience. TWA
Course: ITI293 18 Hours
$99 + $190 fee = $289; NMR $140
Takoma Park/Silver Spring Campus
CRN#: 25576 6 Sessions T,R
11/1-11/17 6:30-9:30 p.m.

Cybersecurity—Web Security I
This is an introductory course in penetration testing. Learn to identify web applications with vulnerabilities and to exploit those vulnerabilities the same way that hackers do. Learn to use the tools used by hackers, penetration testers and security researchers to ascertain if your application is vulnerable to attack. Explore sql injections, cross-site scripting, cross site request forgery and more. Learn to modify web requests, cookies and remote databases. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Basic understanding of how the web works and what cybersecurity is. TWA
Course: ITI172 15 Hours
$99 + $186 fee = $285; NMR $140
Rockville Campus
CRN#: 25540 5 Sessions M,W,S
9/26-10/5 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Cybersecurity—Web Security II
This is an intermediate course in penetration testing. Learn to use automated security scanners to assess web applications with vulnerabilities and to exploit those vulnerabilities in batches. Explore more complex techniques for exploiting web vulnerabilities. This course is for web developers, programmers, site administrators and those interested in cybersecurity. Prerequisites: Cybersecurity I or equivalent experience. TWA
Course: ITI173 15 Hours
$99 + $186 fee = $285; NMR $140
Rockville Campus
CRN#: 25541 5 Sessions M,W,S
10/10-10/19 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)

Security Fundamentals
This course is designed for students who have no prior knowledge of security and for non-IT managers who need to learn the basics of information security and the security core terminology. This course is also designed for career changers and those who want to start a career in information security and need formal training. You will learn about the most common security threats, gain basic understanding of best security practices and will learn how to prevent basic computer security problems and risks. Prerequisites: Knowledge of how computers and the internet works. TWA
Course: ITI307 18 Hours
$99 + $176 fee = $275; NMR $140
Rockville Campus
CRN#: 25146 6 Sessions M,W
8/29-9/19 6:30-9:30 p.m.
No class 9/5

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+ (SY0-401). 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: Network Security, Compliance and Operational Security, Threats and Vulnerabilities, Application, Data and Host Security, Access Control and Identity Management and Cryptography. Upon completion of the course, students will be able to sit for the Security+ certification exam. Prerequisites: Network+; Security Fundamentals or equivalent experience. Textbook access and purchase information will be available at the first class. TWA
Course: ITI240 40 Hours
$199 + $400 fee = $599; NMR $250
Gaithersburg Business Training Center
CRN#: 25556 12 Sessions T,R
10/25-12/8 6-9:30 p.m.
Last class on 12/8 will meet 6-7:30 p.m.
No class 11/22, 11/24
Advanced Data Analysis Topics with Excel, Python and R

Data analysis has become the hot term for people in areas ranging from medical research and politics to marketing. The three most common tools used for doing data analysis are Microsoft Excel, Python and R. Learn how to use these tools for performing tasks including: regression, trend analysis, sensitivity analysis, data fitting, probability density analysis, correlation analysis, and more. The student will have the opportunity to perform each of these tasks using all three tools in our custom labs. This course is designed for data analysts, researchers, web developers, data developers, scientists, students with Computer Science degrees, healthcare data and clinical data analysts. Prerequisites: Programming Fundamentals, an understanding of basic data analysis, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI312  15 Hours
$99 + $186 fee = $285; NMR $140

Gaithersburg Business Training Center
CRN#: 25590  5 Sessions  T,R,S
9/20-9/29  6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Data Analysis I

Learn about data visualization best practices through Tableau Desktop. Tableau Desktop is a leader in business intelligence and analytics platforms. No programming is required! We will work with real business examples - the course is specifically based on real world use cases. No long slides, but rather hands on examples. Learn how to create interactive dashboards, and build custom dashboards to answer business questions. All materials used in lectures will be available for download. Students are highly encouraged to experiment with data themselves. Prerequisites: Excel III or equivalent experience.TWA

Course: ITI315  15 Hours
$99 + $186 fee = $285; NMR $140

Rockville Campus
CRN#: 26221  5 Sessions  M,W,S
10/24-11/5  6:30-9:30 p.m. (M,W)
No class10/29  9:30 a.m.-12:30 p.m. (S)

Data Analysis II: Data Analysis with Python

Learn data analysis for scientific computing, research, and web analytics using Python. Create, manipulate, process, clean and analyze data types, matrices, spreadsheets, relational databases. Plot data and use (NumPy), Ipython and SciPy data packages. This course is designed for data analysts programmers, web developers, research scientists, Computer Science specialists, healthcare and clinical data analysts. Prerequisite: Python Programming. Knowledge of SQL and relational databases or equivalent experience recommended. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI247  15 Hours
$99 + $186 fee = $285; NMR $140

Rockville Campus
CRN#: 25559  5 Sessions  M,W,S
11/7-11/19  6:30-9:30 p.m. (M,W)
No class11/12  9:30 a.m.-12:30 p.m. (S)

Introduction to R for Data Analysis

R is the most popular languages for data analysis, statistical computing and graphics. Learn to manipulate, process, clean and analyze structured data types: matrices, tabular/spreadsheet data, and relational databases, using R. Learn to write code and data analytics using examples in computer labs. This course is designed for data analysts, researchers, web developers, data developers, scientists, students with Computer Science degrees, and healthcare data and clinical data analysts. Prerequisites: Programming Fundamentals, knowledge of SQL databases, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI309  15 Hours
$99 + $186 fee = $285; NMR $140

Rockville Campus
CRN#: 25586  5 Sessions  M,W,S
11/28-12/10  6:30-9:30 p.m . (M,W)
No class12/3  9:30 a.m.-12:30 p.m. (S)

Digital Graphics

Adobe Photoshop I—Foundation Skills

Learn to modify images in Adobe CC; define image properties; work with selections, layers, and colors; make tonal/color adjustments; adjust image lightness and darkness; resize images; repair image flaws using the clone tool, healing brushes, and red-eye tool; and more. This course also covers a brief comparison between photo tools in Photoshop and Lightroom, and a brief look at how Photoshop works with InDesign and Dreamweaver in creating books and websites. Prerequisites: Computer Basics, File Management Skills, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

Course: ITI105  15 Hours
$99 + $186 fee = $285; NMR $140

Rockville Campus
CRN#: 25536  5 Sessions  T,R,S
11/1-11/10  6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Need Training?

