

MONTGOMERY COLLEGE

COMPUTER TECHNOLOGY / ITI

Course Schedule | Summer 2025



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

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



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

Not sure where to start?

We have made it easy for you! Start here!

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

COMPUTER BASICS

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

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

CERTIFICATIONS

- MC Certificate of Completion

CAREERS

- Administrative Assistant
- Office Assistant
- Executive Assistant

ADMINISTRATIVE OFFICE SUPPORT AND MICROSOFT APPLICATIONS

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

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

CERTIFICATIONS

- Microsoft Office Specialist (MOS)

CAREERS

- Administrative Assistant
- Office Assistant
- Receptionist

BUSINESS APPLICATIONS

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

- MS Project
- MS SharePoint
- Jira
- QuickBooks Online

CERTIFICATIONS

- MC Certificate of Completion

CAREERS

- Project Coordinator
- Bookkeeper
- Project Assistant

CLOUD TECHNOLOGIES

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

- Cloud Introduction
- AWS Cloud Practitioner
- AWS Solutions Architect - Associate
- AWS Solutions Architect Certification Exam Prep

CERTIFICATIONS

- AWS Cloud Practitioner
- AWS Solutions Architect Associate

CAREERS

- Cloud Administrator
- Cloud Security Analyst
- Cloud Engineer

CYBERSECURITY

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

- IT Foundations
- Cybersecurity Practitioner
- CISSP Test Preparation
- CYSA+ Practitioner
- Security+ Certification Exam Prep

CERTIFICATIONS

- CompTIA ITF+
- CompTIA Security+
- CompTIA CySA+
- CISSP

CAREERS

- Security Engineer
- Security Architect
- Security Administrator
- Security Specialist

NETWORKING

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

- IT Foundations
- IT Help Desk Practitioner
- Networking Practitioner
- Network+ Certification Exam Prep
- Cisco CCNA Complete and CCNA Lab

CERTIFICATIONS

- CompTIA ITF+
- CompTIA Network+
- Cisco Certified
- Network Associate (CCNA)

CAREERS

- Help Desk
- Support Technician
- Network Technician
- Network Administrator

DATA ANALYSIS

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

- Data Analytics Practitioner—Introduction
- Data Analytics Practitioner
- Data+ Certification Exam Prep
- Mastering Tableau—Introduction
- Power BI— Introduction

CERTIFICATIONS

- CompTIA Data+

CAREERS

- Data Analyst
- Database Administrator
- Database Specialist

PROGRAMMING

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

- IT Foundations
- Programming Fundamentals
- Python—Certified Entry Level Programmer
- Python—Certified Associate Level Programmer

CERTIFICATIONS

- CompTIA ITF+
- PCEP
- PCAP

CAREERS

- Software Developer
- Computer Programmer
- Software Engineer

WEB AND MOBILE DESIGN

Learn how to build sophisticated and interactive websites and start your career as a web developer. Students who complete the training develop a portfolio of web-based projects designed, developed, and deployed to a live World Wide Web portfolio of their work.

- HTML & CSS3
- JavaScript & JQuery
- XML/JSON/AJAX
- Responsive Web Design

CAREERS

- Web Designer
- Front End Web Developer

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

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

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

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

Minimum technology requirements for all remote classes:

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

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

Not all classes are offered every semester.

More Information: Please visit:
www.montgomerycollege.edu/iti/.



<https://www.montgomerycollege.edu/wdce/information-technology/index.html>

For more information, please email sue.kim@montgomerycollege.edu or call 240-567-5510.

Administrative Office Support

Microsoft Word and Excel Foundations

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

Course: ITI494 18 Hours

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

East County Education Center

CRN#: 42214 6 Sessions T R

6/10-7/1 6:30-9:30 p.m.

No class 6/19

Rockville Campus

CRN#: 42215 6 Sessions M W

6/23-7/9 9:30 a.m.-12:30 p.m.

MS Excel—Level I

Excel Level I provides the basic concepts and skills to start being productive with Microsoft Excel. The course covers Excel program fundamentals, how to create a workbook using formulas and functions, entering, copying, and moving data in a worksheet, and formatting and manipulating Excel data. It also covers how to create charts, output data, share and print worksheets, and use and set up workbooks and worksheet options and properties. A textbook is required on the first day. Please order your book at www.lablearning.com or www.bkstr.com/montgomerycollegestore/home. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI435 12 Hours

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

Rockville Campus

CRN#: 42209 4 Sessions M W

6/9-6/18 6:30-9:30 p.m.

