

Training Solutions for Business and Industry

BUSINESS AND INFORMATION TECHNOLOGY

FALL 2014
COURSE SCHEDULE

***Unleash Innovation
and Excellence in
Your Workplace!***

**With *NEW* Entrepreneurial
Skills and Certifications.**

- Project Management Certification (PMP)
- SHRM Human Resources Courses
- Entrepreneurship
- Health Information Technology
- Life Sciences Leadership and Management
- National Apartment Leasing Professional
- Commercial Driver's License Certification
- Clinical Trial Project Management
- Microsoft Office Certification
- Food Service Certification
- Mobile Technology
- Event Management



Take your Fab Lab tech invention to market! Not sure how?

Montgomery College's entrepreneurship courses can show you the way.

Discover how to take your tech product to market by enrolling in one of our many FastTrac entrepreneurship classes. *See page 10 for FastTrac course listings.*

www.montgomerycollege.edu/wdce/bits.html

Workforce Development & Continuing Education

 **Montgomery College**

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

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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>

TEXTBOOK/MATERIALS

Purchase textbook and/or materials at the campus where the class will be held. For classes held at the Gaithersburg Business Training Center, use the Rockville Campus Bookstore; for classes at Westfield South, use the Takoma Park/Silver Spring Campus Bookstore. For classes held at high schools, use the Rockville Campus Bookstore.

CAMPUS BOOKSTORES

Germantown Campus 240-567-7877
Rockville Campus 240-567-5302
Takoma Park/Silver Spring Campus.... 240-567-1522

www.montgomerycollege.edu/bookstores

CONTACT INFORMATION

Customer Service	240-567-5188
Advanced Paralegal	240-567-2583
transcie.almonte@montgomerycollege.edu	
Advanced Placement Inst.	240-567-2583
transcie.almonte@montgomerycollege.edu	
Commercial Driver's License	240-567-2577
cdl@montgomerycollege.edu	
Computer Technology / ITI	240-567-1882
eunice.melo@montgomerycollege.edu	
Food Safety	240-567-3824
liliana.arango@montgomerycollege.edu	
Green Training Programs	240-567-3828
transcie.almonte@montgomerycollege.edu	
Hospitality	240-567-3824
liliana.arango@montgomerycollege.edu	
Human Resources	240-567-2583
transcie.almonte@montgomerycollege.edu	
Instituto Hispano de Negocios y Entrenamiento	240-567-3824
liliana.arango@montgomerycollege.edu	
Insurance	240-567-2592
karen.ambrose@montgomerycollege.edu	
L.E.E.D.	240-567-2592
karen.ambrose@montgomerycollege.edu	
Management and Supervision	240-567-2583
transcie.almonte@montgomerycollege.edu	
Mediation/Conflict Management ...	240-567-2583
transcie.almonte@montgomerycollege.edu	
Personal Fitness Trainer	240-567-2592
karen.ambrose@montgomerycollege.edu	
Professional/Career Development ...	240-567-2599
tracy.singleton@montgomerycollege.edu	
Project Management	240-567-3828
transcie.almonte@montgomerycollege.edu	
Maryland Individual Tax Preparer ..	240-567-2595
tracee.mathias@montgomerycollege.edu	
Start Your Own Business	240-567-2592
karen.ambrose@montgomerycollege.edu	
Writing	240-567-2599
tracy.singleton@montgomerycollege.edu	

ADVANCED PARALEGAL CERTIFICATE (NONCREDIT)

Montgomery College has partnered with The Center for Legal Studies to offer an **online** Advanced Paralegal Certificate Program. These specialized classes have been attended by thousands of professionals who seek concentrated study of specific paralegal practice areas.

Students are required to complete six Advanced Paralegal Course classes to complete the requirements for the online Advanced Paralegal Course. Each course topic is offered in a seven-week online session. Students must successfully complete the Core Requirements before they take the Advanced Paralegal Course. More than one Advanced Paralegal Course topic may be taken during a seven-week online session and Advanced Paralegal Course topics do not have to be taken in any particular order.

Online participants should expect to spend at least 45–50 hours reading and preparing assignments and tests for each course. Participants who successfully complete six of the topics required of the Advanced Paralegal Course will earn up to 27 CEUs and will receive a certificate of completion. 70% is the minimum passing score on all tests and assignments for the different classes.

**To register contact, Transcie Almonte-Sabio at
240-567-3828 or e-mail
transcie.almonte@montgomerycollege.edu.**

Advanced Legal Research

Advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere, will be examined. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as timesaving devices in legal research and legal writing. Students may consider working ahead in the curriculum if they have the time. Tuition waiver applies; seniors pay fee only.

Course: APC001 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25204 8/25-10/10

CRN#: 25519 10/20-12/5

Alternative Dispute Resolution

Students will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Students will understand the processes and methods of ADR techniques, learn the proper application and limits of ADR techniques, appreciate the ethical considerations involved in ADR, and develop a basic ability to apply ADR methods. This is an accelerated course. Tuition waiver applies; seniors pay fee only.

Course: APC004 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25207 8/25-10/10

CRN#: 25522 10/20-12/5

Bankruptcy Law

Bankruptcy is an area of law that has provided significant employment for paralegals. This course examines the debtor-creditor relationship and the difference between voluntary and involuntary bankruptcy, both under Chapter 7 (liquidation) and 11 (reorganization). You will study the Bankruptcy Code in depth and learn how to prepare the most important bankruptcy forms. This seven-week course is designed to introduce paralegal students to the complexities of bankruptcy law and to train students to work as bankruptcy paralegals. It also provides paralegals working for attorneys who specialize in other areas of law with the knowledge they may need to assist their attorney with clients who receive notice of a bankruptcy. Tuition waiver applies; seniors pay fee only.

Course: APC003 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25206 8/25-10/10

CRN#: 25521 10/20-12/5

Business Law and Practices

This course examines the law and practice of business organizations and the paralegal's potential functions in this area of law. It begins with an examination of basic agency law, followed by a study of the fundamental structure and most important legal doctrines relating to general partnerships, limited partnerships, limited liability companies, small closely-held corporations, and large publicly-traded corporations. Business law is not, in itself, a field of law. Rather, it is the study of how civil (and sometimes criminal) law affects the operation of businesses. Any study of business is increasingly concerned with the legal environment. This course is designed to provide paralegals with the information they need to work under the supervision of counsel in the legal department of a corporation or to assist attorneys that specialize in providing counsel to businesses. It also provides the general public with knowledge of the legal environment in which businesses operate. Tuition waiver applies; seniors pay fee only.

Course: APC002 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25205 8/25-10/10

CRN#: 25520 10/20-12/5

Constitutional Law

You will be introduced to the fundamentals of the federal constitution, including the institution of judicial review, the limitations on federal judicial power, the constitutional roles of the legislative and executive branches, due process of law, and individual rights under the Constitution and the Bill of Rights. Possible future trends of the U.S. Supreme Court will also be explored. This course will focus on individual civil liberties and 42 U.S.C. section 1983 claims, emphasizing redress for violations of the Fourth, Fifth, and Eighth Amendment rights of the Constitution. This course is designed to provide an introduction to the United States Constitution and its Amendments. Students will study the allocation of powers; the system of checks and balances; and the concepts of individual rights, liberties, and protection. Students will also develop a better understanding of the Bill of Rights. Tuition waiver applies; seniors pay fee only.

Course: APC005 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25208 8/25-10/10

CRN#: 25523 10/20-12/5

Criminal Law

The course begins with an overview of the concept of punishment and goes on to study the burden of proof and criminal defenses; it also provides a critical look at the most common crimes. Learn common terminology in criminal law and how to consider a crime thoroughly in terms of its elements. Tuition waiver applies; seniors pay fee only.

Course: APC006 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25209 8/25-10/10

CRN#: 25524 10/20-12/5

Criminal Procedure

This intensive course deals with the constitutional dimensions of criminal law and procedure. You will leave the course with an appreciation of how the U.S. Constitution focuses on the rights of the accused and the impact upon our law enforcement system. Tuition waiver applies; seniors pay fee only.

Course: APC007 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25210 8/25-10/10

CRN#: 26072 10/20-12/5

Education Law

This course focuses on the laws that govern America's public school system and home schooling, including student rights regarding discipline, suspension, personal grooming, testing and grading, and drug testing. Topics such as segregation, integration, dress codes, and drug testing are essential not only for paralegals seeking full or part-time law office employment, but also for teachers, school counselors, and administrators working in the American education system. Tuition waiver applies; seniors pay fee only.

Course: APC008 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25211 8/25-10/10

CRN#: 25525 10/20-12/5

Estate Planning—Probate, Wills, and Trusts

This course explores the paralegal's role in estate planning. The requirements of creating enforceable wills and trusts will be covered, and study of resulting and constructive trusts will be provided.

Tuition waiver applies; seniors pay fee only.

Course: APC009 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25212 8/25-10/10

CRN#: 25526 10/20-12/5

Family Law

Family law pertains to the formation and dissolution of domestic relations, including the law of marriage, annulment, separation and dissolution, maintenance, and custody and support of children. This course will study the differences between community and separate property, the classification of property, and the impact of such classification. The role of the paralegal in family law practice and the importance of mediation of domestic issues will also be discussed.

Tuition waiver applies; seniors pay fee only.

Course: APC010 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25213 8/25-10/10

CRN#: 25527 10/20-12/5

Immigration Law

This course explores all significant aspects of the immigration and naturalization process in the United States, including the Homeland Security Act of 2002 and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Topics include worker and student visas, as well as Family Residence requirements, and the removal process. Finally, the course covers citizenship and the requirements for an immigrant to become a citizen. Paralegals who plan to work in this challenging and demanding area will find the information gained in this course especially helpful in a rapidly growing specialty in the law. Tuition waiver applies; seniors pay fee only.

Course: APC011 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25214 8/25-10/10

CRN#: 25615 10/20-12/5

Intellectual Property Law

This cutting edge course provides in depth instruction in one of the most dynamic and challenging areas of the law. Paralegals in this exciting area work on copyrights, patents, trademarks, unfair competition, protection of trade secrets, and much more. The knowledge gained in this course is not only applicable to full or part-time law office employment, but is also essential for authors and business owners who may be involved in entertainment and contract matters. This challenging specialty is in great demand.

Tuition waiver applies; seniors pay fee only.

Course: APC012 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

CRN#: 25215 8/25-10/10

CRN#: 25529 10/20-12/5

Real Property Law

The law of real property is one of the basic law school courses, and is a must for paralegals in a business law firm. Here we examine the system of common law property, the recording acts, conveying, mortgaging, landlord-tenant, and financing. We cover the subjects every paralegal should know about land transactions and the documents which record the purchase, sale, and leasing of real estate. Besides buyer-seller issues, the student should be able to deal with title insurance companies, recorders of deeds, and to recognize land finance subjects. Finally, we deal with foreclosure of mortgages and the possibility of redeeming a mortgage that has gone into default. Tuition waiver applies; seniors pay fee only.

Course: APC013 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

Distance Learning

CRN#: 25216 8/25-10/10

CRN#: 25530 10/20-12/5



[www.montgomerycollege.edu/
wdce/online/
advancedparalegal.html](http://www.montgomerycollege.edu/wdce/online/advancedparalegal.html)

Victim Advocacy

This intensive online program is designed to train and qualify students to provide assistance to crime victims. The course provides an overview of criminal procedure and discusses the devastating effects crime can have on its victims. Tuition waiver applies; seniors pay fee only.

Course: APC014 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

Distance Learning

CRN#: 25217 8/25-10/10

CRN#: 25531 10/20-12/5

Water Law

This intensive class is designed to give students, particularly from Colorado and neighboring states, an appreciation of the importance of allocation of water resources in the American West. Participants will learn of the common law and civil law approaches to the distribution of water in arid regions, the transportation of water from one basin to another, and a hierarchy of competing uses for the water. Water was first viewed as an instrumentality of transportation (and the main impetus behind junking the Articles of Confederation in favor of the Constitution), later as power for industry, irrigation for agriculture, and the water resource behind the growth of cities of the American West. Las Vegas and Phoenix, for example, would have been mere refueling stations on the transcontinental railroads were it not for massive water projects to make the desert bloom. Special emphasis will be given to Colorado's unique system of water courts and water judges. Tuition waiver applies; seniors pay fee only.

Course: APC015 45 Hours

\$55 + \$220 fee = \$275; Non-Md. residents add \$5

Distance Learning

CRN#: 25218 8/25-10/10

CRN#: 25532 10/20-12/5

Be the Entrepreneur That You Want to Be!

Kauffman Foundation FastTrac®, has joined with Montgomery College to support future and current business owners before, during, and after the startup process. Entrepreneurs will receive the information, resources, and networks necessary to start and grow successful businesses.

See course listings on page 10.

For more information, please visit us online at cms.montgomerycollege.edu/wdce/bits/kauffmanfasttrac.html.

Or call Karen Ambrose at 240-567-2592
or e-mail karen.ambrose@montgomerycollege.edu

Veterans Welcome!
Special courses and pricing for Veterans!

BUSINESS EDUCATION

For more information go to <http://cms.montgomerycollege.edu/wdce/bits/businesseducation.html>

HUMAN RESOURCES

Labor Relations Certificate Program (Noncredit)

This collection of four classes (70 hours of instruction) will provide a solid foundation for professionals seeking a greater understanding of labor relations best practices within the unionized workplace.

Courses include:

- **Discipline and Discharge in a Unionized Workplace**
- **Collective Bargaining**
- **Contract Language Interpretation**
- **Building Effective Labor-Management Relationships**

This certificate program will benefit human resources professionals, managers, union officers/stewards, management and union negotiating committee members, and other individuals wishing to enhance their knowledge of labor relations and gain practical skills.

