

# MONTGOMERY COLLEGE

# COMPUTER TECHNOLOGY / ITI

Course Schedule | Spring 2025



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

Workforce Development and Continuing Education

[montgomerycollege.edu/wdce](http://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	CAREERS
<ul style="list-style-type: none"> <li>• CompTIA ITF+</li> <li>• CompTIA Network+</li> <li>• Cisco Certified</li> <li>• Network Associate (CCNA)</li> </ul>	<ul style="list-style-type: none"> <li>• Help Desk</li> <li>• Support Technician</li> <li>• Network Technician</li> <li>• Network Administrator</li> </ul>

## 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	CAREERS
<ul style="list-style-type: none"> <li>• CompTIA Data+</li> </ul>	<ul style="list-style-type: none"> <li>• Data Analyst</li> <li>• Database Administrator</li> <li>• Database Specialist</li> </ul>

## 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	CAREERS
<ul style="list-style-type: none"> <li>• CompTIA ITF+</li> <li>• PCEAP</li> <li>• PCAP</li> </ul>	<ul style="list-style-type: none"> <li>• Software Developer</li> <li>• Computer Programmer</li> <li>• Software Engineer</li> </ul>

## 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
<ul style="list-style-type: none"> <li>• Web Designer</li> <li>• Front End Web Developer</li> </ul>

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/](http://www.montgomerycollege.edu/iti/).



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

For more information, please email [sue.kim@montgomerycollege.edu](mailto: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 Educational Center

CRN#: 33959 6 Sessions T R  
1/21-2/6 6:30-9:30 p.m.

### Rockville Campus

CRN#: 33960 6 Sessions T R  
1/28-2/13 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; how to format and manipulate Excel data. The course also covers how to create charts, output data, share, and print worksheets; how to use and setup workbook and worksheet options and properties. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* Textbook required. Please order your book at [www.bkstr.com/montgomerycollegestore/home](http://www.bkstr.com/montgomerycollegestore/home) or [www.lablearning.com](http://www.lablearning.com). TWA

**Course: ITI435 12 Hours**  
\$99 + \$163 fee = \$262; NMR add \$140

### Rockville Campus

CRN#: 33948 4 Sessions T R  
2/18-2/27 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). *Prerequisites: MS Excel—Level I (ITI435) or equivalent experience.* Textbook required. Please order your book at [www.bkstr.com/montgomerycollegestore/home](http://www.bkstr.com/montgomerycollegestore/home) or [www.lablearning.com](http://www.lablearning.com). TWA

**Course: ITI436 12 Hours**  
\$85 + \$163 fee = \$248; NMR add \$140

### Rockville Campus

CRN#: 33949 4 Sessions T R  
3/4-3/13 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>. *Prerequisites: MS Excel—Level II (ITI 436) or equivalent experience.* Textbook required. Please order your book at [www.bkstr.com/montgomerycollegestore/home](http://www.bkstr.com/montgomerycollegestore/home) or [www.lablearning.com](http://www.lablearning.com). TWA

**Course: ITI437 12 Hours**  
\$85 + \$163 fee = \$248; NMR add \$140

### Rockville Campus

CRN#: 33950 4 Sessions T R  
3/25-4/3 6:30-9:30 p.m.

## 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

### East County Educational Center

CRN#: 33957 10 Sessions M W  
2/17-3/19 6:30-9:30 p.m.

# Basic Courses

## Cloud—Introduction

Step into the exciting world of cloud computing at Montgomery College! In today's digital age, our treasured photos, important documents, and favorite videos find their home in the vast expanse of the cloud. But with so many services available, navigating the cloud landscape can feel like exploring uncharted territory. Fear not! Our comprehensive course is your compass, guiding you through the major players of cloud computing—from OneDrive to iCloud, Google Drive to Netflix, and iTunes—and empowering you to harness their full potential. And for those intrigued by the technical side of cloud computing, consider exploring our Amazon Web Services (AWS) course sequence. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* TWA

**Course: ITI284 8 Hours**  
\$45 + \$80 fee = \$125; NMR add \$120

### Rockville Campus

CRN#: 33938 4 Sessions T R  
2/4-2/13 9:30-11:30 a.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

## 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 Educational Center

CRN#: 33976 2 Sessions M W  
1/13-1/15 6:30-9:30 p.m.