MS Excel—Level II

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

Course: ITI436 12 Hours

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

Rockville Campus

CRN#: 42210 4 Sessions M W

6/23-7/2 6:30-9:30 p.m.

MS Excel—Level III

Excel Level III builds on the concepts and skills of our Level I and Level II. Learn the advanced functions of Excel. Learn tables, financial functions, what-if analyses, PivotTables and PivotCharts, workbook protection, collaboration, and more. This course follows the curriculum for the Microsoft Office Specialist (MOS). For comprehensive certification training, students should complete Levels I, II, III. For more information about MOS, please visit this link- <https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx>. A textbook is required in the first class. Please order your book at www.lablearning.com or www.bkstr.com/montgomerycollegestore/home. *Prerequisites: MS Excel Level II (ITI 436) or equivalent experience.* TWA

Course: ITI437 12 Hours

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

Rockville Campus

CRN#: 12713 4 Sessions M W

7/7-7/16 6:30-9:30 p.m.

Need Customized Computer Training For Your Business?

The Information Technology Institute offers a wide variety of noncredit, hands-on classes at our site or yours. Classes range from very basic Microsoft Office to advanced certifications in Microsoft, Cisco, CompTIA (Network+ and Security+).

More Information: Please visit:

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

Virtual Office Management with Office 365

Acquire a comprehensive view of Office 365 to take advantage of its powerful business tools and maximize your productivity. Fill in the missing gap between the MS apps you already know or haven't seen in a while and those you do not. You will learn how to use the power of the Cloud to collaborate and share with others from anywhere, at any time. You will learn to share and collaborate on OneDrive, SharePoint, Teams, OneNote, and other Office 365 apps. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI490 30 Hours

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

Takoma Park/Silver Spring Campus

CRN#: 12728 10 Sessions M W
7/14-8/13 6:30-9:30 p.m.

Basic Courses

IT Foundations

Whether you're a tech newbie or just eager to broaden your horizons, this course is your gateway to a comprehensive understanding of basic IT concepts and terminology. From hardware to software, security to networking, we've got you covered! Through captivating lectures and engaging discussions, you'll gain invaluable insights into operating systems, software applications, and the intricate world of modern IT infrastructure. TWA

Course: ITI519 6 Hours

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

East County Education Center

CRN#: 44219 2 Sessions M W
6/2-6/4 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 12716 2 Sessions T R
7/8-7/10 6:30-9:30 p.m.

NEED HELP LOOKING FOR A CAREER?

CAREER COACH CAN HELP!

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

<https://montgomerycollege.emsicc.com>



Mastering Windows Fundamentals

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

Course: ITI499 12 Hours

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

East County Education Center

CRN#: 44216 4 Sessions T R
5/27-6/5 6:30-9:30 p.m.

Rockville Campus

CRN#: 42218 4 Sessions M W
6/9-6/18 6:30-9:30 p.m.

Business Applications

Jira—Introduction

Learn the exciting and in-demand Jira Platform! This course is your introduction to Jira software, where you will gain indispensable skills in project management and agile development methodologies. This comprehensive course equips you with the knowledge and practical experience to navigate the Jira platform seamlessly. Learn to create and manage projects, tasks, and issues effectively while customizing workflows to suit your organizational needs. By mastering Jira, you'll enhance collaboration, streamline project tracking, and elevate productivity across various industries. All instructional materials are included. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

Course: ITI540 24 Hours

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

Online: Structured Remote

CRN#: 12814 8 Sessions T R
7/15-8/7 6:30 p.m.-9:30 p.m.

Day Designation

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

Room numbers will be printed on your registration receipt

QuickBooks Online

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

Course: ITI500 24 Hours

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

Rockville Campus

CRN#: 12715 8 Sessions M W
7/21-8/13 6:30-9:30 p.m.

Cloud Computing

AWS Solutions Architect-Associate (TIP)

This course is designed for individuals looking to deepen their understanding of AWS services, blending theory with practical application. Whether aiming to become an AWS network administrator or seeking fundamental cloud engineering skills, this course serves as a gateway to a dynamic field. Beyond covering basics, it prepares students for the AWS Solutions Architect Associate certification, emphasizing comprehensive comprehension of AWS services through interactive learning and lively discussions. Prepare to expand your knowledge in a stimulating environment that fosters active participation and understanding. All instructional materials are included. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

Course: ITI535 85 Hours

\$1,100 + \$500 fee = \$1,600; NMR add \$800

East County Education Center

CRN#: 12725 21 Sessions M W
6/9-8/18 6:30-9:30 p.m.