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

Course: MGT427 14 Hours

\$200 + \$199 fee = \$399; Non-Md. residents add \$160

Takoma Park/Silver Spring Campus

CRN#: 25869 2 Sessions

12/2-12/3 T, W

229 HC 8:30 a.m.-4:30 p.m.

***NEW* Collective Bargaining**

In a unionized workplace, the Collective Bargaining Agreement (CBA) governs the wages, hours, and working conditions of employees. Whether you are a human resources professional, manager, union officer/steward, or member (or aspiring member) of a management or union negotiating committee, this course will provide you with an overview of the CBA process and an understanding of the strategies and skills necessary to be effective at the bargaining table. This course will culminate in a simulated bargaining experience. The course will provide participants with: an overview of the collective bargaining process, including statutory obligations; practical guidance on preparing for collective bargaining, including how to develop a bargaining plan and BATNA (best alternative to a negotiated agreement). The course will also enable participants to identify and employ common bargaining strategies,

and provide guidance on how to develop effective implementation plans once an agreement is ratified. Tuition waiver applies; seniors pay fee only.

Course: MGT425 32 Hours
\$500 + \$399 fee = \$899; Non-Md. residents add \$400

Takoma Park/Silver Spring Campus

CRN#: 25867 5 Sessions
10/20-10/24 M,T,W,R,F
8:30 a.m.-4:30 p.m. (M,T,W,R)
8:30 a.m.-12:30 p.m. (F)

NEW Contract Language Interpretation

What does Contract Language Interpretation (CLI) mean? If you work in a unionized environment, this course will help you better understand the language of the Collective Bargaining Agreement (CBA). Understand the rules of interpretation, the role of past practice, and the use of bargaining history in interpreting the CBA. Gain an understanding of the effects of prior arbitration awards, court decisions, and grievance settlements. Tuition waiver applies; seniors pay fee only.

Course: MGT426 6 Hours
\$150 + \$149 fee = \$299; Non-Md. residents add \$140

Takoma Park/Silver Spring Campus

CRN#: 25868 1 Session
12/1 M
122 HC 9 a.m.-4 p.m.

NEW Discipline and Discharge in a Unionized Workplace

The unfortunate reality is that sometimes an employee will engage in conduct that can only be appropriately addressed through discipline. If you are a manager or HR professional responsible for implementing discipline or union official/steward responsible for representing employees in the disciplinary process, this course will help you conduct investigations, determine what form of discipline is warranted, as well as prepare and participate in the grievance process. Tuition waiver applies; seniors pay fee only.

Course: MGT424 18 Hours
\$200 + \$299 fee = \$499; Non-Md. residents add \$225

Takoma Park/Silver Spring Campus

CRN#: 25866 3 Sessions
9/24-9/26 W,R,F
8:30 a.m.-4:30 p.m. (W,R)
8:30 a.m.-12:30 p.m. (F)

**NEXT-GENERATION SHRM
CERTIFICATION SHRM-CP
AND SHRM-SCP**

AVAILABLE IN 2015

See back cover for details.

SHRM Essentials® of Human Resources

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

Course: MGT352 18 Hours
\$250 + \$265 fee = \$515; Non-Md. residents add \$225

Gaithersburg Business Training Center

CRN#: 25559 6 Sessions
10/16-11/20 R
402 6:30-9:30 p.m.

SHRM® PHR/SPHR Certification Prep ▲

This Human Resource Management Certificate Preparation Program (SHRM® Learning System) is offered in cooperation with the Society for Human Resource Management (SHRM®), the premier association for human resource professionals, recognized worldwide. Using the SHRM® Learning System, you will study six human resource areas of competency in preparation for the exam: strategic management; workforce planning and employment; human resource development; total rewards; employee and labor relations; and risk management. Demonstrated professional HR experience required to sit for the exam. Tuition waiver applies; seniors pay fee only.

Course: MGT300 42 Hours
\$655 + \$500 fee = \$1155; Non-Md. residents add \$650

Gaithersburg Business Training Center

CRN#: 25557 12 Sessions
9/12-12/5 F
401 6-9:30 p.m.

No class 11/28

MANAGEMENT AND SUPERVISION

NEW How To Manage the Negative Impact of Stress on an Organization

Successful leaders in the 21st century are sensitive to the stress and challenges that are confronting both them and their employees. This course takes an insightful look into the negative impact that today's stress levels are having on individual employees and the organization. Several strategic stress-management initiatives that can improve health and productivity for individuals and teams will be explored. Tuition waiver applies; seniors pay fee only.

Course: MGT422 8 Hours
\$163 + \$96 fee = \$259; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25657 1 Session
9/20 S
442 8:30 a.m.-5 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25865 2 Sessions
10/20-10/22 M,W
221 CM 6-10 p.m.

NEW 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. Tuition waiver applies; seniors pay fee only.

Course: MGT412 15 Hours
\$300 + \$75 fee = \$375; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25656 2 Sessions
11/15-11/22 S
442 8:30 a.m.-5 p.m.

Successful Project Management ♥

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

Course: AMA035 15 Hours
\$203 + \$96 fee = \$299; Non-Md. residents add \$140

Rockville Campus

CRN#: 25885 2 Sessions
9/13-9/14 S,U
216 CC 8:30 a.m.-5 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25886 3 Sessions
11/16-11/20 T,R,U
229 HC 6-9:30 p.m. (T,R)
234 CF 8:30 a.m.-5 p.m. (U)

SHRM® PHR/SPHR Certification Prep ▲

See course listing under Human Resource.

MEDIATION/CONFLICT MANAGEMENT

40-Hour Basic Mediation Course

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

Course: MGT315 40 Hours
\$400 + \$469 fee = \$869; Non-Md. residents add \$350

Location to be announced

CRN#: 25861 5 Sessions
9/18-9/22 M,R,F,S,U
8:30 a.m.-5:30 p.m.

20-Hour Child Access Mediation

Looking to enhance your skill and want to mediate child custody and visitation disputes? This 20-hour Child Access Mediation course meets the requirements of Rule 9-205(c) of the Maryland Rules of Procedures. This interactive course includes lectures, discussions, demonstrations, hands-on exercises, and role plays. It covers Maryland laws on separation, divorce, annulment, child custody and visitation, and child and spousal support. Included are an introduction of family systems and child development theories and an overview of the emotional aspects of divorce and separation. There will be a discussion on the relationships among custody, visitation, and child support. Students will be taught strategies for handling power imbalances, intimidation, the effects of domestic violence, and ending a mediation safely. Emphasis will be placed on writing good memoranda of understanding that meet the needs of the parents and children. *Prerequisite: Students must have completed a 40-hour basic mediation course to enroll in this course. This course is approved for 20 CEUs from the Maryland Board of Social Work Examiners.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: MGT402 20 Hours
\$300 + \$300 fee = \$600; Non-Md. residents add \$300

Germantown Campus

CRN#: 25863 3 Sessions
10/11-10/13 M,S,U
165 HS 8 a.m.-12 p.m. (M)
175 HS 8:30 a.m.-5:30 p.m. (S,U)

20-Hour Marital Property Mediation

Boost your skill and learn how to mediate for marital property disputes. This course meets the requirements of the Maryland Rules of Procedures. The class is interactive and includes lectures, discussions, demonstrations, hands-on exercises, and role plays. It covers Maryland laws on separation and divorce, including spousal support, taxes, pensions, personal property, assets, and business valuations. Emphasis will be placed on writing good memoranda of understanding that meet the needs of the participants. *Prerequisite: Students must have completed a 40-hour basic mediation course to enroll in this course. It is highly recommended that students also complete the 20-Hour Child Access course before taking this course.* This course is approved for 20 CEUs from the Maryland Board of Social Work Examiners. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: MGT403 20 Hours
\$300 + \$300 fee = \$600; Non-Md. residents add \$300

Germantown Campus

CRN#: 25862 3 Sessions
10/17-10/19 F,S,U
114 BE 1-5 p.m. (F)
8:30 a.m.-5:30 p.m. (S,U)

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**

\$20 + \$10 fee = \$30; Non-Md. residents add \$30

Distance Learning

CRN#: 25651 1 Session
12/10 W
7-9 p.m.

Rockville Campus

CRN#: 25864 1 Session
12/2 T
205 CC 7-9 p.m.

Mediation Refresher: Get Your Groove Back

Has it been a while since you took your 40-Hour Basic Mediation course or since you last mediated? Have you lost your mediation mojo? Or do you just need a nudge to get your groove back? Whatever the case, this course is for you! After a brief review of the steps in the mediation process, our instructors will lead you through a variety of exercises and role plays designed to refresh your mediation skills. Get a chance to co-mediate a real-life scenario and get in-depth feedback. *Prerequisite: You must have taken a 40-Hour Basic Mediation course.* Tuition waiver applies; seniors pay fee only.

Course: MGT423 **8 Hours**

\$200 + \$115 fee = \$315; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25658 1 Session
11/22 S
402 8:30 a.m.-5 p.m.

Strategic Negotiation Skills

Learn when and how to negotiate. This class is an introduction to negotiation skills and their use in the home, marketplace, and workplace. Better understand the role of emotions in negotiations, learn how to separate your positions from your interests, and learn to brainstorm effectively. Emphasis is placed on reaching win-win solutions. Mini-lectures are interspersed with lots of exercises and role plays. Upon completion of the class, you will be better prepared to negotiate and to coach others in negotiation. Tuition waiver applies; seniors pay fee only.

Course: MGT344 **8 Hours**

\$199 + \$50 fee = \$249; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25558 1 Session
11/6 R
401 8:30 a.m.-5 p.m.

The ABCs of Agreement Writing for Mediators

How many of us have taken mediation training, gotten to the end, and realized that we just did not have much time to really get into the nitty-gritty of agreement writing? Or, how many of us have been involved in a successful mediation only to spend the next day saying, "The agreement did not address this" or "They forgot to put in a time frame for that"? In this interactive class, the focus is on the details. Participants will flesh out the Who, What, Where, When, and How of the agreement. You will learn how to do effective reality testing, make a Plan B, examine temporary measures, and help parties to craft agreements that last. The course will feature plenty of exercises, a role play, and mock-agreement writing. *Prerequisite: Students must have taken a 40-hour mediation course. Mediation experience is desired, but not required.* Tuition waiver applies; seniors pay fee only.

Course: MGT394 **4 Hours**

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

Gaithersburg Business Training Center

CRN#: 25654 1 Session
11/19 W
401 9 a.m.-1:30 p.m.

Your Brain On Conflict

What happens to your brain when you are in conflict? What's going on inside the brain while, on the outside, the vocal chords are straining, tears are flowing, and the hair on the back of your neck is rising? This is a brain-basics course for your brain on conflict. Explore the reasons behind the way you act and react under stress, anger, fear, and sadness. Then learn how to reverse the process and quiet the mind.

Course: MGT405 **3 Hours**

\$74 + \$25 fee = \$99; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25655 1 Session
11/13 R
401 9 a.m.-1 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. Tuition waiver applies; seniors pay fee only.

Course: SMB029 **6 Hours**

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

Gaithersburg Business Training Center

CRN#: 25855 1 Session
9/18 R
401 9 a.m.-4 p.m.

Rockville Campus

CRN#: 25332 1 Session
11/6 R
9 a.m.-4 p.m.

FastTrac "The Intentional Entrepreneur"

Designed especially for aspiring entrepreneurs and those who dream of business ownership. You will be able to identify your entrepreneurial skills and abilities, and you will discuss your concerns and challenges throughout the process of defining a business concept. The instructor, Colette Releford, has an MBA and is the founder and President of Strive Business Solutions. Tuition waiver applies; seniors pay fee only.

Course: SMB958 4 Hours

\$15 + \$34 fee = \$49; Non-Md. residents add \$30

Gaithersburg Business Training Center

CRN#: 25856 1 Session
9/11 R
404 5:45-9:45 p.m.

NEW FastTrac "The Intentional Entrepreneur for Veterans"

Designed especially for aspiring entrepreneurs and those who dream of business ownership. You will be able to identify your entrepreneurial skills and abilities, and discuss your concerns and challenges throughout the process of defining a business concept. The instructor, Colette Releford, founder and President of Strive Business Solutions, won the 2009 Small Business of the Year award. **Applicants must provide proof of active military or Veteran status with your military ID card or Form DD-214.**

Course: SMB959 4 Hours

\$19 + \$20 fee = \$39; Non-Md. residents add \$30

Rockville Campus

CRN#: 25339 1 Session
9/16 T
020 CS 6-10 p.m.

FastTrac NewVenture

Designed specifically for entrepreneurs in the early stages of business development, NewVenture helps you uncover the answers and determine the questions to ask. The instructor, Alexandra Morton, CEO of NPO Global, has over 10 years of experience in business and operations process, grant writing, and strategic planning. Tuition waiver applies; seniors pay fee only.

Course: SMB954 30 Hours

\$40 + \$49 fee = \$89; Non-Md. residents add \$50

Rockville Campus

CRN#: 25336 10 Sessions
9/13-11/22 S
020 CS 9 a.m.-12 p.m.
No class 10/4

NEW FastTrac NewVenture for the Veteran Entrepreneur

Military veterans are committed to excellence, driven by passion, and focused on success. Use your unique skills to transition to a post-military career through entrepreneurship. The instructor, Alexandra Morton, CEO of NPO Global, has over 10 years of experience in business & operations process, grant writing, and strategic planning. **Applicants must provide proof of active military or Veteran status with your military ID card or Form DD-214.**

Tuition waiver applies; seniors pay fee only.

Course: SMB957 30 Hours

\$30 + \$29 fee = \$59; Non-Md. residents add \$50

Rockville Campus

CRN#: 25338 10 Sessions
9/23-11/25 T
148 PE 6:30-9:30 p.m.

FastTrac TechVenture

The aspiring or experienced TechVenture entrepreneur is in the field of technology or life sciences and is developing and marketing technology that enables a non-technology business, or developing biotechnology products or services. Take your tech invention to market. Create it in our new Fab lab! The instructor, Todd Chappell, is a business strategist with over 10 years of experience in molecular biology research and business strategy for the life sciences industry. Tuition waiver applies; seniors pay fee only.