WD&CE can be right over!

Customized Contract Training

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

For more information and contact information, please visit our website at: http://www.montgomerycollege.edu/wdce/contracttraining.html
Java—Level III
This course presents an in-depth coverage of advanced Java skills. Topics include file operations, object serialization, database manipulation, and multithreading. Learn how to work with text files, binary files, directories, databases, and threads. Gain a set of professional Java skills that you can use for developing business applications using features such as JDBC, directory manipulation, object serialization, random-access files, and multithreading.

**Prerequisites:** Java—Levels I and II or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course:** CMP128  
15 Hours  
$99 + $186 fee = $285; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25377  
5 Sessions  
M,W,S  
10/24-11/2  
6:30-9:30 p.m. (M,W)  
9:30 a.m.-12:30 p.m. (S)

Programming Fundamentals
This course is designed for people with no prior programming experience. Topics include programming languages (VB.NET, C#, and Java), numbering systems, character sets, constants and variables, and more. This course satisfies the prerequisite for C# Foundation Skills, and JAVA—Level I. **Prerequisites:** Proficiency with Windows or 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 + $190 fee = $289; NMR $140

**Rockville Campus**
CRN#: 25386  
6 Sessions  
T,R,S  
8/30-9/13  
6:30-9:30 p.m. (T,R)  
No class 9/3  
9:30 a.m.-12:30 p.m. (S - 9/10)

Python Programming
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.

**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:** ITI276  
15 Hours  
$99 + $186 fee = $285; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25569  
5 Sessions  
M,W,S  
10/24-11/2  
6:30-9:30 p.m. (M,W)  
9:30 a.m.-12:30 p.m. (S)
Software Testing and Quality Assurance (QA)—I
Learn automated software testing using Selenium. Prototype, develop and deploy automated test scripts and suites using Agile, iterative/spiral, and “waterfall” lifecycles. Learn industry best practices for test planning, design, and execution, including support and integration of test automation through the phases of software projects. Prerequisites: Programming Fundamentals or equivalent experience. TWA
Course: ITI232  15 Hours
$99 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25552  5 Sessions  T,R,S
10/18-10/27  6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Software Testing and Quality Assurance (QA)—II
Use Selenium WebDriver and Python to deploy repeatable automated tests of websites and website security. Simulate “client side” tests using Selenium WebDriver. Integrate Python scripts, macros, and bindings into WebDriver to enhance control, management, and execution of automated test suites. Learn web site security basics. Implement rigorous automated security testing of website functions, forms, and interfaces. Prerequisites: Software Testing and Quality Assurance—Level I and Python Programming or equivalent experience. TWA
Course: ITI233  15 Hours
$99 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25553  5 Sessions  T,R,S
11/1-11/10  6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Microsoft SharePoint Technologies I—Introduction
SharePoint 2013 / 365 professionals are in very high demand in today’s job market. This course introduces the basic functionality of technologies from an end-user perspective. This course includes a basic overview of commonly used SharePoint features and capabilities. This course also provides a “hands-on” approach to learn the most commonly used functions of SharePoint with all Microsoft office applications (Word, Excel, PowerPoint, and Access) to prepare you to enter the job marked with a solid knowledge of SharePoint capabilities. Prerequisites: File Management Skills or equivalent experience. No prior programming language is required. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI274  15 Hours
$99 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25567  5 Sessions  M,W
11/1-11/10  6:30-9:30 p.m.

Microsoft SharePoint Technologies II—Introduction
SharePoint 2013 / 365 professionals, power users, and administrators are in very high demand in today’s job market. This course introduces “power-user” functions and a comprehensive overview of SharePoint administration. In this course you will learn how to develop custom SharePoint sites and Apps without prior knowledge of any programming language. It will provide the basic necessary skills to create and administer SharePoint solutions to support entering the job marked as a “power-user” or SharePoint administrator. Prerequisites: Introduction to SharePoint Technologies I or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA
Course: ITI275  15 Hours
$99 + $186 fee = $285; NMR $140
Gaithersburg Business Training Center
CRN#: 25568  5 Sessions  M,W,S
11/28-12/10  6:30-9:30 p.m. (M,W)
No class 12/3  9:30 a.m.-12:30 p.m. (S)

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

Enterprise SharePoint Bootcamp
SharePoint professionals are in very high demand in today’s job market. This weekend, two day “Bootcamp” approach will laser focus students to quickly prepare for immediate new or existing job opportunities. This course includes a hands on overview of SharePoint features and capabilities. After completing this course students will have complete confidence with the most commonly used functions of SharePoint and all Microsoft office applications (Word, Excel, PowerPoint, and Access) to prepare for today’s job market! Prerequisites: Basic computer skills, file management skills or equivalent experience. No prior programming language is required. TWA
Course: ITI310  15 Hours
$99 + $200 fee = $299; NMR $140
Takoma Park/Silver Spring Campus
CRN#: 25587  2 Sessions  S,U
10/8-10/9  9 a.m.-5 p.m.
CRN#: 25588  2 Sessions  S,U
11/15-10/16  9 a.m.-5 p.m.
**LinkedIn® for Entrepreneurs and Small Business Leaders**
LinkedIn is a social collaboration tool focused on helping business professionals, consultants, freelancers, job seekers, and others develop a network of connections. Learn how to design, modify, and effectively manage a LinkedIn site in an instructor-led computer lab. Topics include effective profile setup, networking techniques, market-specific connections, (e.g., real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses, résumé design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. All participants will be expected to have an active personal LinkedIn account. TWA

**Course: ITI211**  
6 Hours  
$29 + $69 fee = $98; NMR $50

**Gaithersburg Business Training Center**
CRN#: 25589  
1 Session  
W  
10/19  
9 a.m.-3:30 p.m.

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

Who Should Take This Course:
- Professionals in (or considering) a career change
- Job seekers who want to improve their job search results
- Recent graduates (undergraduate and MBA programs)
- Current undergraduate students
- Those re-entering the workforce
You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI267**  
6 Hours  
$29 + $69 fee = $98; NMR $50

**Gaithersburg Business Training Center**
CRN#: 25565  
1 Session  
W  
10/26  
9 a.m.-3:30 p.m.

**Social Media for Business Success: Instagram, Pinterest & YouTube**
Instagram, Pinterest, and YouTube are the hottest and fastest growing social networks. Learn how to take advantage of these social networks to engage your audience and grow your business. Build a fun and engaging Instagram account. Increase your brand presence and drive traffic to your site using Pinterest as a marketing platform, and leverage the power of online video to establish and retain an audience. This class will use case studies and interactive exercises. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI253**  
12 Hours  
$95 + $130 fee = $225; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25561
2 Sessions  
T,R  
11/1-11/3  
9 a.m.-3:30 p.m.