AWS Solutions Architect Certification Exam Prep

Embark on an exciting expedition through the vast Amazon Web Services (AWS) realm with our AWS Certified Solutions Architect - Associate Exam mastery course. This course will prepare you to pass the associate level of the AWS Certified Solutions Architect certification exam! The expertly crafted curriculum will review the key components that will be tested in the certification exam, such as IAM, S3, CloudFront, Storage Gateway, Snowball, EC2, CloudWatch, CLI, Lambda, Route 53, RDS, Dynamo DB, Redshift and more! Acquiring this level of AWS certification enhances your value to potential employers actively seeking industry-certified candidates. All instructional materials are included. *Prerequisites: AWS Solutions Architect – Associate (ITI535) or equivalent experience.* TWA

Course: ITI536 24 Hours

\$250 + \$200 fee = \$450; NMR add \$225

Online: Structured Remote

CRN#: 12747 8 Sessions S
6/14-8/9 9:30 a.m.-12:30 p.m.
No class 7/5

Computer Networks

IT Helpdesk Practitioner Training

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

Course: ITI474 30 Hours

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

Rockville Campus

CRN#: 42213 10 Sessions M W
6/9-7/9 6:30-9:30 p.m.

Key to Codes

TWA	Senior Tuition Waiver Applies
NMR	Non-Maryland Resident
(TIP)	Tuition Installment Plan

Network+ Certification Exam Prep

Elevate your professional profile and open doors to exciting opportunities, as many employers now recommend or require the CompTIA Network+ Certification. Throughout the course, the five crucial domains of the Network+ exam will be covered: Network concepts, installation and configuration, media and topologies, network management, and security. Our expertly crafted curriculum ensures that you grasp the exam concepts and brush up on the practical skills needed for success. Upon successfully completing this course, you will be well-prepared and confident to conquer the Network+ Certification exam, setting the stage for a fulfilling and rewarding career in the world of IT. A textbook is required. *Prerequisites: Networking Practitioner course (ITI530) or equivalent knowledge.* TWA

Course: ITI531 42 Hours

\$249 + \$455 fee = \$704; NMR add \$350

Online: Structured Remote

CRN#: 12718	14 Sessions	M W
6/16-7/30	6:30-9:30 p.m.	

Cybersecurity

Security+ Certification Exam Prep

Enhance your career in the growing field of cybersecurity with our comprehensive Security+ Certification Exam Preparation course. As the demand for skilled IT professionals in security continues to rise, obtaining the CompTIA Security+ certification can be a key step to your success. Our course covers essential concepts and critical skills needed to pass the CompTIA Security+ exam. The curriculum is carefully aligned with the six testing domains: Technologies and Tools, Architecture and Design, Identity and Access Management, Risk Management, Cryptography, and Threats, Attacks, and Vulnerabilities. Enroll today and become the security expert that employers are looking for! Textbook required. *Prerequisites: Cybersecurity Practitioner (ITI493) or equivalent experience.* TWA

Course: ITI532 42 Hours

\$249 + \$455 fee = \$704; NMR add \$350

Online: Structured Remote

CRN#: 12719	14 Sessions	M W
6/30-8/13	6:30-9:30 p.m.	

Data Analysis

Data Analytics Practitioner—Introduction

The first course of the program series— this class aims to establish students' knowledge of career paths, technology, and concepts in data. Explore the workforce outlook for the field of data science and analytics and differentiate between job roles. Identify various data storage tools and data retrieval methods. Define statistical, analytical, and machine learning techniques used to derive findings. Recognize common visualization types and best practices for data storytelling. Students looking to continue on the Data Analytics Practitioner (ITI469) class need to take this class. All instructional materials are included. *Prerequisites: Ability to navigate Windows environments, including file management skills. Knowledge of MS Excel, statistical concepts, and programming is recommended.* TWA

Course: ITI470 12 Hours

\$50 + \$49 fee = \$99; NMR add \$50

Rockville Campus

CRN#: 12714	4 Sessions	T R
7/8-7/17	6:30-9:30 p.m.	