### Rockville Campus

CRN#: 33978 2 Sessions M W  
1/27-1/29 6:30-9:30 p.m.

## 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 Educational Center

CRN#: 33972 4 Sessions M W  
1/27-2/5 6:30-9:30 p.m.

### Rockville Campus

CRN#: 33971 4 Sessions T R  
1/14-1/23 6:30-9:30 p.m.

## Networking Basics

Learn how to set up a small, local computer and digital device network, connect and secure Wi-Fi devices to a network, and use routers, access points, computers, printers, tablets, cell phones, and other devices. You will also learn to set permissions and access control in a small network. The concepts learned can be applied to setting up home networks as well. *Prerequisites: Mastering Windows Fundamentals (ITI490) or equivalent experience.* TWA

**Course: ITI338 6 Hours**

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

### Rockville Campus

CRN#: 33942 3 Sessions T R  
1/14-1/21 9:30-11:30 a.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 Window Fundamentals (ITI499) or equivalent experience.* TWA

**Course: ITI540 24 Hours**

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

### Online: Structured Remote

CRN#: 34006 8 Sessions T R  
2/18-3/13 6:30-9:30 p.m.

### 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. Learn to set up a new company, maintain customer and vendor information, work with banking and credit card transactions, and generate and customize reports. You will also create sales receipts and invoices, pay bills, manage inventory, use purchase orders, and manage sales tax. In addition, you will work with other balance sheet accounts, including asset and loan accounts, learn how to create and review budgets, and learn how to use payroll in QuickBooks Online. *Prerequisites: Mastering Windows Fundamentals (ITI499) and some accounting knowledge or equivalent experience.*

Textbook required. Please order your book at [www.bkstr.com/montgomerycollegestore/home](http://www.bkstr.com/montgomerycollegestore/home) or [www.lablearning.com](http://www.lablearning.com). TWA

**Course: ITI500 24 Hours**

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

### Rockville Campus

CRN#: 33974 8 Sessions T R  
4/8-5/1 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+).

### Here is what we can do for you:

- Analyze your training needs.
- Design a training program that addresses your unique requirements.
- Assign instructors who are subject matter experts with industry experience.
- Offer flexible locations throughout Montgomery County using state-of-the-art equipment.

**More Information: Please visit:**

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

## 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

#### Rockville Campus

CRN#: 33988 21 Sessions S  
1/25-4/12 9 a.m.-4 p.m.  
Class on 4/12 will meet from 9 a.m.-12 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#: 33999 8 Sessions S  
2/15-4/5 9:30 a.m.-12:30 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.

For more information, go to <https://montgomerycollege.emsicc.com>



## Computer Networks

### Cisco CCNA Complete (TIP)

This accelerated class is designed to take you through all 3 courses of the Cisco Networking Academy Routing and Switching v7.0 Program, and prepare you for the Cisco Certified Network Associate (CCNA) certification. Achieving the CCNA certification will help you get hired and succeed in jobs related to networking computers and devices. Career pathways include: network technician, support engineer, network administrator, network designer, and network engineer. Students who register for this class must register also for the lab sessions, course ITI300. This is an exciting, challenging and rewarding course. All instructional materials are included. *Prerequisites: Network+ training, knowledge of networking infrastructure or equivalent working experience.* TWA

**Course: ITI277 100 Hours**

\$800 + \$1,005 fee = \$1,805; NMR add \$800

#### Hybrid (Online & Face to Face)

CRN#: 33937 36 Sessions T R S  
1/21-4/10 6:30-9:30 p.m. (T R)  
1/25-4/12 9-11:20 a.m. (S)

### Cisco CCNA Complete Lab

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

**Course: ITI300 40 Hours**

\$15 + \$55 fee = \$70; NMR add \$50

#### Rockville Campus

CRN#: 33940 12 Sessions S  
1/25-4/12 11:30 a.m.-12:30 p.m.