**AngularJS**
Do you have some familiarity with using HTML, CSS and JavaScript to build a web page or website? Would you like to take your skills to the next level of front-end development? In this class, we’ll start with a basic HTML page and build a working web application that uses AngularJS (an open-source JavaScript-based web application framework) to provide interactivity. In addition to learning how to incorporate Angular, you’ll also learn how to use Git for version tracking (a must for anyone doing software development today), how to do responsive web app layout with the Twitter Bootstrap framework, and how to use the Google maps API. If you’re also interested in how Javascript can be used on the backend, and also how to incorporate a database into your web application, we recommend taking the follow up course, ITI 246: “Web Application Development with the MEAN Stack: MongoDB, Express, Angular.js, and Node.js”. Prerequisites: HTML 5, CSS, JavaScript Programming, or equivalent experience. You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI253**  
12 Hours  
$95 + $130 fee = $225; NMR $140

**Gaithersburg Business Training Center**
CRN#: 25561
2 Sessions  
T,R  
11/1-11/3  
9 a.m.-3:30 p.m.

**Creating Your Personal and Small Business Web Sites (CMP868)**
See course on page 10.

**HTML5—Level I**
Learn the basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5 and CSS. 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; new Cascading Style Sheets (CSS3) styles to format and control placement of HTML5 elements such as rounded corners, shadow effects, and color gradients; advanced CSS3 media queries to handle a variety of devices including screen, printer, tablet, and mobile phone; and integration of scripts into a web page. The Dreamweaver Integrated Development Environment
(IDE) will be used to design and develop a website. Web hosting fundamentals and effective use of meta tags are also covered. **Prerequisites: Working with Windows, File Management Skills or equivalent experience; familiarity with Internet and Keyboarding Skills.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI239  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25555  5 Sessions  T,R,S  6:30-9:30 p.m. (T,R)  9:30 a.m.-12:30 p.m. (S)

**HTML5—Level II**
Enhance and optimize your website using HTML5, CSS, JavaScript and the jQuery libraries. Topics include advanced HTML5 elements and attributes for forms. JavaScript functions and the jQuery libraries are also covered. The jQuery Core library and jQuery UI library is also covered. Advanced jQuery techniques and JavaScript Plugins to effectively use Slideshows, Multimedia Views, Accordions, and advanced HTML5 Application Programming Interfaces (APIs) will also be covered. Responsive Web Design (RWD) is also covered. The Dreamweaver Integrated Development Environment (IDE) will be used for all website design and development. **Prerequisites: HTML5—Level I or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI238  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25554  5 Sessions  T,R,S  6:30-9:30 p.m. (T,R)  9:30 a.m.-12:30 p.m. (S)

**HTML5—Level III: Responsive Web Design (RWD) and Front-End Frameworks**
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 based on CSS3, JavaScript, or Systols Frameworks. Frameworks to be covered include: Bootstrap, Cascade Framework, Fluidable. Ink, Responsive Boilerplate, Semantic UI, Foundation, Kickoff, Pure, Jeet, and many more. **Prerequisites: HTML5—Level II or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI256  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25562  5 Sessions  T,R,S  6:30-9:30 p.m. (T,R)  9:30 a.m.-12:30 p.m. (S)

**JavaScript Patterns—Advanced JavaScript**
Take your JavaScript to the next level. Learn how to create structured, maintainable applications using JavaScript patterns designed to solve common programming problems. Learn JavaScript best practices. Understand and apply closures, prototyping, encapsulation and modularization to make your code easier to re-use and maintain. Learn browser-specific patterns to improve DOM scripting and remote scripting. Examine loading strategies for high-performance web applications. **Prerequisites: HTML5 and JavaScript Programming, or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI230  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25551  5 Sessions  M,W,S  11/28-12/10  6:30-9:30 p.m. (M,W)  9:30 a.m.-12:30 p.m. (S)

**JavaScript Programming**
JavaScript is the world’s most widely used and flexible programming/scripting language. Learn to program JavaScript for practical business purposes, including web site design and trouble-shooting, form validation, database manipulation, and software development. Learn to use functions, variables, data types and arrays, string patterns, numbers, dates, and times. Learn how and when to program repetitive tasks and loops. Validate forms with JavaScript and jQuery validation plug-ins. Learn how to write efficient code, use external JavaScript files, and trouble-shoot and debug JavaScript with Firebug. **Prerequisite: Programming Fundamentals or equivalent knowledge of basic object-oriented programming (OOP).** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI228  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25549  5 Sessions  M,W,S  11/7-11/16  6:30-9:30 p.m. (M,W)  9:30 a.m.-12:30 p.m. (S)

**jQuery with JavaScript**
Use jQuery, a JavaScript library, 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. JavaScript fundamentals-keywords, concepts, and syntax-will be covered so students understand how to call and use jQuery features using the basic JavaScript needed. **Prerequisites: HTML5 Level I or equivalent experience.** You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: ITI229  15 Hours**
$99 + $186 fee = $285; NMR $140

**Rockville Campus**
CRN#: 25550  5 Sessions  M,W,S  10/24-11/2  6:30-9:30 p.m. (M,W)  9:30 a.m.-12:30 p.m. (S)
Courses in this schedule are listed in alphabetical order. Many courses have prerequisites and/or recommended sequences. Please check course descriptions for requirements.

Food Safety

For more information please visit: http://www.montgomerycollege.edu/wdce/bits/foodsafety.html.

Food Certification Exam Retake

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

Course: HOS011 2 Hours
$10 + $30 fee = $40; NMR $30

Rockville Campus
CRN#: 25256 1 Session S
10/29 9-11 a.m.