Intro to Generative Artificial Intelligence (GenAI)

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

Course: ITI524 6 Hours

\$25 + \$50 fee = \$75; NMR add \$50

Gaithersburg Business Training Center

CRN#: 42220	2 Sessions	T R
6/10-6/12	6:30-9:30 p.m.	

Rockville Campus

CRN#: 12717	2 Sessions	T R
7/22-7/24	6:30-9:30 p.m.	

Mastering Tableau—Introduction

Perfect your data visualization skills with our Mastering Tableau course! Learn to master Tableau Desktop, the leading data visualization, reporting, and Business Intelligence tool enterprises use worldwide. This 30-hour course is designed for entry-level data analysts, data scientists, business intelligence professionals, and other professionals working with data. It provides instruction on how to use the Tableau software and explores best practices for creating an effective data narrative.

Prerequisites: MS Excel—Level I (ITI435) or equivalent experience. TWA

Course: ITI420 30 Hours

\$199 + \$249 fee = \$448; NMR add \$225

Gaithersburg Business Training Center

CRN#: 12726 10 Sessions T R
7/8-8/7 6:30-9:30 p.m.

Power BI—Introduction

This course covers the latest features added to the Office 365 version of Power BI. You will learn the basic concepts of Power BI with demos, quizzes, and hands-on labs. You will walk through Power BI, end to end, starting from how to import data, connect to data sources, author reports, and publish those reports to the Power BI services. Plus, learn to create dashboards and share them with business users on the web. *Prerequisites: File Management Skills, Excel Level I, or equivalent experience. TWA*

Course: ITI462 12 Hours

\$99 + \$100 fee = \$199; NMR add \$120

Gaithersburg Business Training Center

CRN#: 42212 4 Sessions M W
6/9-6/18 6:30-9:30 p.m.

Programming

Programming Fundamentals

This course provides knowledge to begin programming in any language. The course covers creating small programs to explore conditions, loops, variables, and expressions, as well as working with different kinds of data, how to debug, and using different approaches to building programs in Scratch and Python. Topics include understanding compiled and interpreted languages, requesting input, working with numbers, characters, strings, and operators, writing conditional statements and loops, and debugging. *Prerequisites: Mastering Windows Fundamentals or equivalent experience. TWA*

Course: ITI454 18 Hours

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

Gaithersburg Business Training Center

CRN#: 42211 6 Sessions M W
6/9-6/25 6:30-9:30 p.m.

Python—Certified Associate Level Programmer (TIP)

This course prepares the student for the PCAP certification exam. PCAP is a certified associate in Python programming certification, focusing on the Object-Oriented Programming approach. The course will cover Modules and Packages, Exceptions, Strings, Object Oriented Programming, embedded Lambda, and list comprehension. Students will gain in-depth knowledge by completing homework and projects to refine their understanding. Successful course completion prepares students for jobs such as Python Developer, Data Scientist, Research Analyst, and many more. All instructional materials are included. *Prerequisites: Python-Certified Entry Level Programmer (ITI538) or equivalent experience. TWA*

Course: ITI539 54 Hours

\$650 + \$400 fee = \$1,050; NMR add \$650

Online: Structured Remote

CRN#: 12723 15 Sessions T R
6/24-8/12 6:30-9:30 p.m.

Python—Certified Entry Level Programmer (TIP)

Python is one of the most popular programming languages used in various IT sectors, including software development, data analytics, and cybersecurity. The main goal of the course is to guide individuals from a state of complete programming illiteracy to a level of programming knowledge that allows them to design, write, debug, and run programs encoded in the Python language and to understand the basic concepts of software development technology. The course will also prepare you for the PCEP (Python Certified Entry-Level Programmer) certification, equipping you with foundational skills for jobs and careers in software development, including creating code as a junior developer, computer systems design, and software testing. All instructional materials are included. *Prerequisites: Programming Fundamentals (ITI454) or equivalent experience. TWA*

Course: ITI538 54 Hours

\$650 + \$400 fee = \$1,050; NMR add \$650

Online: Structured Remote

CRN#: 12721 15 Sessions M W
6/30-8/18 6:30-9:30 p.m.

Coming in the Fall 2025

Power BI Certified Data Analyst

This training will prepare you for the Microsoft Certified Power BI Data Analyst Associate certification exam.

Services for Students with Disabilities

Montgomery College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2009. The college provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Accommodations are determined on a case-by-case analysis based on information provided by a qualified professional.