Course: SMB956 30 Hours

\$100 + \$199 fee = \$299; Non-Md. residents add \$140

Rockville Campus

CRN#: 25337 10 Sessions
9/30-12/2 T
151 SC 6-9 p.m.

Home Improvement License Law and Business Basics

If you plan to earn income from home improvements and remodeling, state law requires you to obtain a license. Prepare for the licensing exam with this review of the Maryland Home Improvement License Law. Learn planning and management techniques for a home improvement business, and for taking the exam. Textbook: *Business and Project Management for Home Improvement Contractors, Maryland edition*, is required at the first class and is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: SMB181 12 Hours

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

Rockville Campus

CRN#: 25333 2 Sessions
12/6-12/13 S
201 CC 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. Textbooks: *Home Inspection Systems and Standards* and *Questions and Answers* are required at first class and are available at the Rockville Campus Bookstore. In order to obtain a certificate of completion, you **MUST** attend all required classroom sessions. Tuition waiver applies; seniors pay fee only.

Course: SMB322 72 Hours

\$422 + \$473 fee = \$895; Non-Md. residents add \$400

Rockville Campus

CRN#: 25335 16 Sessions
9/18-11/15 R,S
010 HU 6:30-9:30 p.m. (R)
No class on 9/25, 10/4 9 a.m.-4 p.m. (S)

How to Start a Global Business: Export Your Way to Success

So you think you want to start an export business but aren't sure how! Learn the basics of how to assess your export readiness, create an international business plan, market your product or service, handle shipping, establish payment methods, and explore financing arrangements. Examine proven techniques for developing and maintaining a secure and profitable international business. Tuition waiver applies; seniors pay fee only.

Course: SMB338 4 Hours

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

Takoma Park/Silver Spring Campus

CRN#: 25857 1 Session
10/18 S
234 CF 9 a.m.-1 p.m.

How to Start a Nonprofit Corporation

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

Course: SMB247 3 Hours

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

Rockville Campus

CRN#: 25334 1 Session
12/6 S
205 CC 9 a.m.-12 p.m.

TechLEAP & WebLEAP COMPUTER TRAINING PROGRAMS

IT training programs with internship placements for students with existing college degrees.

MC has offered TechLEAP since 2000, training both existing IT professionals and career changers in entry-level technology skills, and placing students in IT internships for practical experience.

New classes start each September and January.

Students join TechLEAP to make career changes, enter the job market, learn today's relevant languages and technologies, improve IT skills, seek promotions in current or new jobs, and to enter U.S. IT job markets. TechLEAP's classes are held on weeknights and Saturdays.

For more information, e-mail
raymond.kimball@montgomerycollege.edu or call the TechLEAP
Hotline at 240-567-1866.
www.montgomerycollege.edu/iti/techleap/techleap_home.htm

COMPUTER TECHNOLOGY/ITI

Not sure where to start?

Visit us online to see our recommended course sequences. These sequences will help you determine what courses to take and in what order. Courses can also be taken independently.

Please be sure to check course(s) for prerequisites.

You may not be able to take all courses in one semester.

www.montgomerycollege.edu/iti

For more information, please e-mail
eunice.melo@montgomerycollege.edu.

BASIC COURSES

Introduction to Keyboarding

Move at your own pace to learn correct keyboarding techniques and improve your typing speed. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP628 18 Hours

\$107 + \$164 fee = \$271; Non-Md. residents add \$140

Rockville Campus

CRN#: 25680 6 Sessions
9/8-9/19 M,W,F
321 HU 9:30 a.m.-12:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25681 6 Sessions
9/16-10/2 T,R
236 CF 6:30-9:30 p.m.

Computer Basics

Learn basic computer operations, including how to start and shut down the system; use the mouse (clicking and double-clicking); and identify the different icons, screens, and programs in the Microsoft Windows environment. Also learn how to use web browsers and search engines. This course includes tips on how to purchase your personal computer. *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. Tuition waiver applies; seniors pay fee only.

Course: CMP941 10 Hours

\$69 + \$102 fee = \$171; Non-Md. residents add \$120

Rockville Campus

CRN#: 25687 4 Sessions
9/2-9/11 T,R
321 HU 9:30 a.m.-12 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25688 4 Sessions
9/29-10/8 M,W
236 CF 6:30-9 p.m.

Mac OS Basics and File Management

Learn how to get the maximum from your Apple Mac computer. Identify the basic components of the Mac OS while learning file management skills and various applications available on the Mac platform. This course is taught on iMacs and students who have a Mac portable are encouraged to bring it to class. *Prerequisites: keyboarding and mouse skills required.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI185 8 Hours

\$69 + \$120 fee = \$189; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25739 2 Sessions
9/8-9/10 M,W
441 9:30 a.m.-1:30 p.m.

CRN#: 25740 4 Sessions
10/7-10/16 T,R
441 6:30-8:30 p.m.

File Management Skills

You will develop expertise in file management, create folders and subfolders with Windows Explorer, and find and copy files. File management skills are required for students who take MS Office, web development, or programming courses. *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. Tuition waiver applies; seniors pay fee only.

Course: CMP226 5 Hours

\$42 + \$61 fee = \$103; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25677 1 Session
9/12 F
408 9 a.m.-2 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25678 1 Session
10/18 S
236 CF 9 a.m.-2 p.m.

Working with Windows 7

In this course you will explore the Windows 7 interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use common tools and programs available in Windows 7, and browse the Internet. *Prerequisites: Computer Basics or equivalent experience, and Introduction to Keyboarding or keyboarding skills.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI040 8 Hours

\$69 + \$102 fee = \$171; Non-Md. residents add \$120

Rockville Campus

CRN#: 25701 2 Sessions
9/3-9/5 W,F
321 HU 9:30 a.m.-1:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25700 4 Sessions
10/7-10/16 T,R
236 CF 6:30-8:30 p.m.

Windows 8

Explore the new Windows 8 Modern UI (User Interface) designed to be used with a mouse and keyboard shortcuts or touchscreens. Experience the ease of using the opening start screen—a tile-array of active live media, social, and search apps. Use the new easy access from anywhere no matter which app or application you are working on. Learn how to swipe, click, tap, and zoom your way into new, stress-free access to Windows desktop tools. *Prerequisites: Computer Basics or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI179 8 Hours

\$69 + \$102 fee = \$171; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25736 3 Sessions
9/9-9/13 T,R,S
408 6:30-9 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Rockville Campus

CRN#: 25737 2 Sessions
9/16-9/18 T,R
321 HU 9:30 a.m.-1:30 p.m.

ADMINISTRATIVE OFFICE SUPPORT

Software Introductory Series

Experience the new 2013 versions of Microsoft Word, Excel, PowerPoint, and Access. Discover how to use the 2013 improved features in mastering both basic and business applications in these popular applications. Find out how quickly you can create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2013 interface. Apply and modify new PowerPoint templates and use powerful presentation graphics which will enable you to create dynamic multimedia presentations using built-in document themes and how to adjust slide size for wide-screen monitors. Build basic and enhanced Excel worksheets with ease using autofill, autocomplete, and autocorrect entry features. Harness the power of Access, a relational database, by learning how to create, store, and retrieve records with amazing speed and accuracy. Learn the basics of creating tables and forms to enter and retrieve data using simple Form, Query, and Report Wizards. All this and more are offered in the new and improved Software Series Course. *Prerequisites: Computer Basics, Windows 8 or Windows 7 and File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI095 40 Hours

\$268 + \$403 fee = \$671; Non-Md. residents add \$300

Rockville Campus

CRN#: 25716 13 Sessions
9/29-11/10 M,W
321 HU 9:30 a.m.-12:30 p.m. (9/29-10/29)
9:30 a.m.-12:50 p.m. (11/3-11/10)

MS Access—Level I

This course covers the basic features and functions of Access 2013. After an introduction to database concepts, the Access environment, and Help systems, learn how to design and create databases. Work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Finally, create basic queries, forms, and reports. This course follows the curriculum for the Microsoft Office Specialist core-level for Access 2013 (exam 77-424). For comprehensive certification training, students should complete MS Access Levels—I, II, III. *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. Tuition waiver applies; seniors pay fee only.

Course: ITI153 12 Hours

\$85 + \$138 fee = \$223; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25729 2 Sessions
10/13-10/14 M,T
407 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25728 4 Sessions
11/17-12/3 M,W
233 GU 6:30-9:30 p.m.

MS Access—Level II

This course builds on the skills and concepts taught in Access 2013 Level I. 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 and create advanced form types; print reports and labels. This course follows the curriculum for the Microsoft Office Specialist core-level for Access 2013 (exam 77-424). For comprehensive certification training, students should complete MS Access—Levels I, II, III. *Prerequisites: MS Access—Level I or equivalent experience, Working with Windows or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI154 12 Hours

\$85 + \$138 fee = \$223; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25730 2 Sessions
10/20-10/21 M,T
407 9 a.m.-3:30 p.m.

MS Excel—Level I

Learn the basic features and functions of Excel 2013. After an introduction to spreadsheet terminology and Excel's window components, learn how to use the Help system and navigate worksheets and workbooks. Then, learn how to enter and edit text, values, formulas, and pictures, and how to save workbooks in various formats. Work with absolute and relative references, and work with ranges, rows, and columns. Finally, create and modify charts. Simple functions, basic formatting techniques, and printing are also covered. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 & 428). For comprehensive certification training, students should complete 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. Tuition waiver applies; seniors pay fee only.

Course: ITI080 12 Hours

\$85 + \$138 fee = \$223; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25710 2 Sessions
9/18-9/19 R,F
408 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25709 4 Sessions
10/14-10/23 T,R
233GU 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25708 4 Sessions
10/21-10/30 T,R
236 CF 6:30-9:30 p.m.

MS Excel—Level II

This course builds on the skills and concepts taught in Excel 2013—Level I. Learn how to create and use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, and themes. Create outlines and subtotals, create and apply cell names, and work with tables. Learn how to save workbooks as Web pages, insert and edit hyperlinks, and to share workbooks by email. This course also covers auditing and protection. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 & 428). For comprehensive certification training, students should complete MS Excel—Levels I, II, and III. *Prerequisites: MS Excel—Level I or equivalent experience, Working with Windows, File Management or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI091 12 Hours

\$85 + \$138 fee = \$223; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25713 2 Sessions
9/25-9/26 R,F
408 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25711 4 Sessions
10/28-11/6 T,R
233 GU 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25712 4 Sessions
11/4-11/13 T,R
236 CF 6:30-9:30 p.m.

MS Excel—Level III

This course builds on the skills and concepts taught in Excel—Level II. Learn how to work with advanced formulas, as well as lookup functions. Learn about data validation and how to import and export data. Work with PivotTables and PivotCharts. Finally, learn how to export and import data, use the analytical features of Excel such as Goal Seek and the new Analysis tool, and run and record macros. This course follows the curriculum for the Microsoft Office Specialist core-level for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert for Excel 2013 (exams 77-427 & 428). For comprehensive certification training, students should complete MS Excel—Levels I, II, and III. *Prerequisites: MS Excel—Level II or equivalent experience, Working with Windows, File Management or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI092 10 Hours

\$75 + \$130 fee = \$205; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25715 2 Sessions
10/2-10/3 R,F
408 9 a.m.-2:30 p.m.

Rockville Campus

CRN#: 25714 4 Sessions
11/11-11/20 T,R
233 GU 6:30-9 p.m.

MS Word—Introduction

This course teaches the basic features and functions of MS Word. After an introduction to terminology and Word's window components, and learn how to use the Help system and navigate documents. Learn how to enter, edit, and format text, and to save documents in various formats. Move and copy data, create and modify tables, insert and modify graphics, and proof and print documents. This course follows the curriculum for the Microsoft Office Specialist core-level for Word 2013 (exam 77-418) and the Microsoft Office Specialist Expert for Word 2013 (exams 77-425 & 426). For comprehensive certification training, you should complete MS Word—Levels I, II, 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. Tuition waiver applies; seniors pay fee only.

Course: ITI201 12 Hours

\$85 + \$138 fee = \$223; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25744 2 Sessions
10/9-10/10 R,F
408 9 a.m.-3:30 p.m.

Rockville Campus

CRN#: 25743 4 Sessions
9/8-9/17 M,W
233 GU 6:30-9:30 p.m.

MS Word—Intermediate

This course builds on the skills and concepts taught in MSWord—Introduction. Learn how to apply and modify styles and themes. Also, learn how to insert and modify fields, SmartArt, WordArt, shapes, and watermarks. Create advanced documents with sections and mail merges, use some advanced features for document revisions and comments and, finally, how to manage and finalize documents, and preview a document as a web page. This course follows the curriculum for the Microsoft Office Specialist core-level for Word 2013 (exam 77-418) and the Microsoft Office Specialist Expert for Word 2013 (exams 77-425 & 426). For comprehensive certification training, students should complete MS Word—Levels I, II, and III. *Prerequisites: MS Word—Introduction or equivalent experience. 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. Tuition waiver applies; seniors pay fee only.

Course: CMP944 10 Hours

\$75 + \$130 fee = \$205; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25689 2 Sessions
10/16-10/17 R,F
408 9 a.m.-2:30 p.m.

Rockville Campus

CRN#: 25690 4 Sessions
9/22-10/1 M,W
233 GU 6:30-9 p.m.

MS Word—Advanced

Learn how to create forms and master documents. Insert TOCs, indexes, and bibliographies into a document. Explore how to customize the Ribbon. Finally, learn to create and modify simple macros. This course follows the curriculum for the Microsoft Office Specialist core-level for Word 2013 (exam 77-418) and the Microsoft Office Specialist Expert for Word 2013 (exams 77-425 & 426). For comprehensive certification training, students should complete MS Word—Levels I, II, and III. *Prerequisites: MS Word—Intermediate or equivalent experience. 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. Tuition waiver applies; seniors pay fee only.