Food Service Certification (ServSafe, National Restaurant Association)

Receive a nationally recognized training certificate in food safety. Food service supervisors and employees learn approved procedures for handling utensils and equipment, self-surveillance, food protection, prevention of food-borne diseases, and employee personal hygiene and habits. This course meets the 15-clock-hours plus exam required by the Maryland State Department of Health and Mental Hygiene. Students must pass the National Restaurant Association Educational Foundation’s (NRAEF) exam (administered at the last class session) with a minimum score of 75 percent to receive a certificate which will enable them to obtain a food manager’s certification ID card in the Montgomery, Prince George’s, Howard, and Baltimore counties and Baltimore City. Students must have the book the first day of class. Textbook: ServSafe Essentials 6th edition with the exam sheet is available at the Rockville Campus Bookstore. TWA

Course: HOS013 16 Hours
$85 + $105 fee = $190; NMR $120

Rockville Campus
CRN#: 25257 3 Sessions S
9/10-9/24 9 a.m.-2:30 p.m.

Westfield South
CRN#: 25258 4 Sessions T,R
9/27-10/6 1-5 p.m.

Food Service Recertification

This ServSafe course prepares certified food managers to take the required exam for recertification. This nationally recognized exam must be taken every three years in Montgomery County. Students registering for this exam must have already completed the approved 15-hour Food Service Sanitation course and have a renewable Montgomery County Food Service manager’s ID card. A score of 75 percent is required for passing. This is a review course for individuals who are working and need to bring up to date any changes that have occurred in the food safety industry since they obtained their certification. The exam is based on the ServSafe book 6th edition (we recommend that you bring the text book to
class). Please bring your exam answer sheet, which may be purchased at the Rockville Campus Bookstore. TWA

Course: HOS049  8 Hours
$30 + $65 fee = $95; NMR $50

Westfield South
CRN#: 25264  2 Sessions     M,F
10/24-10/28  9 a.m.-1 p.m.

**En Español**

Certificación para Manipulación de Alimentos (Food Safety)
Este curso incluye las 15 horas requeridas por el Departamento de Salud y 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 6ª 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.

Course: HBI191  16 Hours
$85 + $105 fee = $190; NMR $120

Rockville Campus
CRN#: 25409  4 Sessions     S
9/17-10/8  9 a.m.-1:15 p.m.

**GREEN TRAINING**

LEED Green Associate Exam Prep
A LEED credential gives you a competitive edge and shows the market that you have the key knowledge, experience, and credibility to bring success to LEED projects and sustainability focused organizations. Topics include: Green Building design, construction and operations, key components of the LEED v4 Rating System and the LEED Certification process. Practice test questions, quizzes and study guide are also included. A limited number of scholarships will be available. TWA

Course: GRN005  10 Hours
$109 + $185 fee = $294; NMR $140

Rockville Campus
CRN#: 25398  3 Sessions     R
10/6-10/20  6-9:30 p.m.

**Hospitality**

For more information please visit: www.montgomerycollege.edu/wdce/bits/hospitality.html.

<table>
<thead>
<tr>
<th>Hospitality courses MUST be taken in the following course sequence:</th>
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<tbody>
<tr>
<td>• Introduction to Event Management</td>
</tr>
<tr>
<td>• Event Operation</td>
</tr>
<tr>
<td>• Event Marketing</td>
</tr>
<tr>
<td>• Case Study in Event Management Forum</td>
</tr>
<tr>
<td>• Technology and Social Media for Event Management</td>
</tr>
</tbody>
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Case Study in Event Management Forum
Explore the nuances of planning and executing an event through your participation in the case study method. Evaluate the risks associated with the case event and incorporate troubleshooting strategies and contingency plans. Prerequisite: You should have basic knowledge of the event-development and budgeting process, market segmentation, and promotion tools. TWA

Course: HOS044  9 Hours
$80 + $85 fee = $165; NMR $120

Rockville Campus
CRN#: 25261  3 Sessions     M,W
11/7-11/14  6:30-9:30 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. TWA

Course: HOS047  12 Hours
$80 + $115 fee = $195; NMR $120

Rockville Campus
CRN#: 25263  4 Sessions     M,W
10/17-10/26  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. TWA

Course: HOS030  12 Hours
$80 + $115 fee = $195; NMR $120

Rockville Campus
CRN#: 25259  4 Sessions     M,W
10/3-10/12  6:30-9:30 p.m.

How to Organize a Great Event!
If you are responsible for organizing events at work or in your church; or wish to learn how to organize social events in a professional manner, this course is for you. This short course includes an overview of all elements needed to develop a successful event, such as budget, venue, entertainment, catering, decoration and more. TWA

Course: HOS052  10 Hours
$80 + $120 fee = $200; NMR $140

Rockville Campus
CRN#: 25265  4 Sessions     T,R
10/18-10/27  6:30-9 p.m.
Introduction to Event Management
Discover major trends, methodologies, and successful practices used by professionals in the field. Learn the event-development process, fundamentals of planning, evaluation, risk management, and more. TWA
Course: HOS034 12 Hours
$80 + $115 fee = $195; NMR $120
Rockville Campus
CRN#: 25260 4 Sessions M,W
9/19-9/28 6:30-9:30 p.m.

Technology and Social Media for Event Management
Technology and the use of social media have changed the way we plan meetings, conferences, and events. Familiarize yourself with the different technologies that can help you succeed in the meeting and event fields. Understand how to use social media, websites, and computer applications to market your business and/or enhance the effectiveness of your meeting or event. TWA
Course: HOS045 9 Hours
$80 + $85 fee = $165; NMR $120
Rockville Campus
CRN#: 25262 3 Sessions M,W
11/28-12/5 6:30-9:30 p.m.

Computación para el trabajo de oficina
Este curso está diseñado como una herramienta imprescindible para desarrollar habilidades básicas para el trabajo de oficina, al igual que para el manejo efectivo de un negocio. El curso está compuesto de 6 módulos: Microsoft Word, fundamentos básicos de Excel (hojas de cálculo), uso eficiente de internet, fundamentos básicos de Power Point, uso eficiente de comunicaciones electrónicas y manejo y almacenamiento de archivos tanto en el disco duro como en el web.
Course: HBI202 24 Hours
$80 + $125 fee = $205; NMR $140
Rockville Campus
CRN#: 25411 8 Sessions S
9/17-11/5 9 a.m.-12 p.m.
Takoma Park/Silver Spring Campus
CRN#: 25412 8 Sessions T,R
10/11-11/3 6-9 p.m.