### 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, application, 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. *Prerequisites: Mastering Windows Fundamentals or equivalent experience.* Textbook required. TWA

**Course: ITI474 30 Hours**

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

#### Rockville Campus

CRN#: 33956 10 Sessions T R  
3/25-4/24 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. Textbook 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#: 33984 14 Sessions M W  
2/10-3/26 6:30-9:30 p.m.

## Networking Practitioner (TIP)

Begin your journey into computer networking with the Networking Practitioner course. This instructor-led, hands-on program covers networking fundamentals, providing you with the essential skills to start a career in Information Technology. You'll benefit from expert guidance as you learn the complexities of networking and develop practical, solution-based skills. By the end of the course, you'll have gained exposure to the five domains covered in the CompTIA Network+ certification exam. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* All instructional material and lab included. TWA

**Course: ITI530 94 Hours**

\$550 + \$724 fee = \$1,274; NMR add \$650

**Gaithersburg Business Training Center**

CRN#: 33982 27 Sessions M W  
1/22-4/23 6-9:30 p.m.

## Cybersecurity

### Cybersecurity Practitioner (TIP)

This course caters to aspiring cybersecurity professionals, equipping them with essential foundational cybersecurity concepts and fostering confidence in navigating intricate networking and security landscapes. It focuses on preparing students for the CompTIA Security+ exam by thoroughly exploring its core domains. Through integrated hands-on exercises, participants will solidify their understanding of Security+ exam topics, ensuring comprehensive preparation for certification and readiness to excel in diverse IT environments. All instructional material and lab included. *Prerequisites: IT Foundations (ITI519) or equivalent experience.* TWA

**Course: ITI493 100 Hours**

\$1,250 + \$1,250 fee = \$2,500; NMR add \$1,075

**Gaithersburg Business Training Center**

CRN#: 33958 24 Sessions T R  
1/21-4/10 6:30-9:30 p.m.

## CYSA+ Practitioner (TIP)

Expand your cybersecurity expertise with our CYSA+ Practitioner Course. This comprehensive program is tailored for IT professionals and ambitious students to prepare for success in the CompTIA Cybersecurity Analyst (CySA+) certification exam. Gain mastery over critical domains, including threat and vulnerability management, software and systems security, security operations and monitoring, and incident response. Our esteemed faculty and cutting-edge curriculum equip you with the latest industry insights and practical skills needed to excel in cybersecurity. *Prerequisites: Active CompTIA Security+ certification or equivalent experience in the field of cybersecurity technologies.* All instructional material and lab included. TWA

**Course: ITI533 81 Hours**

\$600 + \$675 fee = \$1,275; NMR add \$650

**Online: Structured Remote**

CRN#: 33987 27 Sessions T R  
1/21-4/22 6:30-9:30 p.m.

## 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! *Prerequisites: Cybersecurity Practitioner (ITI493) or equivalent experience.* Textbook required. TWA

**Course: ITI532 42 Hours**

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

**Online: Structured Remote**

CRN#: 33985 14 Sessions S  
1/11-4/12 9:30 a.m.-12:30 p.m.

