



Montgomery College

WORKFORCE DEVELOPMENT &
CONTINUING EDUCATION

Career Preparation and Training Resource Guide

Classes offered year-round at
dozens of sites
throughout Montgomery County



Montgomery College

51 Mannakee Street

Rockville, MD 20850-1195

Call: 240-567-5188

Or Visit: www.montgomerycollege.edu/wdce



MONTGOMERY COLLEGE
Workforce Development & Continuing Education

CAREER RESOURCE GUIDE

Montgomery College provides a wide variety of long- and short-term programs designed to assist individuals looking for a new career. Programs are designed for those entering the workforce for the first time, re-entering the workforce, changing career fields, receiving industry certifications, strengthening basic skills, or investing in ongoing professional development. College programs include traditional one- and two-year certificate and degree programs, as well as many short-term noncredit career programs.

This Career Resource Guide provides an overview of short-term career programs provided through the College's noncredit program areas of Workforce Development & Continuing Education. Generally the programs require less than one year, and in many cases, are designed to be started and finished within a few months.

For many individuals, these programs may serve as career starters. The programs are designed around entry-level skill requirements, certifications, or employer-driven competencies which can serve as a starting point for career paths within the selected field of study.

Our most successful students are those who spend time reviewing career fields, thinking about personal interests, understanding work conditions and educational requirements, and seeing how career starting programs can lead to an ongoing continuum of learning and advancement within the chosen fields.

The online resource *Career Coach*, described on the next page, has been very well received by community members as a helpful resource for considering career fields. *Career Coach* is designed for public access and integrates several labor market tools and related College programs.

We encourage students, community members, and employers to explore the array of programs and services that are available through Montgomery College. For further information, please call Montgomery College at 240-567-5000 or visit montgomerycollege.edu.

Additional Montgomery College Career Resources

Community Engagement Centers 240-777-4959 Gaithersburg 240-688-7559 East County
<http://cms.montgomerycollege.edu/EDU/Department4sub1.aspx?id=68222>

Educational Opportunity Center 240-567-5644
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=69655>

Career Centers - Ejobs 240-567-1630
<http://cms.montgomerycollege.edu/career>

Scholarships and Financial Aid 240-567-2569
<http://cms.montgomerycollege.edu/wdce/scholarship/scholarships.html>

Workforce Development & Continuing Education 240-567-5188
<http://cms.montgomerycollege.edu/wdce/index.html>

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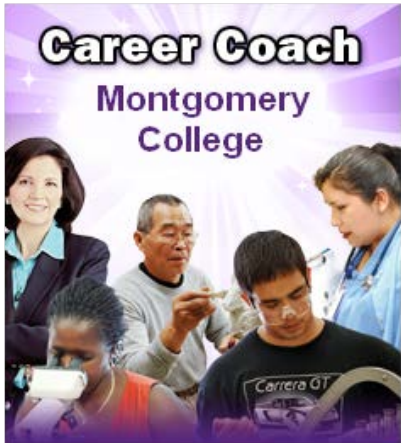
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Find a career that suits YOU!



Montgomery College's Career Coach can help take some uncertainty out of your academic and career decisions and provide you the opportunity to explore hundreds of potential careers at your fingertips.

Visit: <http://montgomerycollege.emsicareercoach.com>.

Just enter a keyword of whatever career or educational program (credit and non-credit) that suits your interest and quickly learn about:

- Top career fields in the Maryland, Virginia, and Washington D.C. region
- Specific Montgomery College educational programs and courses to prepare you for a given occupation
- Current local and regional job opportunities
- Estimated salaries for occupations of interest
- Projected job openings and other employment trends for your occupational interests
- An easy-to-use tool to help you create a professional résumé



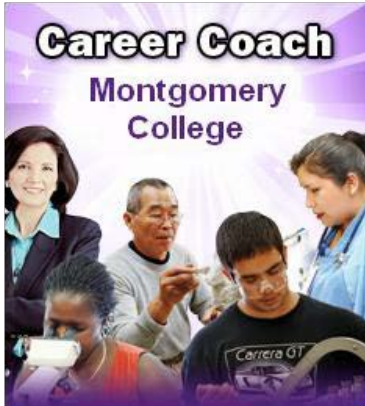
For mobile access, scan here.

... and other up-to-date, easy-to-understand information about local employment.

Anyone can access the data using this free career exploration tool anytime and at any place. Get started today on your road to a new future and give it a try.



What Careers do You Inspire?



Montgomery College's Career Coach can help make academic planning and program review a breeze with simple and easy to understand occupational data related to your specific programmatic area.

Visit: <http://montgomerycollege.emsicareercoach.com>.

Just enter a keyword and search for your educational program (credit and non-credit) and quickly learn about:

- Top career fields in the Maryland, Virginia, and Washington D.C. region related to your program
- Knowledge, Skills, and Abilities related to each occupation
- Current local and regional job opportunities
- Estimated salaries for occupations in your programmatic area
- Projected job openings and other employment trends

... and other up-to-date, easy-to-understand information about local employment.



Anyone in the College can access the data using this free career and educational exploration tool anytime and at any place. Give it a try and see the endless possibilities that you can inspire!



For questions, please contact us at Career.Coach@montgomerycollege.edu or visit us on the web at <http://cms.montgomerycollege.edu/careercoach.html>

Exploring Careers Using Career Coach

<http://cms.montgomerycollege.edu/careercoach.html>

Select an occupation of interest to explore. Enter this into the Search Careers field.

What is your occupation of interest? _____

What is a typical entry level wage? _____ Median Wage? _____

How many individuals are employed in our area in this occupation? _____

How many annual job openings are estimated for this occupation? _____

How many current job postings do you see? _____

Identify five primary responsibilities of this occupation as described in several job postings:

- _____
- _____
- _____
- _____
- _____

Identify five job skill requirements found in a variety of job postings:

- _____
- _____
- _____
- _____
- _____

Did you notice any certifications mentioned as desirable or required in the job postings?

- _____

What are three similar or related careers to the occupation you selected here?

- _____
- _____
- _____

What are several related education and training programs that you could explore further?

- _____
- _____

ADULT ESOL AND BASIC SKILLS

ADULT ESOL & BASIC SKILLS FOR COLLEGE AND CAREERS

Non-Credit Continuing Education Program Description:

The Adult ESOL & Basic Skills for College and Careers unit provides classes to support students who need additional help with basic academic skills and GED® test preparation; English language development; computer literacy; and U.S. citizenship in order to access college and entry-level employment. Program participants may receive additional guidance and advising services to assist with transitioning to college and careers.

Available classes and programs include

- Adult English for Speakers of Other Languages (ESOL)
- Literacy – GED® Test Preparation
- U.S. Citizenship Preparation
- Computer Literacy
- Refugee Programs
- Work Plus! (English language and basic skills for entry-level jobs in trades, healthcare, and customer service)

Additional programs may become available as funding becomes available. Please contact the office staff in order to receive email updates about new programs.