Course: ITI079 10 Hours

\$75 + \$130 fee = \$205; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25706 2 Sessions
10/23-10/24 R,F
408 9 a.m.-2:30 p.m.

Rockville Campus

CRN#: 25707 3 Sessions
10/6-10/11 M,W,S
233 GU 6:30-9:30 p.m. (M,W)
9 a.m.-1 p.m. (S)

MS PowerPoint—Introduction

This course introduces the main components of the PowerPoint 2013 interface, covering opening and saving a presentation, working with slides, formatting text and text boxes, and using templates and themes variations to create professional looking presentations. Learn how to insert images, clip art, and shapes, as well as how to format your images. In addition, the course introduces the SmartArt and WordArt features that allow you to add flair to your presentations by using colors and shapes to emphasize text and data. Also covered are the ways of incorporating and formatting tabular data to create a professional and effective presentation. Finally, PowerPoint 2013 has new animation tools, which make slide shows more fluid and interesting. This course follows the curriculum for the Microsoft Office Specialist core-level for PowerPoint 2013 (exam 77-422) *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. Tuition waiver applies; seniors pay fee only.

Course: CMP954 10 Hours

\$75 + \$130 fee = \$205; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25692 2 Sessions
10/29-10/30 W,R
407 9 a.m.-2:30 p.m.

MS Outlook

Outlook 2013 is the latest release of Microsoft's primary messaging client. This course addresses the e-mail handling features and functionality of Outlook 2013 and much more. By taking the time to create contacts in Outlook 2013, you can save yourself from having to type out full e-mail addresses every time you send a message, assign a task, or send meeting requests. This course also introduces the major components of the Calendar and discusses how to create appointments and events. The Tasks feature will help keep you organized, and you'll learn how to personalize your inbox in Outlook 2013 by changing message preview settings and adjusting the reading and people panes. *Prerequisites: Computer Basics and Introduction to Keyboarding or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP227 8 Hours

\$69 + \$102 fee = \$171; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25679 2 Sessions
11/6-11/7 R,F
408 9 a.m.-1 p.m.

BUSINESS APPLICATIONS

MS Project—Introduction

This course is designed for business owners, team members, and project managers to discover how to effectively plan, implement, and control projects using Microsoft Project 2013. In this course, you'll learn how to think through and organize your project details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, and revise your project plan. *Prerequisites: Understanding of project management concepts, Working with Windows or equivalent experience, and basic knowledge of Microsoft Word and Excel.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP846 12 Hours

\$199 + \$166 fee = \$365; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25683 3 Sessions
10/11-10/25 S
405 9 a.m.-1 p.m.

SharePoint for Project Management and Office Administration

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. Tuition waiver applies; seniors pay fee only.

Course: ITI078 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25705 2 Sessions
10/29-10/30 W,R
408 9 a.m.-5 p.m.

QuickBooks—Level I

This course covers the fundamentals of using QuickBooks 2013 to track the finances of a small business. Learn how to 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. Tuition waiver applies; seniors pay fee only.

Course: CMP078 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25666 4 Sessions
9/23-10/2 T,R
321 HU 9:30 a.m.-12:30 p.m.

Westfield South

CRN#: 25665 4 Sessions
10/13-10/22 M,W
306 C 6:30-9:30 p.m.

ITI offers Microsoft Certification Training

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

For more information please visit:
www.montgomerycollege.edu/iti/

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 cost, 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. Tuition waiver applies; seniors pay fee only.

Course: CMP080 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25668 4 Sessions
10/7-10/16 T,R
321 HU 9:30 a.m.-12:30 p.m.

Westfield South

CRN#: 25667 4 Sessions
10/27-11/5 M,W
306 C 6:30-9:30 p.m.

QuickBooks—Level III

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

Course: ITI175 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 26238 4 Sessions
10/21-10/30 T,R
321 HU 9:30 a.m.-12:30 p.m.

Westfield South

CRN#: 25735 4 Sessions
11/10-11/19 M,W
306 C 6:30-9:30 p.m.

SOCIAL MEDIA NETWORKING

Digital Communications Management and Social Media Marketing

Learn how to manage, market, and coordinate “digital communications” packages for business using social media, websites, mobile device location apps, video, podcasts, iPad apps, and other new media. Topics include social media and mobile application technologies, types, and uses; developing online communities; coordinating social media strategies and online marketing projects; web analytics, results measurement, risks and benefits, targeting, tracking, and ROI. This course is for IT professionals and web

designers/developers; marketing, communications, and PR managers; business owners and association managers and those seeking to become social media managers and marketers. You must purchase textbook(s)/materials and bring them to the first class Tuition waiver applies; seniors pay fee only.

Course: ITI052 9 Hours

\$80 + \$119 fee = \$199; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25703 2 Sessions
10/15-10/16 W,R
440 9 a.m.-1:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25704 3 Sessions
10/21-10/28 T,R
235 CF 6:30-9:30 p.m.

Facebook®: Create and Effectively Manage a Facebook Site

Learn how to design and effectively manage a Facebook site for business, non-profit, marketing, or employment. Create a professional Facebook site or improve an existing site. Learn about effective Facebook site management; new techniques and emerging trends; tools; plug-ins; and third-party applications customized for your business, non-profit, or association use. Topics include targeting groups, hosting events, Facebook ads, the Facebook Marketplace, non-profit fund-raising techniques, and advanced marketing techniques. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI026 6 Hours

\$29 + \$63 fee = \$92; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25696 1 Session
10/23 R
440 9 a.m.-3:30 p.m.

LinkedIn®: Create and Effectively Manage a LinkedIn Site

LinkedIn is a social collaboration tool focused on helping business professionals, consultants, freelancers, job seekers, and others develop a network of connections. Learn how to design, modify, and effectively manage a LinkedIn site in an instructor-led computer lab. Topics include effective profile setup, networking techniques, market-specific connections, (e.g., real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses, résumé design, blog marketing techniques, and other uses. LinkedIn tools, techniques, and emerging trends will also be covered. You must purchase textbook(s)/materials and bring them to the first class.

Tuition waiver applies; seniors pay fee only.

Course: ITI027 6 Hours

\$29 + \$63 fee = \$92; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25697 1 Session
10/29 W
440 9 a.m.-3:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25698 2 Sessions
11/11-11/13 T,R
235 CF 6:30-9:30 p.m.

Google® Applications

Explore the use of Google applications in the office and for productivity purposes in the workplace. Google offers a host of free services such as word processing, presentations, spreadsheets, blogs, video storage, talk, and personalized searches. Learn how to take advantage of these tools from Google for office and personal use. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI214 8 Hours

\$29 + \$89 fee = \$118; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25549 3 Sessions

10/20-10/27 M,W

407 6:30-9:30 p.m.

Last class on 10/27 will meet 6:30-8:30 p.m. in room 408.

WEB AND MOBILE DESIGN AND DEVELOPMENT

Web, Mobile, and Social Media Design Introduction

Learn to make information-rich, visually attractive web, mobile, and social media sites. Learn best practices and review case studies. Topics include design “customs,” practices, and objectives; social media themes; planning, developing, and placing mobile and web assets (i.e., graphics, logos, banners, search features, links, and sub-branding); user-centered and data-centered sites; keywords, layouts, story-boarding, and effective web/mobile/media writing; use of color and text formats; and other topics. *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. Tuition waiver applies; seniors pay fee only.

Course: ITI163 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25731 4 Sessions

9/3-9/10 M,W,S

408 6:30-9:30 p.m. (M,W)

9:30 a.m.-12:30 p.m. (S)

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. Tuition waiver applies; seniors pay fee only.

Course: CMP868 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Takoma Park/Silver Spring Campus

CRN#: 25685 5 Sessions

9/30-10/14 T,R

235 CF 6:30-9:30 p.m.

Mobile Web Design I

Learn how to design, optimize, and test your website or CMS site (WordPress and Drupal) for mobile devices including iPhone, iPad, Android, Nokia, Microsoft, and other screen technologies. Learn design solutions for WebKit, Mobile IE, Mobile Safari, and other mobile browsers. Implement mobile CSS3 code, meta viewport tags, XHTML, CSS3, and JavaScript solutions. Test your sites using desktop software, device emulators or online test labs. CMS topics include CMS site tools, plug-ins, hooks, filters, and mobile themes, including WordPress' dotMobi Mobile Pack and Drupal's Mobile Plug-in Module. This course is for web designers, web developers, CMS users, and administrators interested in improving mobile website display and expanding mobile website use. *Prerequisites: HTML5: Desktop and Mobile—Level I and II, and CSS or equivalent experience. JavaScript recommended but not required.*

You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI131 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25720 5 Sessions

12/1-12/10 M,W,S

321 HU 6:30-9:30 p.m. (M,W)

9:30 a.m.-12:30 p.m. (S-12/6)

HTML5: Desktop and Mobile—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; techniques to effectively layout web pages using new HTML5 structural elements; Cascading Style Sheets (CSS) to format and control placement of HTML5 elements; use of media queries to handle a variety of devices including screen, printer, and mobile phone; web hosting fundamentals; and effective use of meta tags. *Prerequisites: Working with Windows 7 or equivalent experience, familiarity with Internet and keyboarding skills.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI133 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25543 3 Sessions

9/15-9/27 M,W,S

408 6:30-9:30 p.m.

9:30 a.m.-12:30 p.m. (S-9/27)

25543 is a blended class. Class meets in person on 9/15, 9/22 & 9/27 along with 6 hours of online instruction.*

Rockville Campus

CRN#: 25722 5 Sessions

9/16-9/25 T,R,S

321 HU 6:30-9:30 p.m. (T,R)

9:30 a.m.-12:30 p.m. (S-9/20)

HTML5: Desktop and Mobile—Level II

Enhance and optimize your website using HTML5 and CSS. Topics include advanced HTML5 elements and attributes including forms, audio, video, and canvas; more advanced techniques to effectively create multiple column layouts using new HTML5 structural elements; new 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. *Prerequisites: HTML5: Desktop and Mobile—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class.

Tuition waiver applies; seniors pay fee only.

Course: ITI134 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25724 3 Sessions
9/29-10/11 M,W,S
408 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S-10/11)

25724 is a blended class. Class meets in person on 9/29, 10/6 & 10/11 along with 6 hours of online instruction.*

Rockville Campus

CRN#: 25723 5 Sessions
9/30-10/9 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S-10/4)

Cascading Style Sheets—CSS3

Cascading Style Sheets (CSS3) currently are used to design most modern websites. Older web sites are being converted to CSS3 designs. This course focuses on using CSS3 and CSS3 editors to define all the design features of websites. Learn CSS3 techniques to create margins and style text, control page positioning and layout, design image features, and create complete links and navigation bars without images or JavaScript. Use CSS3 to format spreadsheet and tabular data, design forms, and perform testing. *Prerequisite: HTML5: Desktop and Mobile—Level I or equivalent experience.*

You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI126 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25717 5 Sessions
10/14-10/23 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S-10/18)

Bootstrap for Mobile Web Design

Build professional quality, responsively designed mobile web sites using Bootstrap 3. Apply Bootstrap 3's mobile-first HTML/CSS3/JavaScript frameworks to design a single site for all devices--scaling up your web display from handhelds to tablets and desktops.

You will also learn how to use Bootstrap's powerful four-tier grid system to design specific layouts for phones, tablets, desktops, and large desktops. Learn how to apply and modify responsive design techniques and styles. Topics include designing and customizing layouts, sub-pages, product pages, portfolio and "about" pages, themes, colors, buttons, navbars, panels, list groups, and tabs.

Prerequisite: HTML5 Desktop and Mobile—Level II, or equivalent

experience. Knowledge of basic CSS recommended. You must purchase textbook(s)/materials and bring them to the first class.

Tuition waiver applies; seniors pay fee only.

Course: ITI188 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25742 5 Sessions
10/13-10/25 M,W,S
408 6:30-9:30 p.m. (M,W)
No class 10/18 9:30 a.m.-12:30 p.m. (S-10/25)

JavaScript with jQuery—Level I

Build today's dynamic, mobile, interactive web sites using jQuery, a popular and widely-used open-source JavaScript library of pre-written JavaScript. Learn to use jQuery's special controls to make image slide shows, fade-ins, calendars and tabbed folders. Use jQuery to select elements, wrap element sets, and customize and change web page styles, appearance, visibility, text, and HTML.

Learn to test for and handle browser differences; mark up Cascading Style Sheets (CSS); build advanced navigation widgets including accordion, tabbed, and slider widgets; and validate Web forms.

Prerequisites: HTML, and Cascading Style Sheets (CSS), or equivalent experience. Some knowledge of JavaScript, or equivalent recommended but not required. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI132 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25721 5 Sessions
10/27-11/8 M,W,S
321 HU 6:30-9:30 p.m. (M,W)
No class 11/1 9:30 a.m.-12:30 p.m. (S-11/8)

JavaScript with jQuery—Level II

This is an advanced-level course focused on applying jQuery techniques towards building functional website components. Expand jQuery skills to enable dynamic content using AJAX. Explore popular jQuery plugins to provide a rich user experience. Enable social network (RSS feeds, REST API) integration for existing websites. This course is for web designers and web developers looking to further their skillset in utilizing jQuery to build contemporary websites. *Prerequisite: JavaScript with jQuery—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI136 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25725 5 Sessions
11/10-11/19 M,W,S
321 HU 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S-11/15)

WordPress

Use WordPress to create or convert websites. The open source content management system is one of the largest user base worldwide. A user friendly CMS for database driven sites including membership sites and blogs. Learn how to customize WordPress to make the site “yours”. Easily add and edit content, create and manage menus, edit and organize images, and manage users. Apply WordPress’ search engine optimization (SEO) features to attract visitors. Topics also include WordPress syntax, the Loop, themes and child themes, developing static pages, custom post types, forms, accessibility, and using Plugins to extend WordPress functions. *Prerequisites: File Management Skills, Working with Windows or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI171 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25732 5 Sessions
10/28-11/11 T,R
405 6:30-9:30 p.m.