Contabilidad Computarizada
Esta clase está diseñada para estudiantes que desean usar el programa financiero QuickBooks para procesar la información contable y aplicar los conceptos básicos de contabilidad en las pequeñas empresas. También sirve para aquellas personas que desean trabajar en el área de pagos y teneduría de libros contables. El curso incluye los siguientes temas: Presupuestos, facturas, recibos de venta, pagos con cheque o con tarjeta de crédito, reconciliación bancaria de cuentas, pago de impuestos etc. Requisitos: Saber usar el sistema operativo Windows, y MS Word. Pre requisito: Haber tomado el curso HBI-167 Conceptos Básicos de Contabilidad. El estudiante debe traer a la primera clase un flash drive/memory stick the 1GB para guardar su trabajo.
Course: HBI184 21 Hours
$100 + $160 fee = $260; NMR $140
Westfield South
CRN#: 25408 7 Sessions T,R
10/4-10/25 6:30-9:30 p.m.

Certificación para Manipulación de Alimentos en Español
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 6th 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.
Course: HBI191 16 Hours
$85 + $105 fee = $190; NMR $120
Rockville Campus
CRN#: 25409 4 Sessions S
9/17-10/8 9 a.m.-1:15 p.m.

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. El examen solamente lo ofrece el Estado de Maryland. En la librería del Campus de Rockville en el edificio Campus Center, los estudiantes deberán obtener el manual: Guía NASCLA sobre finanzas, legislación y gestión de proyectos para contratistas. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.
Course: HBI195 30 Hours
$95 + $200 fee = $295; NMR $140
Rockville Campus
CRN#: 25410 8 Sessions S
9/17-11/5 9 a.m.-1 p.m.
9-11 a.m. (11/5 only)

Instituto Hispano de Negocios y Entrenamiento
HISPANIC BUSINESS AND TRAINING INSTITUTE
El Instituto Hispano de Negocios y Entrenamiento de Montgomery College ofrece clases de negocios y entrenamientos en español y bilingües que capacitan a la comunidad hispana del área para que ésta compita exitosamente en el mercado laboral. Para más información contactarse con liliana.arango@montgomerycollege.edu ó al 301-255-9106.

Certificación para Manipulación de Alimentos en Español
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 6th 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.
Course: HBI191 16 Hours
$85 + $105 fee = $190; NMR $120
Rockville Campus
CRN#: 25409 4 Sessions S
9/17-10/8 9 a.m.-1:15 p.m.

Computación para el trabajo de oficina
Este curso está diseñado como una herramienta imprescindible para desarrollar habilidades básicas para el trabajo de oficina, al igual que para el manejo efectivo de un negocio. El curso está compuesto de 6 módulos: Microsoft Word, fundamentos básicos de Excel (hojas de cálculo), uso eficiente de internet, fundamentos básicos de Power Point, uso eficiente de comunicaciones electrónicas y manejo y almacenamiento de archivos tanto en el disco duro como en el web.
Course: HBI202 24 Hours
$80 + $125 fee = $205; NMR $140
Rockville Campus
CRN#: 25411 8 Sessions S
9/17-11/5 9 a.m.-12 p.m.
Takoma Park/Silver Spring Campus
CRN#: 25412 8 Sessions T,R
10/11-11/3 6-9 p.m.

Contabilidad Computarizada
Esta clase está diseñada para estudiantes que desean usar el programa financiero QuickBooks para procesar la información contable y aplicar los conceptos básicos de contabilidad en las pequeñas empresas. También sirve para aquellas personas que desean trabajar en el área de pagos y teneduría de libros contables. El curso incluye los siguientes temas: Presupuestos, facturas, recibos de venta, pagos con cheque o con tarjeta de crédito, reconciliación bancaria de cuentas, pago de impuestos etc. Requisitos: Saber usar el sistema operativo Windows, y MS Word. Pre requisito: Haber tomado el curso HBI-167 Conceptos Básicos de Contabilidad. El estudiante debe traer a la primera clase un flash drive/memory stick the 1GB para guardar su trabajo.
Course: HBI184 21 Hours
$100 + $160 fee = $260; NMR $140
Westfield South
CRN#: 25408 7 Sessions T,R
10/4-10/25 6:30-9:30 p.m.

Precios: $80 + $115 fee = $195; NMR $120
Precios: $80 + $85 fee = $165; NMR $120
Precios: $80 + $125 fee = $205; NMR $140
Precios: $80 + $160 fee = $260; NMR $140
Precios: $80 + $200 fee = $295; NMR $140

*CRN*: Course Registration Number
*NMR*: Nonresident Cost Rate
*Fee*: Tuition and fees
*1GB*: gigabyte
*MS Word*: Microsoft Word
*Web*: internet
**Contabilidad**

**Conceptos básicos de contabilidad**
Este curso está diseñado para aquellas personas que desean aprender los conceptos teóricos básicos de contabilidad para la administración de pequeñas empresas. El curso incluye instrucción técnica usando MS Excel 2007. Requisitos: Conocimiento básico de matemáticas. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

**Course: HBI167**  9 Hours
$50 + $110 fee = $160; NMR $120  
Westfield South  
CRN#: 25407  3 Sessions  T,R  
9/13-9/20  6:30-9:30 p.m.

**Contabilidad Computarizada**
Esta clase está diseñada para estudiantes que desean usar el programa financiero QuickBooks para procesar la información contable y aplicar los conceptos básicos de contabilidad en las pequeñas empresas. También sirve para aquellas personas que desean trabajar en el área de pagos y teneduría de libros contables. El curso incluye los siguientes temas: Presupuestos, facturas, recibos de venta, pagos con cheque o con tarjeta de crédito, reconciliación bancaria de cuentas, pago de impuestos etc. Requisitos: Saber usar el sistema operativo Windows, y MS Word. Pre requisito: Haber tomado el curso HBI-167 Conceptos Básicos de Contabilidad. El estudiante debe traer a la primera clase un fash drive/memory stick de 1GB para guardar su trabajo.

**Course: HBI184**  21 Hours
$100 + $160 fee = $260; NMR $140  
Westfield South  
CRN#: 25408  7 Sessions  T,R  
10/4-10/25  6:30-9:30 p.m.