Possible Financial Aid and Payment Options:

- Most classes are funded by grants and are free or at very low cost to qualifying students.
- Because the classes are supported by outside grants, there may be additional entrance requirements.

Length of Training:

- Courses vary in length but meet for a minimum of 60 hours.

Information Sessions/Orientations (if applicable):

- Many courses have information sessions and orientations. See this links for more information.

<http://www2.montgomerycollege.edu/departments/wdce/aelg/>

Application Process (if applicable):

- Follow the directions on the web page to apply for the different types of classes.

<http://www2.montgomerycollege.edu/departments/wdce/aelg/>

- All classes require an assessment to determine the appropriate level.
- Some classes have additional entry requirements (e.g. interview, proof of income, residency status, minimum age), depending on the class and grant requirements.

Pre-requisites:

Some classes have additional entry requirements (e.g. interview, proof of income, residency status, minimum age), depending on the class and grant requirements.

Additional Requirements:

There may be additional requirements depending on grant requirements or .

Course Information: See links for details and schedules.

Additional Expenses: In some classes, students are asked to purchase their own textbooks.

Successful Completion: Varies depending on grant requirements.

Contact Information:

Adult ESOL	ESOL Intake Specialist	esol@montgomerycollege.edu	240-567-8950
Literacy – GED ® Test Preparation	GED ® Intake Specialist	ged@montgomerycollege.edu	240-567-8950
Computer Literacy	Nancy Newton	nancy.newton@montgomerycollege.edu	240-567-8169
U.S. Citizenship Preparation	Izis Weills	nancy.newton@montgomerycollege.edu	240-567-8339
Refugee Programs	Kimberly Brown	kimberly.brown@montgomerycollege.edu	240-567-1409
Work Plus!	ESOL Intake Specialist	esol@montgomerycollege.edu	240-567-8950

Montgomery College
 11002 Veirs Mill Road, Westfield South, Suite 310, Wheaton, MD 20902
<http://www2.montgomerycollege.edu/departments/wdce/aelg/>

PET GROOMING PROGRAM

Non-Credit Continuing Education Program Description:

This program prepares students to work in the pet grooming field as an employee or as a business owner with a mobile grooming service, a shop, home grooming or in a veterinary office. This course teaches the fundamentals of grooming, correct usage, maintenance, and purchasing of grooming tools and equipment depending on animal venue. You will also learn anatomy, health examinations, breed, nutrition and correct record keeping. The program includes 96 hours of instruction, including class lecture and hands-on training.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

96 Classroom hours, including hands-on training

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Germantown Campus. There will be lab and classroom instruction.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

Students must be at least 18 years of age and have a high school diploma or GED prior to the beginning of the Pet Grooming Program.

Additional Requirements:

Students must complete all four modules to receive certificate and will sign an agreement to surrender grooming tools to Montgomery College or be billed for them if they do not complete Modules.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
PET001	Pet Grooming Module I- Fundamentals of Grooming	24	Included	T: \$110 / F: \$295
PET002	Pet Grooming Module II- Hands on grooming Skills	24	Grooming Tools Included	T: \$115 / F: \$385
PET003	Pet Grooming Module III-Specific Breeds Grooming	24	Grooming Tools included	T: \$ 115/ F: \$385

PET004	Pet Grooming Module IV-Show Styling and Opening A Business	24		T: \$115/ F: \$385
Totals:		96		\$1905

Additional Expenses: N/A

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

A certificate of completion of the training will be given upon successful completion of all four courses and practicum hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

None related

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$8.28/hr. (\$17K) to \$16.92/hr. (\$35K).

8,583 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 10.8% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator

Contact: Joy.Wilson@montgomerycollege.edu – P: 240-567-2587

Tracy Singleton, Program Director

Contact: Tracy.Singleton@montgomerycollege.edu – P: 240-567-2599

Montgomery College
Veterinary Assistant Program
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 400 Gaithersburg MD, 20877	12 S. Summit Avenue Suite 400 Gaithersburg MD, 20877

Technical Standards for Montgomery College's Pet Grooming

The primary goal of the **Pet Grooming** Program is to adequately prepare students to work in the animal grooming field. Groomers are expected to gain the knowledge to operate in a pet grooming business and to know appropriate tool usage, animal nutrition animal anatomy, and animal breed how to give a health exam and keeping up to date grooming records.

Physical Requirements:

Students must have sufficient strength and mobility to lift at least 40 pounds onto a table, and the ability to restrain a difficult or challenging animal of any size and species.

Interpersonal Skills and Professionalism:

Students must have the ability to interact with live animals and animal owners.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment while working with animals and animal owners.

Environment Requirements:

In this career you may be exposed to rabies or other diseases. You primarily work in pet shops, mobile pet services, home grooming services, and veterinarian offices. The work may be physically and emotionally demanding. Daily tasks include washing, cutting and cleaning pets and grooming tools, as well as maintaining appropriate grooming records.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

VETERINARY ASSISTANT PROGRAM

Non-Credit Continuing Education Program Description:

This program prepares students to work in the animal care field. As a trained assistant, you will be involved in supporting veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment within the scope of your position. This program includes 96 hours of classroom lecture plus a 54 hour clinical externship.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

96 Classroom hours

54 Clinical externship hours to be completed at a separate location assigned by Montgomery College

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. The animal handling sessions are held at all locations except for GBTC.

Information Sessions/Orientations (if applicable):

Orientation sessions will be held one per year and they are mandatory for entrance into the program. Dates are assigned for the orientation and advertised via the schedule and program website.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400
 12 S. Summit Avenue
 Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

Students must take an assessment and pass with a 70% or higher or complete VET007 and VET009 to get accepted into the program. Students must attend a mandatory orientation and be at least 18 years of age prior to the beginning of the Veterinary Assistant Program and must be a high school graduate or possess a GED prior to the beginning of the program.

Additional Requirements:

Students must wear the College provided name tag while on-site at the externship location. Students are required to submit a volunteer form prior to the assignment of a clinical externship.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
VET008	Veterinary Assistant Assessment Exam	2	Required	\$10 T: \$ / F: \$10.00
VET006	Veterinary Assistant Orientation	2	Required	\$0 T: \$ / F: \$

VET009	Communication Skills for Veterinary Assistant	10	(may not be required)	\$171 T: \$ 69/ F: \$102
VET007	Math Skills for Veterinary Assistant	20	(May not be required)	\$250 T: \$175 / F: \$75
VET002	Veterinary Assistant I Outpatient	38		\$475 T: \$400 / F: \$75
VET003	Veterinary Assistant II Diagnostics	27	Practicum hours	\$395 T: \$ 320/ F: \$75
VET004	Veterinary Assistant Patient III Care/Treatment	34	Practicum hours	\$430 T: \$ 355/ F: \$75
VET005	Veterinary Assistant IV	42	Practicum hours	\$470 T: \$ 395/ F: \$75
Totals:		96	54	\$1770-

Additional Expenses: N/A

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

A certificate of completion of the training will be given upon successful completion of all four courses and practicum hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

None related

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$9.33/hr (\$19K) to \$20.21/hr (\$42K).