## Data Analysis

### Data Analytics Practitioner (TIP)

Whether you're a new graduate, transitioning into a new career, or aiming for a promotion, this series of courses will equip you with the essential skills needed for a career in data analytics. The course is designed to develop practical skills in Python programming, data analysis, visualization, and effective presentation methods. It also covers important aspects of data governance and ethics. Upon completion, you'll have a robust portfolio of projects that demonstrate your capabilities as a proficient data analyst. This training also provides a foundation for preparing for the CompTIA Data+ certification, ensuring you are well-prepared for the challenges of the industry. All instructional materials are included. *Prerequisites: Data Analytics Practitioner Introduction (ITI470) or equivalent experience in the field of data analytics. Knowledge of MS Excel, statistical concepts, and programming are recommended.* TWA

**Course: ITI469 100 Hours**

\$600 + \$650 fee = \$1,250; NMR add \$650

**Rockville Campus**

CRN#: 33954 23 Sessions T R  
2/11-4/29 6:30-9:30 p.m.

## 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 onto 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#: 33955 4 Sessions T R  
1/28-2/6 6:30-9:30 p.m.

## Data+ Certification Exam Prep

This Data+ Certification Exam Prep course is designed for early-career data analysts who want to demonstrate their proficiency in conducting data analytics and supporting data-driven decision-making within their organizations. The CompTIA Data+ certification validates the ability to analyze and interpret data effectively, communicate insights, and demonstrate competency in data analytics. In this course, students will learn the theory and technical skills required to mine, manipulate, visualize, and report on data using basic statistical methods and complex dataset analysis to prepare for the certification exam. The curriculum also emphasizes adhering to data governance and quality standards throughout the data life cycle. All instructional materials are included. *Prerequisites: Data Analytics Practitioner (ITI469) or equivalent experience.* TWA

**Course: ITI537 42 Hours**  
\$249 + \$455 fee = \$704; NMR add \$350

### Online: Structured Remote

CRN#: 34001 14 Sessions M W  
1/27-3/12 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

### East County Educational Center

CRN#: 34016 2 Sessions T R  
4/8-4/10 6:30-9:30 p.m.

### Gaithersburg Business Training Center

CRN#: 33981 2 Sessions M W  
3/3-3/5 6:30-9:30 p.m.

### Online: Structured Remote

CRN#: 33979 2 Sessions M W  
2/3-2/5 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.* All instructional material included. TWA

**Course: ITI420 30 Hours**  
\$199 + \$249 fee = \$448; NMR add \$225

### Rockville Campus

CRN#: 33943 10 Sessions M W  
3/17-4/16 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, MS Excel—Level I (ITI435), or equivalent experience.* All instructional material included. TWA

**Course: ITI462 12 Hours**  
\$99 + \$100 fee = \$199; NMR add \$120

### Gaithersburg Business Training Center

CRN#: 33953 4 Sessions T R  
2/18-2/27 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 (ITI499) or equivalent experience.* TWA

**Course: ITI454 18 Hours**  
\$99 + \$205 fee = \$304; NMR add \$160

### Gaithersburg Business Training Center

CRN#: 33952 6 Sessions M W  
2/10-2/26 6:30-9:30 p.m.

### Online: Structured Remote

CRN#: 33951 6 Sessions T R  
2/4-2/20 6:30-9:30 p.m.

### Key to Codes

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



## 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. *Prerequisites: Python—Certified Entry Level Programmer (ITI538) or equivalent experience.* All instructional materials are included. TWA

**Course: ITI539      54 Hours**

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

**Online: Structured Remote**

CRN#: 34005      15 Sessions      M W  
2/4-3/25      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 prepare you for jobs and careers connected with widely understood software development, including creating code as a junior developer, computer systems design, and software testing. *Prerequisites: Programming Fundamentals (ITI454) or equivalent experience.* All instructional materials are included. TWA

**Course: ITI538      54 Hours**

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

**Gaithersburg Business Training Center**

CRN#: 34002      15 Sessions      T R  
3/4-4/22      6:30-9:30 p.m.