**Nomina de pagos**
Curso dirigido a estudiantes que deseen prepararse para trabajar en una oficina contable o para procesar los pagos de nómina para empleados y sub-contratistas. El estudiante obtendrá los conocimientos necesarios para procesar los pagos en Quickbooks Desktop y Quickbooks Online. El curso incluye los siguientes temas procesamiento de pagos a empleados y sub-contratistas creando una planilla para el "timesheet" y como imprimir cheques. También incluye procesamiento de las planillas 940, 941, y los reportes trimestrales del estado de Maryland; el uso del sistema de pago electrónico de impuestos federales (EFTPS), como obtener el numero PIN del IRS para poder hacer los pagos de FUTA, (desempleo), Medicare (Salud), FICA (Seguro Social de la jubilación), y todos los pagos requeridos por la ley federal y estatal (Maryland) y otros temas relacionados con nómina de pago. Prerrequisitos: El estudiante debe de saber usar Windows MS Word, navegar el internet y haber tomado Conceptos Básicos de Contabilidad (HBI-167) y Contabilidad Computarizada (QuickBooks) (HBI 184).

**Course: HBI204**  15 Hours
$85 + $105 fee = $190; NMR $120  
Westfield South  
CRN#: 25413  5 Sessions  T,R  
11/3-11/17  6:30-9:30 p.m.

**Electricidad**

**Electricidad I, Teoría**
Conocer los fundamentos básicos de la electricidad, desde un enfoque teórico que va de la generación, hasta el uso en las instalaciones eléctricas residenciales. Estos conceptos van estrechamente relacionados con los códigos eléctricos nacionales, a fin de que el estudiante esté en capacidad de identificar los diferentes componentes eléctricos. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

**Course: HBI134**  20 Hours
$80 + $165 fee = $245; NMR $140  
Rockville Campus  
CRN#: 25402  6 Sessions  F,S  
9/9-9/24  6:30-9 p.m. (F)  8:30 a.m.-1 p.m. (S)

**Electricidad II, Práctica**
Desarrollar en el estudiante su capacidad de análisis mediante el conocimiento de los procesos, los materiales y las herramientas que se utilizan para elaborar instalaciones eléctricas residenciales, de tal forma que el alumno pueda manipular con propiedad y con seguridad la electricidad en su medio de trabajo. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

**Course: HBI135**  20 Hours
$80 + $125 fee = $205; NMR $140  
Rockville Campus  
CRN#: 25403  6 Sessions  F,S  
9/30-10/15  6:30-9 p.m. (F)  8:30 a.m.-1 p.m. (S)

**Electricidad III, Práctica**
Aplicar los conceptos teórico-prácticos mediante la elaboración de instalaciones eléctricas, que le permitirán conocer las diferentes formas de conexión para tomacorrientes, luces e interruptores que se instalan en una vivienda. El estudiante deberá estar en capacidad de efectuar instalaciones eléctricas básicas a través de las prácticas desarrolladas en el aula-taller. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

**Course: HBI136**  20 Hours
$80 + $125 fee = $205; NMR $140  
Rockville Campus  
CRN#: 25404  6 Sessions  F,S  
10/21-11/5  6:30-9 p.m. (F)  8:30 a.m.-1 p.m. (S)

**Electricidad IV, Práctica**
Efectuar instalaciones eléctricas en circuitos eléctricos residenciales a 120-240 voltios y conocer el proceso de conexión del tablero de control; incentivar en el alumno el estudio del Código Eléctrico Nacional y su aplicación en la práctica del medio de trabajo. Este proceso esta orientado a mejorar su capacidad técnica para elaborar instalaciones eléctricas de calidad observando las respectivas normas de seguridad. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

**Course: HBI137**  20 Hours
$80 + $125 fee = $205; NMR $140  
Rockville Campus  
CRN#: 25405  6 Sessions  S  
11/18-12/10  6:30-9 p.m. (11/18-12/9)  8:30 a.m.-1 p.m. (11/19-12/10)

No class 11/25, 11/26
Insurance Licensure

Life and Health Insurance Prelicensing NEW
Approved by the Maryland Insurance Administration, this course provides a solid foundation for agents preparing to take the Maryland Licensing exam. In-depth information on the life and health industry and on life and health specifically is covered. Topics include: law and the insurance contract, life insurance policies, option riders, beneficiaries, annuities, retirement plans and social security. Book included in course cost. TWA
Course: ICE033 40 Hours
$171 + $154 fee = $325; NMR $160
Gaithersburg Business Training Center
CRN#: 25399 4 Sessions  S
11/5-11/19 8:30 a.m.-4:30 p.m.

Property/Casualty Insurance NEW
Property and casualty insurance is a diverse field requiring an approved course of study leading to a state licensing examination. This course is for students who study well on their own. It includes 20 hours of classroom instruction and 20 hours of home study. Topics include: Property/Casualty terms and concepts, Maryland Laws and Regulations, and both Personal and Commercial Lines policies. Book included in course cost. TWA
Course: ICE034 40 Hours
$100 + $105 fee = $205; NMR $140
Gaithersburg Business Training Center
CRN#: 25400 4 Sessions  S
9/24-10/8 8:30 a.m.-4:30 p.m.

Life Sciences Leadership

Clinical Trial Project Management
Increase your skills needed to lead domestic and global clinical trials for optimal performance. This 39-hour course will cover drug development and the regulatory process, clinical trial application and protocol, Project Management, Good Clinical Practices (GCP), Human Subject Protection (HSP) and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class. You will be engaged by our subject matter experts who will be presenting the course in a dynamic and interactive manner. TWA
Course: MGT392 39 Hours
$405 + $410 fee = $815; NMR $400

Distance Learning
CRN#: 25419 13 Sessions  S
9/10-12/10 9 a.m.-12 p.m.
No class 11/26
Germantown Campus
CRN#: 25418 13 Sessions  S
9/10-12/10 9 a.m.-12 p.m.
No class 11/26

Professional and Career Development

For more information please visit: http://cms.montgomerycollege.edu/wdce/ce/lifelonglearning/careeremployment.html

Employment Search Boot Camp
Learn traditional and innovative job search techniques to help you land the job you want. This class provides a comprehensive approach to employment search, including résumé writing, interviewing and the latest self-marketing and networking techniques. You will explore how to distinguish yourself from others competing for the same jobs, try new job search strategies and get feedback on your practice interviews. You will also learn how to use career and job search resources, such as Career Coach, and networking and employment resources such as social media and LinkedIn. TWA
Course: CRP107 15 Hours
$25 fee only.
Rockville Campus
CRN#: 25397 5 Sessions  M,W
10/17-10/31 6:30-9:30 p.m.