3,208 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 6% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator

Contact: Joy.Wilson@montgomerycollege.edu – P: 240-567-2587

Tracy Singleton, Program Director

Contact: Tracy.Singleton@montgomerycollege.edu – P: 240-567-2599

Montgomery College
Veterinary Assistant Program
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 400 Gaithersburg MD, 20877	12 S. Summit Avenue Suite 400 Gaithersburg MD, 20877

Technical Standards for Montgomery College’s Veterinary Assistant Program

The primary goal of the **Veterinary Assistant** Program is to adequately prepare students to work in the animal care field. Assistants are expected to gain the knowledge to support veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment.

Physical Requirements:

Students must have sufficient strength and mobility to lift at least 40 pounds onto a table, and the ability to restrain a difficult or challenging animal of any size and species.

Interpersonal Skills and Professionalism:

Students must have the ability to interact with live animals and animal owners.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment while working with animals and animal owners.

Environment Requirements:

Students may be exposed to rabies or other diseases. You primarily work in animal clinics, animal hospitals, and research laboratories. The work may be physically and emotionally demanding. Daily tasks include feeding animals, cleaning kennels and monitoring lab animals' general well-being.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

BUSINESS INFORMATION TECHNOLOGY AND SAFETY (BITS)

ADMINISTRATIVE OFFICE SUPPORT AND MICROSOFT APPLICATIONS

Non-Credit Continuing Education Program Description:

This course sequence will train for a successful career in administrative office settings. Instruction includes knowledge of basic computer concepts, the main Microsoft Office applications such as Word, Excel, Access, PowerPoint and Outlook. Students also have the opportunity to learn commonly used business applications such as QuickBooks, Microsoft Project and SharePoint.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

108 classroom hours for the basic and Microsoft Application courses, 40 classroom hours for Software Introductory Series. Additional 12-15 hours for Business Applications.

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html
- 2. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.
- 3. Walk-In:** A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400
Germantown Campus, Humanities and Social Sciences Building, Room 245
Rockville Campus, 220 Campus Center
Takoma Park/Silver Spring Campus, CF 230, Customer Service
Westfield South, Suite 306

Pre-requisites

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
ITI 095	Software Introductory Series	40 hrs	Must purchase textbooks/materials	T=\$268 F=\$413
ITI 201	MS Word Introduction	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
CMP 944	MS Word Intermediate	10 hrs	Must purchase textbooks/materials	T=\$75 F=\$140
N/A	MS Word Advanced	N/A	Must purchase textbooks/materials	N/A
ITI 080	Excel Level I	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
ITI 091	Excel Level II	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
ITI 092	Excel Level III	10 hrs	Must purchase textbooks/materials	T=\$75 F=\$140
ITI 153	MS Access Level I	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
ITI 154	MS Access Level II	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$138
CMP 963	MS Access Level III	10 hrs	Must purchase textbooks/materials	T=\$75 F=\$130
CMP 954	PowerPoint Introduction	10 hrs	Must purchase textbooks/materials	T=\$75 F=\$140

CMP 227	MS Outlook	8 hrs	Must purchase textbooks/materials	T=\$69 F=\$112
	TOTAL (Software Introductory Series)	40		\$681
	TOTAL Individual Courses	108		\$2,186

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon successful completion of this course, students will feel comfortable to perform administrative computer tasks such as creating office documents, spreadsheets, using databases, and be able to use the email efficiently.

Students will be able to create and edit attractive business letters, memorandums, and press releases using the new and improved Word 2013 interface. Apply and modify new PowerPoint templates and use powerful presentation graphics build basic and enhanced Excel worksheets with ease; use Access to create a relational database to create, store, and retrieve.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record.

Certifying Professional Association:

Microsoft Office Specialist (MOS) certification is provided by Microsoft.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Management – Certificate

Supervisory – Letter of Recognition

Management Development – Workforce Development & Continuing Education

Business – On Line courses – Workforce Development & Continuing Education

Business A.A.

Business A.A. – Online Degree

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

First-Line Supervisory of Office and Administrative Support Workers, Administrative Services Manager, Executive Secretary and Executive Administrative Assistant

Current wage expectations for this career are from \$15/hr to \$42/hr.

There are 30,000+ job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Mary Ann Behme, Program Coordinator

Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director

Contact: Eunice.Melo@MontgomeryCollege.edu – P: 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

12 South Summit Ave, 4th Floor

Gaithersburg, MD 20877

Mailing Address

12 South Summit Ave, 4th Floor

Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

BIG DATA

Non-Credit Continuing Education Program Description:

Big Data can be described as extremely large data sets that may be analyzed computationally to reveal patterns, trends, and associations, especially relating to human behavior and interactions. These courses will teach students how to work with, analyze and store big data.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

63 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/**Silver Spring**, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html
- 2. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.
- 3. Walk-In:** A completed registration form with payment may be submitted at any of these locations:
 - Gaithersburg Business Training Center, Room 400
 - Germantown Campus, Humanities and Social Sciences Building, Room 245
 - Rockville Campus, 220 Campus Center
 - Takoma Park/Silver Spring Campus, CF 230, Customer Service
 - Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
CMP 839	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 254	Hadoop I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 255	Hadoop II	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI245	Python Programming	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 247	Data Analysis with Python	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALS	63		\$1,423

Additional Expenses: N/A

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Ability to manipulate, process, clean and analyze structured data types build solutions using tools such as Apache Hive, Pig, MapReduce, and HDFS.
- Perform graph analytics with Giraph, batch data analysis using Hive, Pig, and MapReduce, debugging and troubleshooting MapReduce, and columnar storage and retrieval of structured data using Apache Accumulo.
- Ability to manipulate, process, clean and analyze structured data types build solutions using Python. Build code and data analytics using examples in computer labs.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Computer Applications - A.A.S. - Database Systems Track

Certifications and Courses - Information Technology Institute - Workforce Development & Continuing Education

Computer Applications - A.A.S., Information Technology Track

Computer Programming - Certificate

Computer Science - A.A.

Cybersecurity - A.A.S

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Big Data Analyst, Big Data Engineers, Data Scientist, and Big Data Consultant.

Current wage expectations for this career are from \$24.66 – \$73.19

There are 4,881 openings in Big Data positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

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BUSINESS APPLICATIONS

Non-Credit Continuing Education Program Description:

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.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

78 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. Some accounting knowledge is recommended for students taking QuickBooks. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
CMP 078	QuickBooks Level I	12	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 080	QuickBooks Level II	12	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 175	QuickBooks Level III	12	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 846	Microsoft Project Intro	12	Must purchase textbooks/materials	T=\$99 F=\$166
ITI 078	SharePoint for Project Management & Office Administration	15	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 868	Creating Your Personal or Small Business Web Site	15	Must purchase textbooks/materials	T=\$99 F=\$176
TOTALS		78		\$1,640

Additional Expenses: N/A

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Student will be able to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Student will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data.
- Ability to share information and foster collaboration, organize information and manage documents.
- Create and manage sites and libraries, surveys, discussion boards, and work with wikis and blogs.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Management – Certificate

Supervisory – Letter of Recognition

Management Development – Workforce Development & Continuing Education

Business – On Line courses – Workforce Development & Continuing Education
Business A.A.