If you need support services due to a disability, please contact Natalie Martinez, WDCE Disability Support Services Counselor, to schedule an appointment, phone 240-567-4118, e-mail natalie.martinez@montgomerycollege.edu, Fax: 240-567-5163 at least two weeks prior to the start of the classes to ensure timely services. If necessary and appropriate, students may register for courses or activities prior to or while going through the support services process but are expected to comply with required deadlines to ensure that appropriate accommodations can be secured.

Any student who may need assistance in the event of an emergency evacuation must identify to Disability Support Services; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm.

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-4118.

A Sorenson Video Relay Service with a large Monitor is available in the Rockville, Takoma Park/Silver Spring and Germantown Campus libraries.

Students Under 16

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

Co-Listed Classes

Classes marked with this code (CoL) are co-listed. They are offered so that students may register either for credit or continuing education (noncredit) status. Co-listing gives students an option to choose the best path for their educational needs. Each section includes both credit and noncredit students. For students seeking credit classes, please consult the credit course schedule. The expectations for attendance, participation, and effort are the same for all students. Any non-credit student who enrolls in a co-listed class must be prepared to document that they meet the applicable credit class assessment/prerequisite requirements upon request and in specific classes, the student will be required to be assessed prior to enrollment. Instructors will

announce policies concerning class activities. If you have questions about readiness/assessments, please contact the listing program/department.

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

Parking Regulations

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

Instructions for Parking Permits:

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

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

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the "Order MY Parking Permit/ Pay Parking fines" link on the "MyMC Quick Links" tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

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

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

Textbooks and Materials

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

For information specific to WDCE, please visit our reference page at <https://info.montgomerycollege.edu/offices/business-services/mc-campus-stores.html>

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

Scholarship Opportunities

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

Inclement Weather

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

Sign up for MC ALERTS

The College employs an emergency notification system, called "MC Alert," to communicate information about emergency situations, school closings, and delays. MC Alerts are communicated as text messages, emails,

<https://www.montgomerycollege.edu/alerts>

Registration Options

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

Payments

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

Registration will not be processed without appropriate payment.

Option 1: In-Person Registration

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

**Gaithersburg Business Training Center
Room 400**

8:30 a.m.–8:30 p.m. (M–R)

8:30 a.m.–4:30 p.m. (F)

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

8:30 a.m.–4:30 p.m. (M–F)

**Rockville Campus
220 Campus Center**

8:30 a.m.–6:30 p.m. (M–R)

8:30 a.m.–4:30 p.m. (F)

8:30 a.m.–12 p.m. (S)

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

8:30 a.m.–4:30 p.m. (M–F)

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

Option 2: Online (Web) Registration

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

Option 3: Mail Registration

Send completed form with payment for total due to Montgomery College, WDCE, 51 Mannakee St., 220 CC, Rockville, MD 20850.

Option 4: Fax Registration

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

Residential Policy

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

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

Refund Policy

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

Transfer Policy

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

Tuition Installment Plan

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

Tuition Waiver

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

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

Disability Tuition Waiver: Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

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

VA-Approved: If you are interested in using VA benefits for a Workforce Development and Continuing Education class please contact va@montgomerycollege.edu for additional information.

Attendance policy differs for each course. Please contact your professor.

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



www.facebook.com/mcwcde

Questions?

Call 240-567-5188.

Please Print Clearly



MONTGOMERY
COLLEGE

FAX completed registration form with credit card information to 240-683-6945.

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

[illegible]

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: <http://www.montgomerycollege.edu/studentforms>.

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

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

☐ Not Hispanic or Latino ☐ Hispanic or Latino

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian and other Pacific Islander ☐ White

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

☐ I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.

☐ I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)

☐ I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code: IT	<i>Refunds will go to the registered student of record.</i>					Total Due	\$

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

Student Signature Required _____ Date _____

Credit Card Information:

Credit Card Number

Expiration date on card / 3 or 4 digit Security code on your card

Month / Year

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

Name on Card

Card holder
signature required

Date _____

Computer Technologies / ITI Summer 2025 Course Schedule



[https://www.montgomerycollege.edu/
wdce/information-technology/index.html](https://www.montgomerycollege.edu/wdce/information-technology/index.html)

For more information, please email
sue.kim@montgomerycollege.edu
or call 240-567-5510.

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[https://www.montgomerycollege.edu/business-partners-
employers/mc-business-solutions/index.html](https://www.montgomerycollege.edu/business-partners-employers/mc-business-solutions/index.html).