PHP I

PHP is an open-source programming language widely used to extend the capabilities of HTML documents and create dynamic web applications. Upon successful completion of the course, you will know how to create PHP script files; embed PHP scripts within HTML files; use HTML forms to collect data for PHP script; and locate free, open-source resources for PHP via the web. *Prerequisites: Programming Fundamentals and HTML 5: Desktop and Mobile or equivalent experience. JavaScript or equivalent experience also recommended.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP910 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25686 5 Sessions
11/11-11/22 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
No class 11/15 9:30 a.m.-12:30 p.m. (S-11/22)

PHP/MySQL II

This course will introduce additional topics in PHP, building upon the introductory PHP course. Topics include working with files and objects, the use of MySQL, creating and connecting to databases, and data normalization in PHP. You will create a PHP and MySQL-driven website as part of the class exercises and labs. *Prerequisite: PHP I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI127 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25718 5 Sessions
12/2-12/13 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
No class 12/6 9:30 a.m.-12:30 p.m. (S-12/13)

Cybersecurity—Web Security I

Web application attacks can compromise firewalls, network security, and business systems. Learn to identify vulnerabilities and defend web applications against hackers and malicious crafted input. Topics include security mechanisms, testing and mapping, client-side form validation, user authentication, session management, access control, site testing and defensive countermeasures. Explore code debuggers, unexpected data threats, password administration, information leakage, token generation and life cycle protection.

This course is for web developers, programmers, and website administrators. *Prerequisites: Programming Fundamentals, HTML5 forms or similar experience. Familiarity with SQL, JavaScript or a web applications language and databases such as ASP.NET, PHP/MySQL, Oracle SQL, or Java recommended.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI172 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25733 5 Sessions
11/4-11/18 T,R
406 6:30-9:30 p.m.

Cybersecurity—Web Security II

Learn how to protect web databases and defend against browser attacks. Topics include SQL injection attacks and parameterized query defenses; preventing back-end component threats including injection attacks on XML interpreters, HTTP requests and email services; browser security threats including Same Origin Policy, the highly important Cross-Site Scripting (XSS) browser vulnerabilities (“the Godfather of [21st Century attacks on other users]”); Cross-site request forgery; JavaScript hijacking, file and source code protection, and secure deployment. *Prerequisites: Cybersecurity—Web Security I, Programming Fundamentals, and HTML5 forms or similar experience required. Recommended: Familiarity with one or more of these: SQL, JavaScript, or a web applications language (ASP.NET, PHP/MySQL) and databases such as MS-SQL, Oracle SQL, MySQL, or Java.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI173 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25734 5 Sessions
12/2-12/11 T,R,S
406 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S-12/6)

NEW Server-Side Node.js With MongoDB, and Backbone

Build an event-driven web app using Node.js, Socket.io, MongoDB, and Backbone.js. Node.js is a server-side JavaScript framework optimized for high traffic web sites; MongoDB is a NoSQL database. Backbone.js is a client-side synchronization and data-binding library. Explore how to use Node.js to deliver large-scale “event-driven” web apps such as product web sites and social media collaboration tools supporting thousands of simultaneous users. Implement Backbone.js, a client-side MVC JavaScript framework with a RESTful JSON interface, to “bind” server data to the web

browser. *Prerequisite: JavaScript with jQuery—Level II (ITI136) or equivalent experience. Knowledge of a server programming language/framework (C#, PHP, ASP.NET) and database concepts strongly recommended.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI205 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25747 5 Sessions
11/11-11/20 T,R,S
441 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S-11/15)

NEW AngularJS

Design fast and flexible web and mobile sites using AngularJS. Developed by Google, Angular uses unique features to deploy “single-page” web sites and reduce “round-trip” server calls. Using MVC patterns, design data modules, create HTML views, and build controllers. Design Angular templates and directives, two-way data binding, and dependency injection. Test Angular applications using Karma. You will create an AngularJS development environment using Node.js, web editors, local web servers, and testing software. *Prerequisites: HTML5—Level II, CSS3, JavaScript/JQuery—Level II, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI211 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25548 5 Sessions
10/28-11/8 T,R,S
441 6:30-9:30 p.m. (T,R)
No class 11/1 9:30 a.m.-12:30 p.m. (S-11/8)

COMPUTER-AIDED DESIGN

Computer-Aided Design (CAD) 1

Get acquainted with the fundamentals of AutoCAD 2012 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. Tuition waiver applies; seniors pay fee only.

Course: CMP076 30 Hours
\$267 + \$435 fee = \$702; Non-Md. residents add \$350

Rockville Campus

CRN#: 25664 10 Sessions
9/9-10/9 T,R
233 GU 6:30-9:30 p.m.

NEW AutoCAD 3D Drawing and Modeling

Create dynamic graphics and effects, visualize designs, and develop concept variations with AutoCAD 3D 2012. This course provides a thorough grounding in the fundamentals of 3D and explores the main features of the advanced 3D modeling workspace in the AutoCAD software. *Prerequisites: Computer Aided Design (CAD) I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI213 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25750 5 Sessions
10/18-11/15 S
233 GU 9:30 a.m.-12:30 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: Working with Windows 7 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. Tuition waiver applies; seniors pay fee only.

Course: ITI130 30 Hours
\$267 + \$435 fee = \$702; Non-Md. residents add \$350

Rockville Campus

CRN#: 25719 10 Sessions
10/13-11/12 M,W
233 GU 6:30-9:30 p.m.

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. Tuition waiver applies; seniors pay fee only.

Course: ITI105 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25542 5 Sessions
9/15-9/27 M,W,S
321HU 6:30-9:30 p.m. (M,W)
No class 9/20 9:30 a.m.-12:30 p.m. (S-9/27)

DIGITAL PHOTOGRAPHY

Knowing Your Camera: Interchangeable Lens Digital Cameras

This class will teach you how to use properly the features and settings on your interchangeable lens camera. Cameras covered are Mirrorless, Nikon, and Canon SLRs; and advanced compact. Learn how to maximize the capabilities of your camera with correct settings for metering, focus, ISO, depth of field, and flash. Composition techniques will be covered. This is a hands-on class. In addition to learning the nuts and bolts of your camera, you will shoot pictures during outdoor lab sessions. The class is led by a professional photographer and expert on cameras. Bring your camera to class and maximize your creativity! No textbook required. Tuition waiver applies; seniors pay fee only.

Course: ITI180 12 Hours

\$80 + \$119 fee = \$199; Non-Md. residents add \$120

Germantown Campus

CRN#: 25738 4 Sessions
9/9-9/16 T,R,S
246 HS 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S)

Adobe Photoshop Lightroom for Photo Management and Editing

Adobe Photoshop Lightroom has become the most popular application for storing, organizing, editing, publishing, and printing digital photographs. Based on Adobe Camera Raw, this application has an interface and workflow to help you streamline processing your digital photographs. This hands-on class will cover the Lightroom interface and all of the modules within this application: library, develop, map, book, slideshow, web, and print. Taught on Mac platform. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI141 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25544 5 Sessions
9/16-9/30 T,R
441 6:30-9:30 p.m.

COMPUTER NETWORKS

MCSA: Enterprise Desktop Support Technician 7 and Test Preparation

This course maps to the Microsoft Certified Solutions Associate (MCSA) on Windows 7, Configuring (70-680) and Enterprise Desktop Support Technician 7 (70-685) certification exams. Learn how to install, maintain, and troubleshoot Windows 7 computers. Through practical labs you will gain invaluable experience with installation, upgrades, remote access, and the new desktop environment. Successful completion of this course can serve as a basic building block for further Microsoft studies for students intending to certify as MCSA in Windows Server 2008. Test preparation will be integrated into the course in preparation for Microsoft exams 70-680 and 70-685. *Prerequisites: Knowledge of and experience with the Windows operating system, as well as basic computer networking concepts.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI186

63 Hours

\$500 + \$750 fee = \$1,250; Non-Md. residents add \$650

Gaithersburg Business Training Center

CRN#: 25741 21 Session
8/25-10/15 M,W,S
407 6:30-9:30 p.m. (M,W)
No class 9/1 9:30 a.m.-12:30 p.m. (S)

Windows Server 2008 Administrator (70-646) ▲

This course maps to the Microsoft Certified Information Technology Professional (MCSA) 70-646 certification exam and provides you with the knowledge and necessary skills to plan for Microsoft Windows Server 2008 deployment, server management, application and data provisioning, as well as business continuity and high availability using Microsoft Windows Server 2008. Other skills covered in this course are day-to-day server monitoring and maintaining tasks for information technology (IT) professionals who are interested in becoming server administrators as the next step in their career path. Test preparation will be integrated into the course in preparation for Microsoft exam 70-646. *Prerequisite: MCSA or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI140 42 Hours

\$500 + \$750 fee = \$1,250; Non-Md. residents add \$650

Gaithersburg Business Training Center

CRN#: 25726 14 Sessions
10/27-12/6 M,W,S
407 6:30-9:30 p.m. (M,W)
9:30 a.m.-12:30 p.m. (S)
No class 11/22, 11/24, 11/26, 11/29

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. Tuition waiver applies; seniors pay fee only.

Course: CMP212 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25673 4 Sessions
9/16-9/25 T,R
405 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. Tuition waiver applies; seniors pay fee only.

Course: CMP213 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25675

4 Sessions

9/30-10/9

T,R

405

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.

Tuition waiver applies; seniors pay fee only.

Course: CMP214 12 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25676

4 Sessions

10/14-10/23

T,R

405

6:30-9:30 p.m.

NEW Cisco Certified Network Associate (CCNA) Routing & Switching

CCNA Routing & Switching is a two-module intensive course in networking concepts and device configuration. This is a fast-paced, in-depth, and condensed semester. This is not a boot camp or a traditional college class. It is an optimized learning environment. Homework and out of class reading is required.

CCNA Routing and Switching teaches comprehensive networking concepts, from network applications to the protocols and services provided to those applications by the lower layers of the network. Students will progress from basic networking to more complex enterprise and theoretical networking models later in the curriculum. This course covers all four (4) semesters of the Cisco Networking Academy Program.

This course prepares the students to take the CCNA Routing and Switching certification exam 200-120 CCNA. For information on the Cisco Certifications visit www.cisco.com/web/learning/certifications/shared/compar_chart_rs.pdf.

Montgomery College participates in the Cisco Networking Academy Program. In order to enhance your learning experience, our classes are taught in a state of the art training lab. Labs are optional and are held on Saturdays 10am-2pm.

Who should take this course?

This course is designed for entry level system engineers, networks administrators and help desk technicians who configure, support, and troubleshoot networks.

Prerequisites:

MCSA: Enterprise Network Support Technician, Network+ or equivalent experience.

NEW CCNA Routing and Switching—Module I ▲

This module covers Introduction to Networks (RS1) and Routing and Switching Essentials (RS2). RS1 introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced. RS2 describes the architecture, components, and operations of routers and switches in a small network. Learn how to configure a router and a switch for basic functionality. By the end of this module, you will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. You will also be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI210 100 Hours

\$719 + \$1,079 fee = \$1,798; Non-Md. residents add \$800

Gaithersburg Business Training Center

CRN#: 25748

25 Sessions

8/25-11/19

M,W

406

6-10 p.m.

No class 9/1

NEW CCNA Routing and Switching—Module II

This course covers Scaling Networks (RS3) and Connecting Networks (RS4) RS3 describes the architecture, components, and operations of routers and switches in a large and complex network. Learn how to configure routers and switches for advanced functionality. RS4 covers the WAN technologies and network services required by converged applications in a complex network. The course enables you to understand the selection criteria of network devices and WAN technologies to meet network requirements. Learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. By the end of this module, you will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. You will develop the knowledge and skills needed to implement DHCP and DNS operations in a network, and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

Module II starts in January 2015. Schedule to be announced.