Business A.A. – Online Degree

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Bookkeeping, Accounting, Auditing Clerk

Current wage expectations for these careers are from \$13/hr - \$32./hr

There are 1,280 job openings in bookkeeping, accounting and auditing clerk positions within 50 miles of Rockville, MD

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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COMPUTER AIDED DESIGN

Non-Credit Continuing Education Program Description:

Learn AutoCAD and Revit and take your drafting techniques to the next level. These courses are for drafters, interior designers, civil engineers, mechanics, electricians, or anyone who needs to use drafting and design software.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

90 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring Campus, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for the each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. Familiarity with drafting techniques is recommended. We recommend that the courses are taken in the order shown on course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
CMP 076	Computer Aided Design (CAD) I	30	Must purchase textbooks/materials	T=\$267 F=\$455
ITI 261	Computer Aided Design (CAD) II: 3D Drawings	30	Must purchase textbooks/materials	T=\$170 F=\$455
ITI 130	Revit	30	Must purchase textbooks/materials	T=\$267 F=\$455
TOTALS		90		\$2,166

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- At the conclusion of this CAD I, the student will have the basic knowledge required to create, edit, and print clean, accurate drawings.
- The student will be able to create AutoCAD 3D objects, edit AutoCAD 3D objects, and prepare an AutoCAD 3D model for 3D printing.
- Ability to build graphic and non-graphic architectural information for a building produced through the creation of a single project database represented in a 3D model.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Students will have access to a Continuing Education academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Internet Games and Simulation - Certificate

Digital Media and Web Technology - A.A.S.

Graphic Design for Web and Interaction Certificate

Graphic Design for Web and Interaction - A.A.S.

Digital Animation - A.A.S.

Graphic Design with Digital Tools - Certificate

Digital Animation - Certificate

Digital Design/Graphic Design - Workforce Development & Continuing Education

Computer Design and Composition - Online Courses - Workforce Development & Continuing Education

Architectural Technology, Architectural/Construction Technology AAS

Illustration - A.A.S.

Art - A.A.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Electrical Drafter, Interior Design, Civil Engineering Technician

Current wage expectations for these careers are from \$ 15.00/hr – \$ 43.79/hr

There are 315 job openings in these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Mary Ann Behme, Program Coordinator

Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director
Contact: Eunice.Melo@MontgomeryCollege.edu – P: 240-567-1882

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Related Services for Montgomery College Students:

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COMPUTER BASICS

Non-Credit Continuing Education Program Description:

This course sequence will train for a successful career in administrative office settings. The skills taught in these courses a necessary foundation for more advanced courses.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

41 – 44 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

There are no pre-requisites for this course sequence; however, we recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
CMP 628	Introduction to Keyboarding	18	Must purchase textbooks/materials	T=\$107 F=\$174
CMP 941	Computer Basics	10	Must purchase textbooks/materials	T=\$69 F=\$112
ITI 040	Working with Windows 7	8	Must purchase textbooks/materials	T=\$69 F=\$112
OR				
CMP 226	File Management Skills	5	Must purchase textbooks/materials	T=\$42 F=\$71
ITI 179	Windows 8	8	Must purchase textbooks/materials	T=\$69 F=\$112
TOTALS		41 - 44		\$756 - \$824

Additional Expenses: N/A**Related Careers:**

Please visit the Montgomery College Career Coach website at http://cms.montgomerycollege.edu/career_coach.html

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Students will be able to identify the main components of a typical computer system and the basic elements of the Windows 7 interface; students will know how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows; and browse the Web with Internet Explorer 8 and how to protect their computers from malware.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Bookkeeping and MS Office - Information Technology Institute - Workforce Development & Continuing Education

Bookkeeping and MS Office – Information Technology Institute – Workforce Development and Continuing Education

General Studies - A.A.

MS Office and Business Applications - Information Technology Institute - Workforce Development & Continuing Education

Computer Applications - Online Courses - Workforce Development & Continuing Education

QuickBooks Level -III - Workforce Development & Continuing Education

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:
Office Clerk, Receptionist, Customer Service Representative

Current wage expectations for these careers are from \$9.33 - \$26.00/hr

There are 4,400 jobs for these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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Related Services for Montgomery College Students:

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CYBERSECURITY

Non-Credit Continuing Education Program Description:

The need for cybersecurity professionals continues to grow. The course sequence provides the foundation for a career in cybersecurity. These courses also provide the skills for entry level positions such as Help Desk Support Technician, Computer Support Specialist, and Network and Computer System Administrators.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

172 classroom hours – Core Courses

232 classroom hours - Electives

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring Campus, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
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3. Walk-In: A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
	CORE COURSES			
ITI 250	IT Fundamentals	12	Must purchase textbooks/materials	T=\$69 F=\$112
ITI 249	Security Fundamentals	15	Must purchase textbooks/materials	T=\$89 F=\$136
CMP 830	Programming Fundamentals	18	Must purchase textbooks/materials	119 180
ITI 239	HTML5 I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 172	Cybersecurity – Web Security I	15	Must purchase textbooks/materials	T=\$99 F=\$275
ITI 173	Cybersecurity – Web Security II	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 240	Security+ Certification Training and Exam Prep	40	Must purchase textbooks/materials	T=\$332 F=\$667
ITI 241	Network+ Certification Training and Exam Prep	42	Must purchase textbooks/materials	T=\$389 F=\$610
	TOTALS	172		

	ELECTIVES			
ITI 210	CCNA Routing & Switching Module I	100	Must purchase textbooks/materials	T=\$719 F=\$1,079
ITI 223	MCSA Installing & Configuring Windows Server 2012 (70-410)	42	Must purchase textbooks/materials	T=\$512 F=\$767
ITI 225	MCSA: Microsoft Certified Solutions Associate in Windows 8	60	Must purchase textbooks/materials	T=\$592 F=\$887
ITI 232	Software Testing & Quality Assurance I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 233	Software Testing & Quality Assurance II	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALS	232		

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams they decide to achieve.

Skills for Success:

- The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Student will be able to identify and explain basic computer components, set up a basic workstation, conduct basic software installation, and use basic network services.
- Students will be knowledgeable to the most common security threats, will gain basic understanding of best security practices and will learn how to prevent basic computer security problems and risks.
- Ability to identify vulnerabilities and defend web applications against hackers and malicious crafted input. Manage code debuggers, unexpected data threats, password administration, information leakage, token generation and life cycle protection.