LinkedIn for Employment
This class will help job seekers successfully create and manage a LinkedIn profile and use many of the site’s tools to find their next employment opportunity. Topics include effective profile setup; use of LinkedIn job seeker tools; how to build your network and networking techniques; performing effective job searches; and potential employer, recruiter, and interviewer research. If you have a résumé in MS Word, this class is for you. TWA
Course: CRP101 6 Hours
$35 + $45 fee = $80; NMR $50
Rockville Campus
CRN#: 25396 2 Sessions  M
11/7-11/14 6:30-9:30 p.m.

Is it time to renew your Home Inspection license?
We will have 2 new courses coming this spring that will cover the required 30 hours to renew!
Call Karen Ambrose at 240-567-2592 or e-mail karen.ambrose@montgomerycollege.edu

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.
A Practical Approach to Project Management

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

Course: PMC013 36 Hours
$597 + $328 fee = $925; NMR $400

Gaithersburg Business Training Center
CRN#: 25441 6 Sessions R,S
9/15-10/1 6-10 p.m. (R)
8:30 a.m.-5 p.m. (S)

Rockville Campus
CRN#: 25442 7 Sessions M,W,S
10/22-11/7 6-10 p.m. (M,W)
8:30 a.m.-5 p.m. (S)

Takoma Park/Silver Spring Campus
CRN#: 25443 7 Sessions M,W,S
11/16-12/5 6-10 p.m. (M,W)
8:30 a.m.-5 p.m. (S)

No class 11/23, 11/26

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), Fifth Edition*, Project Management Institute, Inc. 2013. 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)®. Textbooks are available at the Rockville Campus Bookstore. TWA.

Course: PMC002 24 Hours
$354 + $285 fee = $639; NMR $300

Takoma Park/Silver Spring Campus
CRN#: 25435 3 Sessions F,S,U
12/2-12/4 8:30 a.m.-5 p.m.

PMI-RMP® Exam Prep Course

If you manage projects, you manage risk. The PMI-RMP® credential will make you stand out as an accomplished risk management professional, or as an added specialization to the PMP® certification. This interactive and engaging course provides the knowledge you need to pass the PMI-RMP® Exam on your first try. Montgomery College’s PMI-RMP® instructor is credentialed and has both real-world project risk management and adult education experiences. TWA.

Course: PMC020 24 Hours
$354 + $285 fee = $639; NMR $300

Gaithersburg Business Training Center/Online
CRN#: 25448 8 Sessions M,T,W,R
9/26-10/20 6-10 p.m. (M,R)
6-8 p.m. (T,W - 9/28-10/18)
6-9 p.m. (10/3-10/13)

No class 9/27, 9/29, 10/4, 10/10, 10/12, 10/17, 10/19
This is a hybrid course.
Classes on 9/26 and 10/20 will meet at GBTC

Did you know that more than 1.5 million project management jobs are created each year? Position yourself for success with Project Management Professional (PMP)® certification. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.
Project Management Fundamentals
In this course, you will learn project management process including project selection and evaluation. Gain skills in developing a project plan defining the scope, phases, milestone goals, and purposes. The types of project organizations will be detailed, including intra-functional organizations, cross-functional matrix, and task force organizations. You will learn how to construct a work breakdown structure and create a project task network. This is a prerequisite course for the Project Management Professional (PMP) and the Certified Associate in Project Management (CAPM) certification courses. Students without prior PM training should register for this course before taking the Practical Approach to PM. TWA
Course: PMC019 15 Hours
$217 + $112 fee = $329; NMR $160
Distance Learning
CRN#: 25447 5 Sessions M,T,W,R,S
10/31-11/5 6-9 p.m.
Rockville Campus
CRN#: 25446 2 Sessions S,U
10/15-10/16 8:30 a.m.-5 p.m.

Project Management Professional (PMP) Boot Camp
This course thoroughly prepares you for the internationally recognized Project Management Professional (PMP) certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP certification exam. Prerequisite: Students registering for this course should have already attended Project Management courses. This course is certified by the Project Management Institute (PMI). Textbooks are available at Rockville Campus Bookstore. TWA
Course: PMC008 48 Hours
$1,039 + $510 fee = $1,549; NMR $800
Gaithersburg Business Training Center
CRN#: 25439 6 Sessions M,T,W,R,F,S
12/12-12/17 8:30 a.m.-5 p.m.

Project Management Professional (PMP) Certification Prep
Prepare for the internationally recognized Project Management Professional (PMP) certification exam. It is designed for experienced project managers who want to increase their skills and apply a standards-based approach to project management. Upon completion of the course, you may apply to take the PMP Certification exam. 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 + $700 fee = $1,739; NMR $800
Gaithersburg Business Training Center/Online
CRN#: 25436 10 Sessions M,W,R,S
10/8-11/5 6-8 p.m. (M,W,R - 10/17-11/3)
8:30 a.m.-5 p.m. (S - 10/8-10/29)
Last class on 11/5 ill meet 9 a.m.-3:30 p.m.
No class 10/20,10/27,10/31,11/2
This is a hybrid course.
Classes on 10/8, 10/15, 10/22, 10/29, 11/5 will meet at GBTC
CRN#: 25437 12 Sessions M,T,W,R,F,S,U
11/12-12/15 6-9 p.m. (M,T,W,R,F,U -11/15-12/2)
8:30 a.m.-5 p.m. (S-11/12-11/19)
6-10 p.m. (S-12/3 only)
Last class on 12/5 6-10 p.m.
This is a hybrid course.
Classes on 11/12, 11/19, 12/5 will meet at GBTC

PM Elective Courses
Efficient Project Management with Mind Mapping
Mind mapping is an effective project management tool to save time and improve communication with the team and other stakeholders in an effective and creative way. A mind map is a graphical diagram consisting of nodes, branches, colors, and icons used to convey ideas efficiently. They are simple to create and understand, and are often used to focus brainstorming sessions and work breakdown structure creation. Learn how to create and apply mind maps in project management and get links to a variety of free templates that you can use immediately to get started with mind maps. This powerful project management technique can be used for strategic planning, requirements, work breakdown structure, risk identification, accelerated learning, and project planning. If you are interested in using mind mapping as an alternative to (or enhancement of) project management software, this course is a good place to start. (4 PDUs) Prerequisites: none.
Course: PMC015 4 Hours
$80 + $65 fee = $145; NMR $120
Distance Learning
CRN#: 25444 2 Sessions M,W
11/7-11/9 6-10 p.m.
How to Create an Effective Work Breakdown Structure

Project management tools, developed since the Department of Defense (DoD) projects in the 1960s, have significantly improved the ability to develop effective plans and schedules, which is essential for excellence in project management. This course presents a cohesive, practical description of the work breakdown structure (WBS) concept and application. This course can help the project manager or project planner improve the structuring of the project and get the project started effectively. You will also learn how to use the WBS throughout the life of the project as a key tool for planning, control, and communication. (8 PDUs.) You must purchase textbook(s)/materials and bring them to the first class. TWA

**Course: PMC012  8 Hours**
$199 + $80 fee = $279; NMR $140
**Distance Learning**
CRN#: 25440  4 Sessions  M,W,R,U
11/13-11/17  6-8 p.m.