PROGRAMMING/SOFTWARE DEVELOPMENT

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 (Working with Windows) or File Management Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP839 18 Hours

\$119 + \$180 fee = \$299; Non-Md. residents add \$140

Rockville Campus

CRN#: 25682 6 Sessions
9/2-9/13 T,R,S
321 HU 6:30-9:30 p.m. (T,R)
 9:30 a.m.-12:30 p.m. (S)

Agile Software Development with Scrum and Team Foundation Server (TFS)

Learn Agile and Scrum software development principles in this hands-on course. Learn how to monitor, manage, build, and ship software using Scrum and Visual Studio's Team Foundation Server (TFS). Organize a Scrum team and assign Scrum roles. Start a Scrum project with TFS templates. Track shipping, quality, repeatability, and sprints. Create TFS work items, tracking, queries and reports, and measure team velocity. This course is for developers and managers interested in learning and applying Agile and Scrum to manage software development in any programming language. *Prerequisites: Knowledge of Microsoft Office including Excel. Programming Fundamentals or equivalent experience recommended but not required.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI206 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25547 5 Sessions
9/16-9/25 T,R,S
408 6:30-9:30 p.m. (T,R)
 9:30 a.m.-12:30 p.m. (S-9/20)

C# Foundation Skills

This course is an overview of the C# programming languages using the Visual Studio Integrated Development Environment (IDE) to develop, compile, and debug program code. Topics include an overview of the C# syntax, programming basics, control structures, exception handling and object-oriented fundamentals. *Prerequisites: Programming Fundamentals and C++, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI038 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25699 5 Sessions
10/13-10/25 M,W,S
440 6:30-9:30 p.m. (M,W)
No class 10/18 9:30 a.m.-12:30 p.m. (S-10/25)

C# Advanced Skills

Create object-oriented software programs using C# the Visual Studio.NET Integrated Developer Environment (IDE). Use, create, and apply C# classes, methods, inheritance, and collections. Apply C# coding concepts including arrays, collections, and events. *Prerequisite: C# Foundation Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI047 15 Hours

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

Gaithersburg Business Training Center

CRN#: 25702 5 Sessions
10/27-11/8 M,W,S
440 6:30-9:30 p.m. (M,W)
No class 11/1 9:30 a.m.-12:30 p.m. (S-11/8)

C++—Level I

This course is designed to introduce students to C++ programming. Topics include basic C++ language elements and statements, calculations and expressions, comparison operators, branching and looping statements, data array storage and processing, and multi-dimensional arrays. *Prerequisite: Programming Fundamentals or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP152 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25671 5 Sessions
9/15-9/27 M,W,S
440 6:30-9:30 p.m. (M,W)
No class on 9/29 9:30 a.m.-12:30 p.m. (S)

C++—Level II

This course is a continuation of the C++ programming language introductory course, covering additional general programming topics using the C++ language. Topics include function programming and data passing, pointers, Microsoft's development tools for debugging programs, the preprocessor, aggregate data types, class definitions, and programming operator overloading. *Prerequisite: C++—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP153 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25672 5 Sessions
9/29-10/8 M,W,S
440 6:30-9:30 p.m. (M,W)
 9:30 a.m.-12:30 p.m. (S-10/4)

Ruby on Rails—Level I

Learn Ruby programming and create a web application using Rails. Program Ruby conditionals, loops, methods, and arrays. Work with libraries, objects, classes, and other topics. Create a web application using Ruby on Rails' Model-View-Controller (MVC) architecture. Topics include creating project databases, database connection and control, scaffolding, generating files, and more. This course is for web developers at all levels who want to create web applications with Ruby on Rails. *Prerequisites: Programming Fundamentals and HTML5: Desktop and Mobile—Level I, or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI203 15 Hours

\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25745 5 Sessions
10/13-10/25 M,W,S
321 HU 6:30-9:30 p.m. (M,W)
No class 10/18 9:30 a.m.-12:30 p.m. (S-10/25)

Ruby on Rails—Level II

Apply additional Ruby on Rails features to handle databases and create effective web applications. Learn Ruby classes and Active Record relational database mapping. Apply Ruby's Interactive interpreter, irb, to enhance Article models. Validate forms, records, and data tables using Rails' validators and custom validation. Integrate the Action Pack library, Rails' MVC controller and view components, and incorporate Rails' RESTful client-server controllers and resources. Compress and minify JavaScript and CSS styles using Rails' Asset Pipeline. Other topics include sending/receiving e-mail and application testing, among other Rails features. *Prerequisites: Ruby on Rails—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI204 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Rockville Campus

CRN#: 25746	5 Sessions
10/28-11/6	T,R,S
321 HU	6:30-9:30 p.m. (T,R) 9:30 a.m.-12:30 p.m. (S-11/1)

ASP.NET MVC—Level I

This class will cover the basics of ASP.NET MVC development. You will be introduced to Models, Views, ViewModels, Controllers and URL routing. You will use the Razor view engine, learning its syntax and the use of HTML Helpers in creating views. Use the Entity Framework to interact with the database. Concept of binding and how views can be bound to data queried from the database will be covered. *Prerequisite: C# Foundation Skills or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI117 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25546	5 Sessions
11/10-11/19	M,W,S
440	6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S-11/15)

ASP.NET MVC—Level II

This course builds upon the fundamentals introduced in MVC—Level I. Learn how to implement security and access control using the membership database. Client side interactivity will be incorporated into our website using JQuery, AJAX and HTML 5. Learn the basics of NuGet, a tool used to acquire and maintain project related software. Learn how to create and execute a unit test—one of the main advantages of MVC development. Address how MVC can be used to target mobile devices. *Prerequisites: ASP.NET MVC—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: ITI143 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25545	5 Sessions
12/1-12/10	M,W,S
440	6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S-12/6)

SharePoint for Developers—Level I

Microsoft Windows SharePoint 2013 is a server-side platform for creating modular, reusable Internet, intranet, and extranet web sites to deliver web applications and distribute databases, news and information. SharePoint increasingly is used by large international companies, government agencies (U.S. State Department), and mid-sized corporations such as hospitals. Learn how to set up SharePoint, use Custom Templates, design pages for mobile devices, manage users and groups, and set up authorizations, customization, site definitions, and Features. Independent modules and self-contained examples are used to demonstrate topics. This course is for developers, programmers and students familiar with C#, ASP.NET, Visual Studio, .NET, and MS SQL Server. *Prerequisites: ASP.NET MVC levels I & II, or equivalent working experience. Familiarity with SharePoint is recommended but not required.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP967 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25693	5 Sessions
11/3-11/15	M,W,S
408	6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S-11/15)
No class 11/8	

SharePoint for Developers—Level II

This SharePoint Level II course focuses on developing SharePoint 2013 Web Services. This course covers SharePoint Web Service Architecture, coding Admin. websites, web part controls and custom web parts, web part scripts, and AJAX-style web parts. You will also learn to use object models, custom field types, and events. Topics on Windows Workflow, and improved "localization" capabilities in SharePoint 2013 for creating localized sites in a region's preferred language will be addressed. Independent modules and self-contained examples are used to demonstrate topics. This course is for programmers, developers, and students who are familiar with C#, ASP.NET MVC, and the Visual Studio.NET/MS SQL frameworks. *Prerequisites: SharePoint Services for Developers—Level I; ASP.NET-MVC, or equivalent working experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP968 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25694	5 Sessions
11/17-12/6	M,W,S
408	6:30-9:30 p.m. (M,W) 9:30 a.m.-12:30 p.m. (S-12/6)

No class 11/22, 11/24, 11/26, 11/29

MSSQL Server for Developers I

MSSQL Server 2012, Microsoft's database server, is in widespread use by companies to develop and manage large enterprise databases. Learn how MSSQL Server uses and handles Structured Query Language (SQL). Learn how to manage relational databases using MSSQL Server 2012 Management Studio; use SQL queries and subqueries to insert, update, and delete data; and work with data types and functions. Data manipulation and aggregation will also be covered. This course supplements the Information Technology Institute's .NET course sequences, or can be taken independently.

Prerequisites: Proficiency with Windows (Working with Windows) is required. MS Access—Level I and knowledge of Access relational databases, or equivalent experience is strongly recommended. You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP985 18 Hours
\$120 + \$183 fee = \$303; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25695 6 Sessions
9/23-10/9 T,R
406 6:30-9:30 p.m.

MSSQL Server for Developers II

This course covers advanced MSSQL Server skills. Topics include scripts, code scripts, stored procedures, functions, triggers, cursors, and managing database security. Learn how to use MSSQL Server Management Studio to create and manage stored procedures, functions, and triggers using the .NET Common Language Runtime (CLR) with SQL Server databases. Students must have some training or experience working with the SQL language. *Prerequisite: MSSQL Server for Developers I or equivalent experience with relational database systems is required. Familiarity with Visual Studio or Microsoft SQL Server Management Studio is recommended.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP867 18 Hours
\$120 + \$183 fee = \$303; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25684 6 Sessions
10/14-10/30 T,R
406 6:30-9:30 p.m.

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. Tuition waiver applies; seniors pay fee only.

Course: ITI152 21 Hours
\$139 + \$210 fee = \$349; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25727 7 Sessions
10/13-11/3 M,W
441 6:30-9:30 p.m.



Java—Level I

This course is for anyone who wants to learn how to program with Java. Topics include Java language essentials, Java Software Development Kit (J2SDK), and development of simple web applications and stand-alone applications in Java. This course includes an overview of object-oriented programming. *Prerequisites: Programming Fundamentals or equivalent experience, plus knowledge of the Web and HTML.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP950 18 Hours
\$119 + \$180 fee = \$299; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25691 6 Sessions
10/14-10/30 T,R
408 6:30-9:30 p.m.

Java—Level II

This course covers the practical concepts and skills needed for developing real-world Java applications. You will learn how to develop Windows-based and GUI-based Java applications using features such as event listeners, layout managers, list boxes, combo boxes, radio buttons, check boxes, menus, pop-up menus, and images. Both AWT and Swing packages will be covered and used in developing web applications and stand-alone applications. This course also introduces the applet life cycle, exception handling, arrays, vectors, string classes, and JAR files. *Prerequisite: Java—Level I or equivalent experience.* You must purchase textbook(s)/materials and bring them to the first class. Tuition waiver applies; seniors pay fee only.

Course: CMP123 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25669 5 Sessions
11/4-11/13 T,R,S
408 6:30-9:30 p.m. (T,R)
9:30 a.m.-12:30 p.m. (S-11/8)

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. Tuition waiver applies; seniors pay fee only.

Course: CMP128 15 Hours
\$99 + \$166 fee = \$265; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25670 5 Sessions
11/18-12/9 T,R
408 6:30-9:30 p.m.

No class 11/25,11/27

RELATIONAL DATABASES

NEW 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. **Textbook available only as an e-kit. Order through the Rockville Bookstore website at www.montgomerycollege.edu/bookstore. Once your order is processed by Oracle, you will receive an e-mail that your e-kit is available to download. Please allow 5 business days for your order to be processed.**

Tuition waiver applies; seniors pay fee only.

Course: ITI212 39 Hours

\$389 + \$589 fee = \$978; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 25749 13 Sessions

8/25-10/8 M,W

No class 9/1 6:30-9:30 p.m.

NEW 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. Gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. This course prepares you for Certification Exam 1Z0-062 Oracle Database 12c: Installation and Administration. *Prerequisite for this course is Oracle Database 12c: Introduction to SQL.* Textbook available only as an e-kit. Order through the Rockville Bookstore website at www.montgomerycollege.edu/bookstore. Once your order is processed by Oracle, you will receive an e-mail that your e-kit is available to download. Please allow 5 business days for your order to be processed. Tuition waiver applies; seniors pay fee only.

Course: ITI215 39 Hours

\$389 + \$589 fee = \$978; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 25751 13 Sessions

10/20-12/8 M,W

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

No class 11/24,11/26

FOOD SAFETY

For more information please visit:

<http://www.montgomerycollege.edu/wdce/bits/foodsafety.html>.

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. You 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 you to obtain a food manager's certification ID card in the Montgomery, Prince George's, Howard, and Baltimore counties and Baltimore City. You 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.

Tuition waiver applies; seniors pay fee only.

Course: HOS013 16 Hours

\$70 + \$100 fee = \$170; Non-Md. residents add \$120

Rockville Campus

CRN#: 25399 3 Sessions

9/20-10/4 S

109 HU 9 a.m.-2:30 p.m.

Westfield South

CRN#: 25890 4 Sessions

10/7-10/16 T,R

306B 1-5 p.m.

Food Service Recertification

This ServSafe course prepares certified food managers to take the required exam for recertification. This nationally recognized exam must be taken every three years in Montgomery County. Students registering for this exam must have already completed the approved 15-hour Food Service Sanitation course and have a renewable Montgomery County Food Service manager's ID card. A score of 75 percent is required for passing. This is a review course for individuals who are working and need to bring up to date any changes that have occurred in the food safety industry since they obtained their certification. The exam is based on the *ServSafe book 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 book store. Tuition waiver applies; seniors pay fee only.

Course: HOS049 8 Hours

\$30 + \$55 fee = \$85; Non-Md. residents add \$50

Westfield South

CRN#: 25891 2 Sessions

10/27-10/31 M,F

306B 9 a.m.-1 p.m.

Food Certification Exam Retake

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

Course: HOS011 2 Hours

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

Rockville Campus

CRN#: 25398 1 Session
11/22 S
106 HU 9-11 a.m.

EN ESPAÑOL

Certificación para Manipulación de Alimentos (Food Safety)

Este curso incluye las 15 horas requeridas por el Departamento de Salud e 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 + \$85 fee = \$170; Non-Md. residents add \$120

Rockville Campus

CRN#: 25394 4 Sessions
9/13-10/4 S
215 CC 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. Anyone wishing to advance their career or have interest in sustainability and green building, is welcome. Tuition waiver applies; seniors pay fee only.

Course: GRN005 10 Hours

\$99 + \$179 fee = \$278; Non-Md. residents add \$140

Rockville Campus

CRN#: 25305 3 Sessions
10/23-11/6 R
125 HU 6-9:30 p.m.

HEALTH INFORMATION TECHNOLOGY

Health Information Technology Certification Prep Course ▲

This noncredit program will train aspiring healthcare and information technology professionals to be part of the country's emerging health IT industry. Elements of the program include a comprehensive overview of human body systems, health information terminology, communication in healthcare, privacy laws, ethical issues, and the role of HIPPA in the digital electronic health record (EHRs). You will review basic computing, computer architecture, data organization, programming languages, networking, hardware components, software applications, the HITECH Act, and the concept of "meaningful use." You will document system interfaces and integration requirements, databases, applications, and operating systems. The course includes approaches to assess, select, and configure EHRs; how to conduct workflow analysis; functions of all layers of the ISO OSI models; data standards; components of health IT standards (including HL7 and TC215) for health information exchange; and a review of enterprise architecture models. You will review project management principles, tools, and techniques.

Students who complete this program could be qualified to sit for the following Certified Healthcare Technology Specialist (CHTS) exams from the American Health Information Management Association (AHIMA):

CHTS—TS (Technical Support)

CHTS—PW (Practice Workflow and Information Management Redesign Specialist) CHTS—IS (Implementation Support Specialist)

Knowledge of medical terminology is necessary. Students can sign up for our Ed2Go online course in medical terminology by visiting <https://cms.montgomerycollege.edu/wdce/nonlinecourses.html>. Students who are interested in this class should have bachelor's degree and current work experience in either the IT or Medical field. For more information on course content and general admission to the course please register for our Information Session online at cms.montgomerycollege.edu/iti/informationssession.html

Tuition waiver applies; seniors pay fee only.