- Develop skills to protect web databases and defend against browser attacks

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Students will have access to a Continuing Education academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Computer Applications – A.A.S. Information Technology Track

Network Engineer – Certificate

Advanced Network Security – Certificate

Cisco Certified Network Associate+ Security Preparation – Certificate

Computer Engineering - A.S.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Information Security Analyst, Computer Network Architect, Network and Computer Systems Analyst

Current wage expectations for this career are from \$31.32/hr – \$79.05/hr

There are 5,000 job openings in these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

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DATA ANALYSIS

Non-Credit Continuing Education Program Description:

Learn hands-on exercises based on real world use cases. Learn how to integrate large datasets using Power Query, combining data from any data source. Use effective best practices working with Power Pivot, Power View and Power BI.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

63 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled for each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html
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 - Germantown Campus, Humanities and Social Sciences Building, Room 245
 - Rockville Campus, 220 Campus Center
 - Takoma Park/Silver Spring Campus, CF 230, Customer Service
 - Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
ITI 080	MS Excel Level I	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
ITI 091	MS Excel Level II	12 hrs	Must purchase textbooks/materials	T=\$85 F=\$148
ITI 092	MS Excel Level III	10 hrs	Must purchase textbooks/materials	T=\$75 F=\$140
ITI 257	Data Analysis with Excel	9 hrs	Must purchase textbooks/materials	T=\$75 F=\$140
ITI 247	Data Analysis with Python	15 hrs	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALS	63 hrs		\$1,124

Additional Expenses: N/A

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Ability to create analytics directly using Excel and Power BI applications and integrate large datasets using Power Query, combining data from any data source. Create interactive dashboards and build custom dashboards to answer business questions.
- The student will be able to manipulate, process, clean and analyze structured data types: matrices, tabular/spreadsheet data, and relational databases, using Python.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Database Systems - Certificate

Information Systems A.A. (Online Degree)

Advanced Network Security - Certificate

Technology - Online Courses - Workforce Development & Continuing Education

Cybersecurity - A.A.S

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Database Administrator, Business Intelligence Analyst, Accountant

Current wage expectations for this career are from \$23.36/hr - \$67.53/hr

There are 5,000 job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Mary Ann Behme, Program Coordinator

Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director

Contact: Eunice.Melo@MontgomeryCollege.edu – P: 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

**12 South Summit Ave, 4th Floor
Gaithersburg, MD 20877**

Mailing Address

**12 South Summit Ave, 4th Floor
Gaithersburg, MD 20877**

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

DATABASES

Non-Credit Continuing Education Program Description:

Database administrators use specialized software to store and organize data, and make it available for users. These courses prepare students to become a certified Oracle Database Administrator.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

78 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427, 12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
ITI 212	Oracle 12c: Intro to SQL	39	Textbook available only as an e-kit	T=\$389 F=\$589
ITI 215	Oracle 12C: Database Administrator Certified Associate	39	Textbook available only as an e-kit	T=\$389 F=\$589
N/A	Oracle 12C: Database Administrator Certified Professional	N/A	Textbook available only as an e-kit	N/A
	TOTALS	78		\$1,956

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Describe Oracle Database architecture
- Configure the database to support your applications
- Manage database security and implement auditing
- Implement basic backup and recovery procedures
- Move data between databases and files
- Employ basic monitoring procedures and manage performance
- Manage resources and automate tasks
- Work with Oracle Support

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association

Oracle

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Database Systems – Certificate
Information Systems A.A. (Online Degree)
Advanced Network Security – Certificate
Cybersecurity – A.A. S.
Computer Programming – Certificate
Java Developer - Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Database Administrator, Computer Programmer, Computer and Information Systems Manager

Current wage expectations for this career are from \$24.66/hr – \$67.53/hr

There are 6,000+ job openings in database positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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Related Services for Montgomery College Students:

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DIGITAL GRAPHICS AND DIGITAL PHOTOGRAPHY

Non-Credit Continuing Education Program Description:

For web designers, photographers, or if you just want to learn how to take and/or edit your photographs like a pro, these courses are for you. They may be taken in sequence or individually.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

54 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring Campus, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions

Additional Expenses: N/A

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
ITI 105	Photoshop I – Foundation Skills	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 141	Adobe Photoshop Lightroom for Photo Management & Editing	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 224	Advanced Editing of Digital Photographs	12	Must purchase textbooks/materials	T=\$80 F=\$119
ITI 180	Knowing Your Camera: Interchangeable Lens Digital Cameras	12	Must purchase textbooks/materials	T=\$80 F=\$119
TOTALS		54		\$948

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams that they decide to achieve.

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Ability to create images in Adobe CC; define image properties; work with selections, layers, and colors; make tonal/color adjustments; adjust image lightness and darkness; resize images; repair image flaws using the clone tool, healing brushes, and red-eye tool; and use various tools and brushes
- Implement modules within Lightroom: Library, Develop, map, book, Slideshow, Web and Print.
- Apply knowledge of camera settings: ISO, white balance, depth of field, focus to

taking photos for work and leisure

- Apply knowledge of composition to picture taking
- Use automatic exposure lock and automatic focus lock in picture taking
- Upload pictures on web site for your business or leisure

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record.

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Internet Games and Simulation - Certificate

Digital Media and Web Technology - A.A.S.

Graphic Design for Web and Interaction Certificate

Graphic Design for Web and Interaction - A.A.S.

Digital Animation - A.A.S.

Graphic Design with Digital Tools - Certificate

Digital Animation - Certificate

Digital Design/Graphic Design - Workforce Development & Continuing Education

Computer Design and Composition - Online Courses - Workforce Development & Continuing Education

Illustration - A.A.S.

Art - A.A.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Graphics Designer, Multimedia Artist & Animator, Art Director

Current wage expectations for this career are from \$14.03/hr to \$42.51/hr.

There are 500+ job openings in Digital Graphics and Photography within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director

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Related Services for Montgomery College Students:

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PROGRAMMING

Non-Credit Continuing Education Program Description:

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 course sequence will help you start a career in this field.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

138 classroom hours Visual Studio.NET track

96 classroom hours Java Track

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
	Programming: Visual Studio.NET Track			
CMP 839	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
CMP 152	C++ Level I	15	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 153	C++ Level II	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 248	C#	21	Must purchase textbooks/materials	T=\$139 F=\$210
ITI 245	Python Programming	18	Must purchase textbooks/materials	T=\$119 F=\$180
CMP 985	MS SQL Server for Developers I	18	Must purchase textbooks/materials	T=\$120 F=\$193
CMP 867	MS SQL Server for Developers II	18	Must purchase textbooks/materials	T=\$120 F=\$193
ITI 078	SharePoint for Project Management and Office Administration	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALs Visual Studio.NET Track	138		\$2,398
CMP 839	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
CMP 950	Java Level I	18	Must purchase textbooks/materials	T=\$119 F=\$180

CMP 123	Java Level II	15	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 128	Java Level III	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 239	HTML5 – Level I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 202	Java IV: Web Development	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALS Java Track	96		\$1,698

Additional Expenses: N/A

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon completion of this course students should be able to:

- Write simple programs using decision and iteration constructs
- Write programs using object oriented notation
- Debugging programs, the pre-processor, aggregate data types, class definitions and programming operator overloading using C++.
- Use SQL commands
- Manage database security in MS SQL Server 2012 database environments
- Implement Java Software Development Kit (J2SDK), and create development of simple Web applications and stand-alone applications in Java.
- Design and use of classes and interfaces within generics in C#

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Computer Science - A.A.