Lean/Six Sigma Yellow Belt

This course prepares you to participate in process improvement events and projects, and is the first stepping stone towards Green and Black Belt Certifications. The Yellow Belt certification provides an introduction to the techniques of Continuous Process Improvement (CPI), its metrics, and basic improvement methodologies. Learn the Theory of Constraints as a toll for identifying bottlenecks and constraints that keep systems/processes from achieving a desired level of performance. Experience the effects of system dynamics by participating in several hands-on simulations. TWA

**Course: MGT412  15 Hours**
$320 + $95 fee = $415; NMR $225
**Gaithersburg Business Training Center**
CRN#: 25420  2 Sessions  S
12/3-12/10  8:30 a.m.-5 p.m.

Negotiating for Project Managers and Other Professionals

This course teaches the basics of negotiations. Learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. You will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics. (7.5 PDUs). This course is certified by the Project Management Institute (PMI)®. Textbooks are available at Rockville Campus Bookstore. TWA

**Course: PMC006  7.5 Hours**
$199 + $60 fee = $259; NMR $140
**Gaithersburg Business Training Center**
CRN#: 25438  2 Sessions  M,W
9/19-9/21  6-10 p.m.

PMP® Application Workshop

Have you decided to take your career to the next level by pursuing PMI’s® Project Management Professional (PMP)® Certification? Then this course is for you. In this course, you will get individualized consulting on completing your application form to sit for the PMP® exam. Many certified professionals say it is one of the most complicated application forms they have completed. Our instructor, Mary K Pedigo, PMP gets requests from confused project managers for assistance completing their applications. We are pleased to offer this course where students can get answers to their specific questions and customized instructions completing the rigorous application process. Students are encouraged to bring their laptops and records of project management experience for individualized assistance.

**Course: PMC017  3.5 Hours**
$50 + $25 fee = $75; NMR $50
**Distance Learning**
CRN#: 25445  1 Session  T
9/13  6-9:30 p.m.

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Then

**PMP® Application Workshop**

is for you!

Get individualized consulting on completing your application form to sit for the PMP® exam.

See course PMC017 on this page for details!
TRANSPORTATION SAFETY INSTITUTE

COMMERCIAL DRIVER

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, 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 Motor Vehicle Administration’s Class B CDL road examination. You will learn the safe and efficient operation of a Class B vehicle. Topics include: Pretrip (exterior and interior), safe driving techniques, parking, customer service, turning, and controlling vehicle motion. The course includes some classroom instruction; the main portion, however, is range and road driving practice, along with MVA CDL B examination practice. Classes held in Montgomery County. Must have approval to register.

Course: CDL109
70 Hours
$1,680 + $520 fee = $2,200; NMR $1,050

14 Firstfield Rd DrivingRange
CRN#: 26171
22 Sessions T,W,R,F
9/6-10/14
4:30-8:30 p.m.

Gaithersburg Business Training Center
CRN#: 26172
18 Sessions M,T,W,R,F
10/24-11/22
1:30-5:30 p.m.

CDL Learner Permit Prep ♥
Get your CDL Learner Permit! The Maryland Commercial Drivers 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 be given instruction, practice exercise, and perform activities in order to understand the general knowledge test. You will receive instruction on the T,P,X, and S endorsements. This is an inclusive class that can support students with very mild learning disabilities. All documents and materials included. Upon course completion, you will be able to explain general knowledge topics such as air brakes and transporting passengers, describe the TPXS endorsements in order to study and be prepared for MD CDL Learner Permit Exam.

Course: CDL010
6 Hours
$50 + $22 fee = $72; NMR $50

Gaithersburg Business Training Center
CRN#: 26079
1 Session S
12/3
9 a.m.-3 p.m.

Rockville Campus
CRN#: 26077
1 Session S
9/17
9 a.m.-3 p.m.

Takoma Park/Silver Spring Campus
CRN#: 26078
1 Session S
10/15
9 a.m.-3 p.m.

REAL ESTATE

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

Courses in:
- Appraisal
- Licensure
- Continuing Education

For more information, contact Karen Ambrose at 240-567-2592 or e-mail karen.ambrose@montgomerycollege.edu.
www.montgomerycollege.edu/wdce/bits/realestate.html

Need help looking for a career?
Career Coach can help!

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

For more information, go to https://montgomerycollege.emsicareercoach.com/
Payments
Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

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

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

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

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

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

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

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit http://cms.montgomerycollege.edu/wdce/register/vabenefits.html.

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

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

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

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

4 Easy Ways to Register

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

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

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

Walk–In
A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400
8:30 a.m.–9 p.m. (Mon–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.–5 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (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, Customer Service
8:30 a.m.–6 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri)

Westfield South, Suite 306 **
8:30 a.m.–9 p.m. (Mon–Thur);
8:30 a.m.–4:30 p.m. (Fri); 8:30 a.m.–4 p.m. (Sat)

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

Payments due at time of registration

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

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REGISTRATION FORM
Workforce Development & Continuing Education

Please Print Clearly

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.

FAX completed registration form with credit card information to 240-567-7860 or 240-567-1877 or 240-567-7937.

Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

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

Fax
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(s), 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 □American Express □Discover

Credit Card Information: Expiration date on card

3 or 4 digit Security code on your card

Credit Card Number
Name on Card

Card holder signature required Date

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

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.

4/28/16
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- Cybersecurity Skills and Certifications
- Powerpoint and Prezi Presentation Skills
- Human Resources for Supervisors
- Supervisory Skills Program
- Encouraging Innovation in the Workplace

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

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• Mobile Technology
• Event Management
• Real Estate

www.montgomerycollege.edu/wdce/bits.html

240-567-5188