Course: HIT003 96 Hours

\$1,900 + \$598 fee = \$2,498; Non-Md. residents add \$1,050

Gaithersburg Business Training Center

CRN#: 26321 24 Sessions

9/9-12/4 T,R

440 5:30-9:30 p.m.

No class 11/25, 11/27

HOSPITALITY

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

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. Tuition waiver applies; seniors pay fee only.

Course: HOS034 **12 Hours**

\$80 + \$110 fee = \$190; Non-Md. residents add \$120

Rockville Campus

CRN#: 25401 4 Sessions
9/16-9/25 T,R
232 TC 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. Tuition waiver applies; seniors pay fee only.

Course: HOS030 **12 Hours**

\$80 + \$110 fee = \$190; Non-Md. residents add \$120

Rockville Campus

CRN#: 25400 4 Sessions
10/7-10/16 T,R
232 TC 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. Tuition waiver applies; seniors pay fee only.

Course: HOS047 **12 Hours**

\$80 + \$110 fee = \$190; Non-Md. residents add \$120

Rockville Campus

CRN#: 25404 4 Sessions
10/21-10/30 T,R
202 SB 6:30-9:30 p.m.

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.* Tuition waiver applies; seniors pay fee only.

Course: HOS044 **9 Hours**

\$80 + \$80 fee = \$160; Non-Md. residents add \$120

Rockville Campus

CRN#: 25402 3 Sessions
11/6-11/13 T,R
216 SB 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 field. Understand how to use social media, websites, and computer applications to market your business and/or enhance the effectiveness of your meeting or event. Tuition waiver applies; seniors pay fee only.

Course: HOS045 **9 Hours**

\$80 + \$80 fee = \$160; Non-Md. residents add \$120

Rockville Campus

CRN#: 25403 3 Sessions
11/18-11/25 T,R
114 PE 6:30-9:30 p.m.

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 240-567-3824 y 3823 ó visite www.montgomerycollege.edu/wdce/bits/institutohispano.html.

Certificación para Manipulación de Alimentos (Food Safety)

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

Rockville Campus

CRN#: 25394 4 Sessions
9/13-10/4 S
215 CC 9 a.m.-1:15 p.m.

COMPUTACIÓN

Contabilidad Computarizada (QuickBooks)

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

Course: HBI184 21 Hours

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

Gaithersburg Business Training Center

CRN#: 25859 5 Sessions
10/4-11/1 S
441 9 a.m.-1 p.m.

Curso Básico/Computación

Este curso está dirigido a las personas que quieren empezar a usar la computadora. El curso incluye las bases del uso del teclado, el sistema operativo Windows y MS Word. El estudiante aprenderá a crear carpetas, a archivar, mover y borrar documentos, instalar y desinstalar programas, imprimir documentos. También aprenderá los diferentes formatos para documentos, cartas, etiquetas, sobres y como construir tablas, etc., usando MS Word. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI170 24 Hours

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

Rockville Campus

CRN#: 25392 8 Sessions
9/20-11/8 S
016 CS 9 a.m.-12 p.m.

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; Non-Md. residents add \$120

Gaithersburg Business Training Center

CRN#: 25858 3 Sessions
9/15-9/22 M,W
404 6-9 p.m.

Contabilidad Computarizada (QuickBooks)

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

Course: HBI184 21 Hours

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

Gaithersburg Business Training Center

CRN#: 25859 5 Sessions
10/4-11/1 S
441 9 a.m.-1 p.m.

Nomina de Pagos (Payroll)

Curso dirigido a las personas que quieren prepararse para trabajar en una oficina contable o para llevar la contabilidad de su propia empresa. El estudiante obtendrá conocimientos necesarios para realizar los pagos a empleados y contratistas independientes. También incluye los siguientes temas: como procesar la planilla 940 y 941, el uso del sistema de pago electrónico de impuestos federales (EFTPS), pagos de FUTA (desempleo), Medicare (salud), FICA (seguro social de la jubilación), y todos los pagos requerido por la leyes federales y estatales. *Requisitos: el estudiante debe de saber usar Windows, MS Word y Quickbooks.*

Course: HBI196 18 Hours

\$80 + \$140 fee = \$220; Non-Md. residents add \$140

Gaithersburg Business Training Center

CRN#: 25860 6 Sessions
11/5-11/24 M,W
441 6-9 p.m.

CONSTRUCCIÓN

Bases para presupuestos de obras de construcción

Este curso está diseñado para asistir a pequeños y medianos empresarios a estimar los costos para proyectos de construcción. Los estudiantes obtendrán conocimientos básicos de lectura de planos y fundamentos de matemática aplicados a la preparación de estimados. El curso incluye la presentación de un proceso de estimación basado en tres etapas, la cuantificación de las tareas del trabajo, el cálculo de costos directos (materiales, mano de obra, equipo y/o subcontratistas) y el cálculo de costos indirectos (costos de operación de la empresa y utilidades). Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI189 15 Hours

\$60 + \$120 fee = \$180; Non-Md. residents add \$120

Rockville Campus

CRN#: 25393 5 Sessions
11/4-12/2 T
6-9 p.m.

Preparación 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.**

Course: HBI195 30 Hours

\$95 + \$200 fee = \$295; Non-Md. residents add \$140

Rockville Campus

CRN#: 25397 8 Sessions
9/20-11/8 S
216 CC 9 a.m.-1 p.m. (9/20-11/1)
9-11 a.m. (11/8 only)

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 este 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 + \$155 fee = \$235; Non-Md. residents add \$140

Rockville Campus

CRN#: 25387 6 Sessions
9/12-9/27 F,S
GU 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 + \$120 fee = \$200; Non-Md. residents add \$140

Rockville Campus

CRN#: 25388 6 Sessions
10/10-10/25 F,S
GU 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 é 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 + \$120 fee = \$200; Non-Md. residents add \$140

Rockville Campus

CRN#: 25389 6 Sessions
10/31-11/15 F,S
GU 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 + \$120 fee = \$200; Non-Md. residents add \$140

Rockville Campus

CRN#: 25390 6 Sessions
11/21-12/13 F,S
GU 6:30-9 p.m. (F)
No class 11/28, 11/29 8:30 a.m.-1 p.m. (S)

NEGOCIOS

Como Importar y Exportar Productos a/de USA

Este curso dictado por el autor del conocido libro “Building and Import-Export Business,” le ayudará a encontrar ideas de negocios que pudieran ser exitosos en esta rama. Encontrar y evaluar productos y proveedores, identificar mercados y clientes, usar el “Marketing Mix.” También incluye información sobre transporte y procedimientos en el comercio internacional y las regulaciones de importación y exportación. Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI158 10 Hours

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

Rockville Campus

CRN#: 25391 4 Sessions
11/3-11/12 M,W
114 PE 6-8:30 p.m.

El ABC de comenzar un negocio

Las estadísticas demuestran que los negocios fracasan en los primeros 2 años ocasionando la pérdida de la inversión y del ahorro familiar. Ésto se debe en gran parte a la falta de entrenamiento y conocimientos adecuados. Este curso diseñado para aquellas personas que desean comenzar un negocio ó están en las etapas iniciales de un emprendimiento, explicará los pasos adecuados para comenzar exitosamente. En el curso se analizarán las herramientas para definir la idea comercial y el mercado al cual se debe orientar. También se estudiarán las diferentes estructuras legales, los pasos para registrar su empresa, licencias, seguros, impuestos y conceptos básicos para llevar la contabilidad. Incluye además, temas de publicidad, mercadeo y venta usando las redes sociales. **Se requiere uso básico de la computadora.** Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI193 24 Hours

\$80 + \$140 fee = \$220; Non-Md. residents add \$140

Rockville Campus

CRN#: 25396 8 Sessions
9/22-10/15 M,W
204 SB 6-9 p.m.

Estructura y desarrollo del plan de negocios

Toda empresa necesita un plan de negocios, ya sea para organizarla, para solicitar un préstamo ó para alquilar un local. Este curso le ofrece la estructura y el desarrollo del plan comenzando por la introducción y siguiendo por los temas requeridos tales como: La historia del negocio, los antecedentes y objetivos, la descripción de su producto/servicio. El curso también incluye el plan de mercadeo y financiero, análisis de la competencia y las metas a corto, mediano y largo plazo. **Se requiere uso básico de la computadora.** Las personas mayores de 60 años no pagan la matrícula, sólo el derecho de admisión.

Course: HBI192 12 Hours

\$60 + \$100 fee = \$160; Non-Md. residents add \$120

Rockville Campus

CRN#: 25395 4 Sessions
9/23-10/14 T
204 SB 6-9 p.m.

LIFE SCIENCE

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. Registration for this class closes on 9/6. Tuition waiver applies; seniors pay fee only.

Course: MGT392 39 Hours

\$399 + \$400 fee = \$799; Non-Md. residents add \$350

Germantown Campus

CRN#: 25652 13 Sessions
9/13-12/13 S
105 PK 9 a.m.-12 p.m. (9/13-12/6)
No class 11/29 1-4 p.m. (12/13 only)
CRN#: 25653 13 Sessions
9/13-12/13 S
105 PK 9 a.m.-12 p.m. (9/13 only)
WEB 9/20-12/6
105 PK 1-4 p.m. (12/13 only)

Students are required to attend in person at the Germantown Campus on the first and last day of the course for CRN 25653.

PROJECT MANAGEMENT

CERTIFICATION COURSE TRACK

A Practical Approach to Project Management

This course is intended as a prerequisite to the Project Management Professional (PMP)[®] Certification Prep course and the Certified Associate in Project Management (CAPM)[®] Prep. It provides mandatory classroom hours as well as important preparatory knowledge for the PMP[®] prep course. *Successful Project Management (AMA035) is a prerequisite to this course for students with no prior PM training.* This course is certified by the Project Management Institute (PMI)[®]. Textbooks are available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: PMC013 36 Hours

\$567 + \$298 fee = \$865; Non-Md. residents add \$400

Gaithersburg Business Training Center

CRN#: 25647 9 Sessions
9/29-10/22 M,W,S
402 5:30-9:30 p.m. (M,W)
No class 10/8,10/18 8:30 a.m.-12:30 p.m. (S)

Takoma Park/Silver Spring Campus

CRN#: 25892 8 Sessions
12/2-12/18 T,R,S
122 HC 6-9:30 p.m. (T,R)
8:30 a.m.-5 p.m. (S)



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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: Successful Project Management 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. Tuition waiver applies; seniors pay fee only.

Course: PMC002 24 Hours

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

Gaithersburg Business Training Center

CRN#: 25560 3 Sessions
11/1-11/15 S
442 8:30 a.m.-5 p.m.

Class on 11/15 in the afternoon will meet in room 407

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: Successful Project Management 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. Tuition waiver applies; seniors pay fee only.

Course: PMC004 48 Hours

\$999 + \$500 fee = \$1499; Non-Md. residents add \$650

Gaithersburg Business Training Center

CRN#: 25561 7 Sessions
10/25-11/22 M,W,S
402 5:30-9:30 p.m. (M,W)
8:30 a.m.-5 p.m. (S)

Successful Project Management ♥

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

Course: AMA035 15 Hours

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

Rockville Campus

CRN#: 25885 2 Sessions
9/13-9/14 S,U
216 CC 8:30 a.m.-5 p.m.

Takoma Park/Silver Spring Campus

CRN#: 25886 3 Sessions
11/16-11/20 T,R,U
229 HC 6-9:30 p.m. (T,R)
234 CF 8:30 a.m.-5 p.m. (U)

PM ELECTIVE COURSES

Earned Value Management

Earned Value (EV) is a management tool for tracking and communicating a project's status. Earned Value Management (EVM) will let you know the actual state of the project by comparing your current project performance against your plan. Knowing the project's performance will let you take actions needed to ensure that the project is completed on time and within budget. Like any tool, in order for EVM to be successful, it is very important that it is used correctly. Earned Value is one of the most sophisticated and accurate methods for measuring and controlling project schedules and budgets. EV has been used extensively in large projects, especially in government projects. PMI[®] is a strong supporter of the EV approach because of its ability to accurately monitor the schedule and cost variances for complex projects. Learn more about this powerful, highly respected technique, how to use it effectively, and how to create the desired reports for senior management and customers. (4 PDUs). This course is certified by the Project Management Institute (PMI)[®]. Textbooks are available at Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: PMC009 4 Hours

\$80 + \$45 fee = \$125; Non-Md. residents add \$120

Distance Learning

CRN#: 25645 2 Sessions
9/29-10/1 M,W
6-8 p.m.

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. Successful completion of the quiz will result in 4 professional developments (PDUs) or contact units (CUs). *Prerequisites: none.*

Course: PMC015 4 Hours

\$80 + \$45 fee = \$125; Non-Md. residents add \$120

Distance Learning

CRN#: 25649 2 Sessions
11/18-11/20 T,R
6-8 p.m.

Introduction to Agile Project Management

Project Management practitioners are increasingly embracing Agile as a technique for managing successful projects. It is a topic of growing importance in project management. Whether you are a PMP credential holder or an individual working on Agile project team, this course will introduce you to the basics of Agile. Understand the values and principles of Agile and identify methodologies of Agile PM. Learn how to combine Agile approach with existing PM tools and see the benefits of Agile PM. This course is certified by the Project Management Institute (PMI)[®]. Textbooks are available at the Rockville Campus Bookstore. (15 PDUs) Tuition waiver applies; seniors pay fee only.

Course: PMC011 15 Hours

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

Gaithersburg Business Training Center

CRN#: 25893 5 Sessions
9/15-9/19 M,T,W,R,F
403 6:30-9:30 p.m.

NEW 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 tool 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. Tuition waiver applies; seniors pay fee only.

Course: MGT412 15 Hours

\$300 + \$75 fee = \$375; Non-Md. residents add \$160

Gaithersburg Business Training Center

CRN#: 25656 2 Sessions
11/15-11/22 S
442 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. Tuition waiver applies; seniors pay fee only.