Digital Media and Web Technology - A.A.S.

Internet Games and Simulation - Certificate

Web Design - Certificate

Web Programming - Certificate

Web Development - Certificate

Web & Mobile Design and Development Courses - Information Technology Institute - Workforce Development & Continuing Education

Web Development - TechLEAP - Workforce Development & Continuing Education

Technology - Online Courses - Workforce Development & Continuing Education

Information Technology Institute - Workforce Development & Continuing Education

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Computer Programmer, Computer System Analyst, Computer & Information Systems Manager

Current wage expectations for this career are from \$26.00/hr –\$122.64/hr

There are 8,809 job openings in administrative office positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

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Related Services for Montgomery College Students:

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SOCIAL MEDIA MARKETING

Non-Credit Continuing Education Program Description:

This course sequence is designed for those seeking to become social media specialists, business owners who need to integrate social media into their marketing strategy, and professionals who need to leverage social media for career success.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

54 classroom hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, GBTC, Suite 427,
12 South Summit Ave, Gaithersburg, MD 20877.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

There are no pre-requisites for this course sequence; however, we recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions.

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
ITI 251	Social Media Marketing and Management	12	Must purchase textbooks/materials	T=\$110 F=\$225
ITI 252	Facebook and Twitter for Business Success	6	Must purchase textbooks/materials	T=\$29 F=\$69
ITI 253	Social Media for Business Success: Instagram, Pinterest and You Tube	12	Must purchase textbooks/materials	T=\$95 F=\$130
ITI 259	Social Media: Political and Issue Marketing	12	Must purchase textbooks/materials	T=\$85 F=\$140
ITI 027	Linked In Create and Effectively Manage a LinkedIn Site	6	Must purchase textbooks/materials	T=\$29 F=\$69
ITI 267	Optimizing LinkedIn to Land Your Next Job	6	Must purchase textbooks/materials	T=\$29 F=\$69
TOTALS		54		\$979

Additional Expenses.

Textbooks.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 1-2 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Implement best practices in Social Media Marketing. Students will be able to construct a strategy, leverage listening channels, crises and landmines, content development, measurement and ROI, social media platforms and engaging influencers.
- Design, modify, and effectively manage a LinkedIn site. Create effective profile setup, networking techniques, market-specific connections, (e.g. real estate, graphic design, IT, healthcare, etc.), job searches, recruiting and HR uses; resume design, blog marketing techniques, and other uses.

- Manage a Facebook site and a Twitter account to market your business. Implement effective Facebook site management with new techniques and emerging trends; tools; plug-ins; and third party applications customized for your business, non-profit, or association use.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Communication Studies - A.A.

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Search Marketing Strategist, Advertising & Promotion Managers, Public Relations Specialist

Current wage expectations for these careers are from \$18.42/hr to \$86.83/hr.

Job Openings:

There are 2,200 job openings in these careers within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

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WEB AND MOBILE DESIGN

Non-Credit Continuing Education Program Description:

Web Designers handle the graphical and technical aspects of a website. Organization in all sectors of the economy need web designers to develop and maintain their websites.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Employer/Sponsor Paid Tuition

Length of Training:

141 classroom hours – Front-End

174 classroom hours – Back end

84 classroom hours - Web Development with the MEAN Stack

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park, Rockville and GBTC location(s).

Information Sessions/Orientations (if applicable):

Two information sessions are scheduled each semester in the Takoma Park/Silver Spring Campus, and in the Gaithersburg Business Training Center.

Application Process (if applicable):

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

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Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Before taking these courses students must possess prior computer basic knowledge or have taken Computer Basics CMP941 or File Management Skills CMP226. We recommend that the courses are taken in the order shown on the course information table. Do not hesitate to contact the program staff for additional questions

Additional Requirements: N/A

Course Information:

Course Number	Course Title	Course Hours (Approximate cost; subject to change)	Textbook Information	Costs * T=Tuition F=Fee
Front End Web Development				
CMP 830	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 239	HTML5 Level I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 238	HTML5 Level II	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 256	HTML5 Level III Responsive Web Design (RWD) and Front-End Frameworks	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 228	JavaScript Programming	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 230	JavaScript Patterns - Advanced JavaScript	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 173	WordPress	15	Must purchase textbooks/materials	T=\$99 F=\$176
CMP 051	XML	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 266	PHP/MySQL CMS and Web Management	18	Must purchase textbooks/materials	T=\$99 F=\$200

	TOTALS Front-End	141		\$2,523
Back-End Web Development				
CMP 830	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 239	HTML5 Level I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 238	HTML5 Level II	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 256	HTML5 Level III Responsive Web Design (RWD) and Front-End Frameworks	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 229	JQuery with JavaScript	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 228	JavaScript Programming	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 230	JavaScript Patterns - Advanced JavaScript	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 245	Python Programming	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 266	PHP/MySQL CMS and Web Management	18	Must purchase textbooks/materials	T=\$99 F=\$200
ITI 172	Cybersecurity- Websecurity Level I	15	Must purchase textbooks/materials	T=\$99 F=\$176
ITI 173	Cybersecurity- Websecurity Level II	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALS Back-End	174		\$3,097
Web Development with the MEAN Stack				

CMP 830	Programming Fundamentals	18	Must purchase textbooks/materials	T=\$119 F=\$180
ITI 245 ITI 266 ITI 203	Python, PHP, or Ruby on Rails	18 18 15	Must purchase textbooks/materials	T=\$119 F=\$180 T=\$99 F=\$200 T=\$99 F=\$176
ITI 246	Node.js, MongoDB, Angular JS, and Express: Web application Development with the MEAN Stack	15	Must purchase textbooks/materials	T=\$99 F=\$176
	TOTALs Web Development with MEAN Stack	84		\$1,447

Additional Expenses:

In order to become certified, participants will have to pay for textbooks and any certification exams they decide to achieve.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

- Create basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5 and CSS.
- Build core technologies developed for defining XML documents, validating their structure and formatting, and delivering them via the Web.
- Use jQuery, a JavaScript library, to add interesting, interactive features to a web site.
- Create secure web sites.

A certificate of completion of the training will be given upon successful completion of all courses and hours.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Students will have access to a Continuing Education academic record.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Graphic Design for Web and Interaction Certificate

Graphic Design for Web and Interaction - A.A.S.

Digital Animation - .A.S.

Information Systems A.A. (Online Degree)

Digital Media and Web Technology - A.A.S.