## Web and Mobile Design and Development

### HTML & CCS3

Learn the basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5. Topics include basic HTML5 elements and attributes, including hyperlinks, images, and tables. Advanced techniques to effectively create multiple column layouts using new HTML5 structural elements. Advanced HTML5 Application Programming Interfaces (APSS) will also be covered. *Prerequisites: Mastering Windows Fundamentals (ITI499) or equivalent experience.* Textbooks required. TWA

**Course: ITI431      24 Hours**

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

**Rockville Campus**

CRN#: 33944      8 Sessions      M W  
1/27-2/19      6:30-9:30 p.m.

## JavaScript & JQuery

JavaScript is a high-level, interpreted programming language essential for making webpages interactive. It is one of the core technologies of the web, alongside HTML and CSS, and is supported by all major browsers. JavaScript enables interactive web applications by supporting various programming styles, including event-driven, functional, and object-oriented approaches. It also provides an API for working with text, arrays, dates, regular expressions, and manipulating the DOM. Additionally, the jQuery library simplifies adding interactive features like animations, effects, image galleries, navigation bars, and form enhancement and validation. Topics covered include jQuery setup, events, and advanced web features. *Prerequisites: HTML and CSS3 course (ITI431) or equivalent experience.* Textbooks required.

**Course: ITI432      24 Hours**

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

**Rockville Campus**

CRN#: 33945      8 Sessions      M W  
2/24-3/19      6:30-9:30 p.m.

## Responsive Web Design

Learn the foundational building blocks for designing and creating HTML5, mobile-first websites optimized for modern computers, tablets, and mobile devices using Responsive Web Design (RWD) principles. Topics include layout using fluid, proportion-based grids, and flexible images. You will also develop a RWD-compliant website. Frameworks to be covered include Bootstrap and w3.css. The Dreamweaver Integrated Development Environment (IDE) will be used to design and develop RWD-compliant websites using the Bootstrap and w3.css frameworks. *Prerequisites: HTML5 & CSS3 course (ITI431) and JavaScript and jQuery course (ITI432) or equivalent experience.* Textbooks required.

**Course: ITI434      18 Hours**

\$99 + \$200 fee = \$299; NMR add \$140

**Rockville Campus**

CRN#: 33947      6 Sessions      M W  
4/7-4/23      6:30-9:30 p.m.

## XML/JSON/AJAX

This course covers core technologies for asynchronous web capabilities, including XML for structuring data and JSON for transmitting it. AJAX combines JavaScript, JSON, and XML to enable web applications to communicate with servers without interrupting the page. Hands-on activities will involve building and validating AJAX data retrieval, using the Dreamweaver IDE to develop asynchronous web functions. X. *Prerequisites: HTML5 & CSS3 course (ITI431) and JavaScript and jQuery course (ITI432) or equivalent experience.* Textbook required.

**Course: ITI433      12 Hours**

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

**Rockville Campus**

CRN#: 33946      4 Sessions      M W  
3/24-4/2      6:30-9:30 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

## 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](http://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.–9 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.–7 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.–5 p.m. (M–R)

8:30 a.m.–4:30 p.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](http://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](http://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](http://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](http://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](mailto: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/mc wdce](http://www.facebook.com/mc wdce)

**Questions?**

**Call 240-567-5188.**

# REGISTRATION FORM

Workforce Development and Continuing Education

Please Print Clearly



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

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

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

College ID Number:

Birthdate:   -   -

Sex  Female  Male

Last Name:

First Name:

Middle Initial:

Address:

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

City:

State:   Zip:     -

Home Phone:

Work Phone:

Cell:

E-Mail:

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

How did you hear about us?  Received brochure in mail  Website  Social media  Advertisement  On campus  Other \_\_\_\_\_

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

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

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

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

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

CHECK ALL THAT APPLY:

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

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

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

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

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

Student Signature Required \_\_\_\_\_ Date \_\_\_\_\_

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

**Credit Card Information:** Credit Card Number

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

Month / Year

Name on Card

Card holder signature required \_\_\_\_\_ Date \_\_\_\_\_

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

**Computer Technologies / ITI  
Spring 2025 Course Schedule**

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**More Information: Please visit:**

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