Course: PMC006 7.5 Hours

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

Gaithersburg Business Training Center

CRN#: 25644 2 Sessions
9/30-10/2 T,R
402 5:30-9:30 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; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 25650 1 Session
10/7 T
408 6-9:30 p.m.

Project Management Code of Ethics and Professional Conduct

Ethical and professional conduct is even more important with Sarbanes-Oxley and continuing identification of violations by some of the world's largest organizations. This course will explain the standards of ethics and professional conduct for project managers, according to the current PMI[®] code. Knowledge of the code of ethics and professional conduct is required for the PMP[®] exam as well as for the ongoing, appropriate practice of project management. By adhering to the code, project managers maintain confidence in the profession and become better practitioners. It represents a profession-wide understanding of appropriate behavior and supports the credibility and reputation of the profession. Stay up-to-date on what is required of project managers. Successful completion of the quiz will result in 3 professional developments (PDUs) or contact units (CUs). *Prerequisite: none.* From the Project Management Institute[®] (PMI): "As practitioners of project management, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives—at work, at home, and in service to our profession."

Course: PMC014 3 Hours

\$80 + \$45 fee = \$125; Non-Md. residents add \$120

Distance Learning

CRN#: 25648 1 Session
11/13 R
6-9 p.m.

Project Teams

Learn how to resolve conflicts, reach consensus among team members, identify personal responsibilities and communication skills needed from team members, and improve team communication. Course activities also cover identifying team roles. How to avoid common pitfalls in project team meetings will be covered. You will also learn how to establish and improve project teams, set team goals, motivate teams, and manage a team during times of change. (7.5 PDUs). This course is certified by the Project Management Institute (PMI)[®]. Textbooks are available at Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: PMC010 7.5 Hours

\$199 + \$50 fee = \$249; Non-Md. residents add \$140

Germantown Campus

CRN#: 25646	2 Sessions
9/16-9/18	T,R
171 HS	5:30-9:30 p.m.

Risk Management

Imagine preventing 90 percent of your project problems. How much could you improve project quality, cost, and schedule? Risk management is a project management methodology that includes risk planning, identification, qualification, risk response development, and control. Business and project managers need to understand what risks they face and adopt strategies for incorporating those opportunities into effective project management. This course includes techniques from international risk research and worldwide contributors, templates you can adapt and use in your projects, hundreds of risks and risk categories to help you identify risks, and a methodology to prevent many project problems. Project managers, project team members, technical staff, and managers can benefit from the risk management techniques and templates in this course. Since the course also covers the basics of risk management, it is also useful for those preparing for the PMI[®] certification exams. (15 PDUs). This course is certified by the Project Management Institute (PMI)[®]. Textbooks are available at Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: PMC005 15 Hours

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

Gaithersburg Business Training Center/Online

CRN#: 25643	6 Sessions
11/3-11/19	M,W
404	5:30-9:30 p.m. (11/3 only)
Online	6-8 p.m. (11/4-11/18)
401	5:30-9:30 p.m. (11/19 only)

This is a hybrid class that meets in-person on the first and last day of class.

Project Management Certification: Is It Right for You?

Come review the Project Management Certifications available from the Project Management Institute (PMI)[®] at Montgomery College and see what we can do for you!

**September 8, 2014 • 6–9 p.m.
Gaithersburg Business Training Center**

Learn what Project Management Certification can do for you in your professional career. Our instructors will explain both the education and experience required to be allowed to take the Project Management Certification exams. After this workshop, those planning to take the PMP[®] exam should sign up for *The PMP[®] Exam: How To Take (and Pass) It!* (PMC003).

Cost: Completely FREE!

Space is limited. Please e-mail transcie.almonte@montgomerycollege.edu to reserve a seat.

Montgomery College is a PMI[®] registered education provider and courses are approved for Project Management Certification Training.

WRITING

For more information, please visit www.montgomerycollege.edu/wdce/ce/writing.html.

Clear and Concise: Business Writing in “Plain English”

Put your writing on a diet! Streamline your prose. In today’s fast-paced workplace, your writing must be clear and concise. The “Plain Language Act of 2010” was aimed at improving the readability of Federal documents, but can be applied to all business writing. In this workshop, you will learn to edit your own writing. Be direct—with your message upfront. Simplify rambling sentences. Replace vague phrases with precise words. Tuition waiver applies; seniors pay fee only.

Course: WRT159 5 Hours

\$52 + \$18 fee = \$70; Non-Md. residents add \$50

Rockville Campus

CRN#: 26228	2 Sessions
10/11-10/18	S
215 CC	9:30 a.m.-12:10 p.m.

English Grammar: Correct Usage for the Writer

Do you need to write on the job but lack sufficient knowledge of grammar? Review the basic rules of English and apply them to your business writing. Gain confidence in recognizing and correcting grammatical errors, and better understand the fundamentals of sentence construction, punctuation, and word usage. Textbook: *How Grammar Works* (John Wiley & Sons) is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: WRT005 **12 Hours**

\$130 + \$42 fee = \$172; Non-Md. residents add \$120

Rockville Campus

CRN#: 26223 4 Sessions
9/6-9/27 S
133 HU 9:30 a.m.-12:40 p.m.

How to Write Successful Grant Applications

This course gives you the tools for writing solicited grant applications and unsolicited grant proposals. You will learn a process to determine what the granting entity seeks, decide whether your company or agency possesses—or can obtain—the resources needed to meet those needs, and write a winning application or proposal. Textbook: *I'll Grant You That: A Step-by-Step Guide to Finding Funds, Designing Winning Projects, and Writing Powerful Proposals* is available at the Rockville Campus Bookstore. Tuition waiver applies; seniors pay fee only.

Course: WRT004 **12 Hours**

\$140 + \$41 fee = \$181; Non-Md. residents add \$120

Westfield South

CRN#: 26222 6 Sessions
10/8-11/12 W
306E 7-9 p.m.

NEW Letters That Work: Effective Business Correspondence

Business correspondence may range from informal to formal writing, with varying levels of word usage and tone. Learn how best to target your reader, whether in an e-mail or a cover letter for a résumé or proposal. Review sample letters of inquiry, application, sales, and complaint. In your letters, how can you make a persuasive case while being diplomatic? In the opening sentence, do you convey a favorable impression? Is your letter's purpose clear? What response do you want from your reader? You need to consider factors such as format, supporting detail, and word choice. With letters emphasizing the benefits you offer, you can generate interviews, develop customers, and keep clients wanting to do business with you! Tuition waiver applies; seniors pay fee only.

Course: WRT180 **5 Hours**

\$60 + \$50 fee = \$110; Non-Md. residents add \$120

Rockville Campus

CRN#: 25482 2 Sessions
11/1-11/8 S
106 HU 9:30 a.m.-12:10 p.m.

NEW News Writing in the Workplace

This class is an introduction to the concepts of news writing as applied to newsletters, press releases, and similar communications. This class focuses on economy in writing and basic news writing. Concepts can apply to e-mail, social media, memos, and reports. You will write, peer edit, and interview. Tuition waiver applies; seniors pay fee only.

Course: WRT182 **20 Hours**

\$125 + \$50 fee = \$175; Non-Md. residents add \$120

Rockville Campus

CRN#: 26234 8 Sessions
9/10-10/29 W
212 SB 6:30-9:10 p.m.

Writing Effectively on the Job

Business writing ranges from e-mail to technical manuals, all requiring different styles. Explore choices in format, wording, and usage. Learn to adapt your writing style to the audience and purpose, as well as identify problems in sample business writing. The goal will be to communicate clearly and concisely in today's fast-paced workplace. No text required. Bibliography provided. Tuition waiver applies; seniors pay fee only.

Course: WRT021 **12 Hours**

\$140 + \$40 fee = \$180; Non-Md. residents add \$120

Westfield South

CRN#: 26224 6 Sessions
10/28-12/2 T
306E 7-9 p.m.

TAX PREPARER COURSES

For course schedules please visit:

<http://cms.montgomerycollege.edu/wdce/bits/registeredtaxreturnpreparer.html>

MARYLAND INDIVIDUAL TAX PREPARER CONTINUING EDUCATION

This continuing education course designed for individual tax preparers fulfills the Maryland Board of Individual Tax Preparers continuing education requirement. Topics include Maryland state income tax, ethics, federal tax law, and tax law updates. Students will need to bring their PTIN to class. Required textbook is available at the Rockville Campus bookstore. Tuition waiver applies; seniors pay fee only. You must purchase textbook(s)/materials and bring them to the first class.

Course: PRD564 **17 Hours**

\$190 + \$110 fee = \$300; Non-Md. residents add \$160

MARYLAND INDIVIDUAL TAX PREPARER EXAM TEST PREP

This continuing education course designed for individuals interested in becoming individual tax preparers in Maryland provides students with the information needed to successfully pass the Maryland individual tax preparer competency test. Topics include current tax year form 1040 series, its related schedules and Maryland form 502. Tuition waiver applies; seniors pay fee only. You must purchase textbook(s)/materials and bring them to the first class.

Course: PRD565 **4 Hours**

\$130 + \$105 fee = \$235; Non-Md. residents add \$140

Become a Certified Microsoft Office Specialist (MOS)

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

ITI has the classes to prepare you to take the exams for Microsoft Office Specialist Certifications (MOS) on Microsoft Office 2013. (MC does not provide exams.)

For more information on the exams, please visit www.microsoft.com/learning/en-us/mos-certification.aspx.

Prerequisites: Computer Basics, Windows 7, Windows 8 or File Management Skills, and Introduction to Keyboarding.

MICROSOFT WORD TRACK

MS Word 2013—Introduction

MS Word 2013—Intermediate

MS Word 2013—Advanced

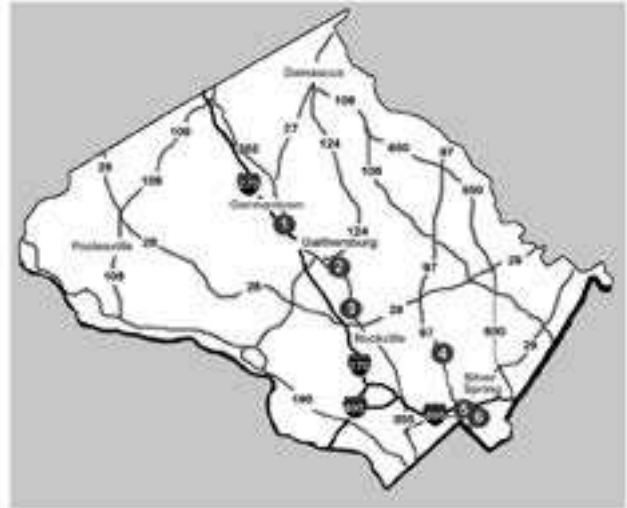
MICROSOFT EXCEL TRACK

MS Excel 2013—Level I

MS Excel 2013—Level II

MS Excel 2013—Level III

Convenient Locations!



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

For more Montgomery College and Montgomery County Public School class locations, addresses, and directions, please visit www.montgomerycollege.edu/maps

** 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.

The Montgomery College Nonprofit Training Institute invites you to the 2014 Nonprofit Leadership Boot Camp.

TO APPLY:

Download and complete an application form at www.montgomerycollege.edu/wdce/nonprofitleadership.html

For more information, contact Tracee Matthias at 240-567-2595 or tracee.matthias@montgomerycollege.edu.

Space is limited, please apply early!

APPLICATION DEADLINE: 9/8/2014



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

Tuition Waiver

Only noncredit courses designated “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 245

8:30 a.m.–5 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri)
Closed from 12–12:30 p.m.

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.–5 p.m. (Fri)

Westfield South, Suite 306 **

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

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

Payments due at time of registration

CLINICAL TRIAL PROJECT MANAGEMENT

Increase your skills needed to lead domestic and global clinical trials for optimal performance.

In partnership with Amarex, we offer a 39-hour course that covers 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.

For upcoming course dates or for more information contact: Transcie Almonte at (240) 567-3828 or e-mail: transcie.almonte@montgomerycollege.edu

Course: MGT392



Be the Entrepreneur That You Want to Be!

Kauffman Foundation FastTrac[®], has joined with Montgomery College to support future and current business owners before, during, and after the startup process. Entrepreneurs will receive the information, resources, and networks necessary to start and grow successful businesses.

Kauffman FastTrac[®] offers three primary curricula designed to meet your unique needs.

- **FastTrac[®] NewVenture[™]** course for new business start-ups
- **FastTrac[®] GrowthVenture[™]** course for existing businesses seeking to grow revenue
- **FastTrac[®] TechVenture[™]** course for science and technology business start-ups

Coming this Fall

FastTrac[®] The Intentional Entrepreneur[™]

For more information, please visit us online at cms.montgomerycollege.edu/wdce/bits/kauffmanfasttrac.html.

Or call Karen Ambrose at 240-567-2592 or e-mail karen.ambrose@montgomerycollege.edu

KAUFFMAN | FASTTRAC[®]
Startup your idea.

Veterans Welcome!

Special courses and pricing for Veterans!

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





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

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 Rockville, Md.
 Permit No. 97

FALL 2014

BUSINESS AND INFORMATION TECHNOLOGY COURSE CATALOG



Smart Phone Users

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

Like us on Facebook and connect to all of our WD&CE Facebook pages!
www.facebook.com/mcwde.



NEXT-GENERATION SHRM CERTIFICATION SHRM-CP AND SHRM-SCP

The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success:

COMING IN 2015

- » It is built on one singular Body of Competency and Knowledge (BoCK) designed to elevate the HR profession around the world.
- » It tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.
- » It demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.



If you have already demonstrated your commitment to the HR profession by becoming certified, SHRM will continue to recognize your commitment and your investment in certification by providing a seamless and efficient process to earn the new SHRM certification. You will have the added benefit of competency-based education and alignment to the changing world of HR.

For additional information, contact Transcie Almonte at transcie.almonte@montgomerycollege.edu or call 240-567-3828.