Cybersecurity - A.A.S

Web Development - Certificate

Web Design - Certificate

Web & Mobile Design and Development Courses - Information Technology Institute - Workforce Development & Continuing Education

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Web Developer, Graphic Designer, Mechanical Engineering Technician

Current wage expectations for this career are from \$ 17.14/hr - \$60.39./hr

There are 4,575 job openings in web and mobile design positions within 50 miles of Rockville.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Mary Ann Behme, Program Coordinator

Contact: MaryAnn.Behme@montgomerycollege.edu – P: 240-567-5510

Eunice Melo, Program Director

Contact: Eunice.Melo@MontgomeryCollege.edu – P: 240-567-1882

Montgomery College
Information Technology Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

**12 South Summit Ave, 4th Floor
Gaithersburg, MD 20877**

Mailing Address

**12 South Summit Ave, 4th Floor
Gaithersburg, MD 20877**

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

HOME IMPROVEMENT PRE-LICENSE

Non-Credit Continuing Education Program Description:

Any business earning income from home improvements and remodeling requires a state license. Home improvement work includes alteration, remodeling, repair or replacement of a building or part of a building used as a residence. Home improvement also includes work done on individual condominium units. Home improvement does not include work done on commonly owned areas of condominiums or buildings that contain four or more single family units.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

15 hours classroom education, Courses offered in the summer, fall, and spring.

Typical Location of Courses:

The course is typically held at Montgomery College's Rockville location.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on "Register by Web."
- 2. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.
- 3. Walk-In:** A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements: High School Diploma or GED

Course Information: Attendance

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
SMB181	Home Improvement	15	Business/Project Management for Home Improvement Contractors, available at College bookstore, \$ 96	\$ T: \$81/ F: \$55
Totals:		15	\$96	\$136

Skills for Success:

Previous work-related skill, at least two years of experience in home improvement work, construction and/or related education; proof of financial solvency based on the scope and size of their business in relation to total assets, liabilities, credit rating and net worth; contractors representing a corporation, articles of incorporation and a certificate of good standing from the Department of Assessments and Taxation must be submitted; A contractor using a trade name must first check with the Commission to make sure the name is available for use with the Commission and then register the name with the Department of Assessments and Taxation; A certificate of trade name registration must be submitted with the license application; Proof of current \$50,000 liability insurance must be filed with the application for licensure.

Detail-oriented; dependability, ability to follow safety rules, ability to follow directions; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

Successful Completion: Successful completers will receive additional tools to assist in successfully passing the state exam.

Certifying Professional Association: The Maryland Home Improvement Commission

Career Opportunities:

The Home Improvement contractor is someone who completes an addition to or alteration, conversion, improvement, modernization, remodeling, repair, or replacement of a building or part of a building that is used or designed to be used as a residence or dwelling place or a structure adjacent to that building; or an improvement to land adjacent to the building.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$26.22/hr (\$55K) to \$61.24/hr (\$127K).

11,060 Construction Managers are employed. This number is expected to decrease by 0.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant, Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

HOME INSPECTOR PRE-LICENSE

Non-Credit Continuing Education Program Description:

Home inspectors conduct inspections of newly built or previously owned homes, condominiums, townhomes, manufactured homes, apartments and, at times, commercial buildings. They inspect a home's systems, components and structure. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing, house exterior, attached garage or carport, foundation, interior, plumbing, and electrical, heating and cooling systems. This program fulfills the educational requirements for the Maryland Home Inspector license, which is one step in achieving a Maryland Home Inspector license. Topics include structural and internal systems; professional standards for home inspectors, Maryland minimum Standards of Practice and Maryland Code of Ethics, and inspection report writing.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Montgomery County One-Stop Center (MontgomeryWorks)at:
11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.
For more information, please visit their website at:
http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

72 hours. Courses offered in the fall, and spring.

Typical Location of Courses:

The courses to complete this course are held at Montgomery College's Rockville location.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on "Register by Web."
- 2. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.
- 3. Walk-In:** A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center

Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements:

High School Diploma or GED

Additional Requirements:

This program fulfills the educational requirements for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector's License can be found on the State of Maryland Department of Labor, Licensing and Regulation website: <http://www.dllr.state.md.us/license/reahi/>.

Course Information: Students must attend all class sessions in order to complete the course.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
SMB322	Home Inspection: Make it Your Business	72	Home Inspection Systems and Standards. Textbook available at Campus bookstores	\$ T: \$430/ F: \$480
Totals:		72	\$100	\$910

Skills for Success:

Business skills; self-discipline.

Successful Completion:

Students who complete this pre-license course will meet the educational requirements for the Maryland Home Inspector License. Students will be awarded a Montgomery College Continuing Education Certificate for Home Inspectors. Students will have access to a Continuing Education academic record (transcript.)

Certifying Professional Association:

Maryland Real Estate Appraisers & Home Inspectors Commission. This course is a step in obtaining a Maryland Home Inspection License. Students successfully completing this course fulfill the educational requirements for the Maryland Home Inspector License.

Career Opportunities:

Licensed Home Inspectors conduct inspections for a company or can start their own business.

Related Montgomery College Credit and Non-Credit Programs from the Montgomery College Career Coach website):

Carpentry - Letter of Recognition

Carpentry - Certificate

Building Trades Technology - Carpentry Track - A.A.S.

Residential Remodeling - Letter of Recognition

Residential Remodeling and Repair - Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$19.47/hr (\$40K) to \$40.38/hr (\$84K).

3965 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 5.4% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

HUMAN RESOURCES MANAGER (SHRM-CP™/SHRM-SCP™ Certification)

Non-Credit Continuing Education Program Description:

Enrich your HR Skills and Competencies to Succeed! The SHRM-CP/SHRM-SCP certification prep course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential establishes you as a recognized expert in the HR field.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 36 Hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Gaithersburg location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: None

Additional Requirements:

Credential	Less than a Bachelor's Degree		Bachelor's Degree		Graduate Degree	
	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree
SHRM-CP	3 yrs in HR role	4 yrs in HR role	1 yr in HR role	2 yrs in HR role	Currently in HR role	1 yr in HR role
SHRM-SCP	6 yrs in HR role	7 yrs in HR role	4 yrs in HR role	5 yrs in HR role	3 yrs in HR role	4 yrs in HR role

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
MGT430	The SHRM Learning System for SHRM-CP™ and SHRM-SCP™ Certification Preparation Course	36		\$1155 T: \$599 / F: \$556
Totals:				\$1155

Additional Expenses:

Cost to take the exam \$ 300 (SHRM members)/\$400(SHRM non-members).

Skills for Success:

Must show work in an HR role for more than 1,000 hours within a calendar year, which equates to one year of experience. Good planning and organizational skills, strong oral and written communication skills, strong interpersonal skills, good problem solving skills.

Successful Completion:

Upon successful completion of this course, you would be eligible to sit for the SHRM certification exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Society for Human Resource Management (SHRM)

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Business – AA
- Management & Supervision, WD&CE
- Project Management – WD&CE
- Business Courses – WD&CE
- Mediation/Conflict Management – WD&CE

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$ 38.89/hr (\$81K) to \$ 92.67/hr (\$193K).

5,550 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 7.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Noel Lazaro, Program Assistant

Contact: noel.lazaro@montgomerycollege.edu – P: 240-567-2563

Transcie Almonte-Sabio, Program Director

Contact: transcie.almonte@montgomerycollege.edu – P: 240-567-3828

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave., 4 th Fl Gaithersburg, MD 20877	12 South Summit Ave., 4 th Fl Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

Kauffman FastTrac New Venture

Non-Credit Continuing Education Program Description:

This program will assist entrepreneurs in the early stages of business development. FastTrac NewVenture will support aspiring entrepreneurs to start businesses and begin their journeys to success.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Montgomery County One-Stop Center (MontgomeryWorks)at:
11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.
For more information, please visit their website at:
http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

30 hours classroom education, Courses offered in the summer, fall, and spring.

Typical Location of Courses:

The course is typically held at Montgomery College's Rockville location.

Application Process (if applicable):

- 1. On the Web:** If you have previously enrolled in a Montgomery College class and are paying by credit card, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on "Register by Web."
- 2. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.
- 3. Walk-In:** A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center

Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements:

High School Diploma or GED

Course Information: Attendance

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
SMB954	FastTrac New Venture	30	n/a	\$ T: \$40/ F: \$49
Totals:		30	\$	\$89

Skills for Success:

Successful candidates need math, listening, detail-oriented; dependable, self-motivator, ability to meet deadlines, ability to work both independently and within groups, and excellent communication and customer service skills.

Successful Completion:

Students will be awarded with a Montgomery College Continuing Education Certificate and have access to a Continuing Education academic record (transcript.) Students will also have access to the Kauffman FastTrac Toolkit.

Certifying Professional Association: N/A**Career Opportunities:**

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:
Current wage expectations for this career are n/a.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

NATIONAL APARTMENT LEASING PROFESSIONAL I, II

Non-Credit Continuing Education Program Description:

This 40 hour program will train students to obtain the national certification from the National Apartment Association to start a career as a leasing professional. To obtain a temporary certificate, you must complete a survey of 3 leasing communities (developments/buildings), and successfully pass final online exams. You must also have 6 months of experience as a leasing professional to obtain the permanent certificate.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

40 Hours classroom divided in 2 courses plus some hours of a special project (survey).

Typical Location of Courses:

These courses are typically held at Montgomery College, Rockville Campus or Westfield Business Training Center.

Information Sessions/Orientations (if applicable): Yes (mandatory)

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

Additional Requirements: Must take both courses

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
AMI001	National Apartment Leasing Professional	20	Included in the tuition	T: \$100 / F: 250
AMI002	National Apartment Leasing Professional	20		T:\$80 / F: \$150
Totals:				\$580.00

Additional Expenses: N/A

Skills for Success:

Leasing professionals are the face of leasing properties and the first point of contact for prospective residents. Therefore, excellent customer service skills, strong interpersonal and communication skills are a must. Enjoy working with people. Good computer and administrative skills and team work are also ways to a successful career.

Successful Completion:

Upon successful completion of this course, and 6 months of experience students will be

eligible to obtain the National Apartment Leasing Professional Certification.

Certifying Professional Association:

National Apartment Association

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): Real Estate

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12/hr to \$36

8011 leasing managers are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase since all management companies are requiring now the NALP license. For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th Floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th Floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

BRAIDING TECHNIQUES

Non-Credit Continuing Education Program Description:

This program will teach you the techniques of braiding hair. You will learn braiding basics, tools for braiding, adding extensions, and the different types of braiding used to create various hair styles. You will also learn hair analysis and sanitation. This program includes 60 hours of classroom lecture and hands-on demonstrations.

Possible Financial Aid and Payment Options: [This program is not Pell eligible.]

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 60 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

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

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Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive

Germantown, MD 20876

Rockville Campus
 Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus
 Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South
 Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: N/A

Additional Requirements: N/A

Course Information: All three series in Braiding Techniques have to be completed.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
COS009	Braiding Techniques	20	N/A	\$ T: \$60 / F: \$50
COS013	Braiding Techniques II	20	N/A	\$ T: \$60 / F:\$50
COS017	Braiding Techniques III	20	N/A	\$ T: \$60 / F: \$50
Totals:				\$330.00

Additional Expenses:

Students must bring their course materials to class.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Certificates of completion will be provided once students complete COS017 Braiding Techniques III.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$8.97 hr (\$19K) to \$23.65hr (\$49K).

20,864 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 5.4 % over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator
Contact: Joy.Wilson@montgomerycollege.edu
P: 240-567-2587

Tracee Matthias, Program Director
Contact: Tracee.Matthias@montgomerycollege.edu
P: 240-567-2595

Montgomery College
Cosmetology
Gaithersburg Business Training Center
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s Braiding Techniques Program

The primary goal of the **Braiding Techniques** Program is to adequately prepare students to become professional hair braiders.

Physical Requirements:

Sufficient strength and mobility to analyze the scalp and tension of the hair. The braider

must be able to stand or sit for a long period of time. Have good vision, be creative and sensitive to tightness of the braids.

Interpersonal Skills and Professionalism:

Hair braiders must provide excellent customer service which includes excellent communication skills to understand and communicate information effectively in writing, by phone, or in person. Creating positive experiences with customers is an essential part of a hair braider's job.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment to discuss the needs of the customer.

Environment Requirements:

Hair braiders work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space in salons. A good number manage salons or open their own shop after several years of experience. Nearly half were self-employed.

Hair braiders usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

COSMETOLOGY TEST PREPARATION

Non-Credit Continuing Education Program Description:

This program is designed to review and prepare for the Maryland Board of Cosmetologists exam. This class provides students who have completed 1,500 hours of cosmetology training with an intense overview of the theory and expectations of the practical exam. Topics include safety and sanitation, applied anatomy, physical sciences, chemical service, hairstyling and state laws and regulations. This program includes 24 hours of classroom lecture and hands-on demonstrations.

Possible Financial Aid and Payment Options:

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 24 Hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Gaithersburg Business Training Center location(s).

Information Sessions/Orientations (if applicable): n/a

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

There are no prerequisites for course registration but the course is designed for students who have completed 1,500 hours of training in a cosmetology school. Students are expected to have a familiarity with the subject matter reviewed in the course.

Additional Requirements:

Students interested in becoming licensed cosmetologists in Maryland must be at least 17 years of age and have completed 9th grade or G.E.D. Applicants must submit proof of completion of 1,500 hours of training in a cosmetology school or 24 months as a registered apprentice in a licensed beauty salon.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
COS002	Cosmetology Test Preparation for Maryland State Boards	24	Milady Standard Cosmetology	\$260 T: \$200 / F: \$60
Totals:		24		\$260

Additional Expenses:

Students must bring their Maryland Board Cosmetologists Kit to class.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course, students who meet the requirement for the cosmetology license will be prepared to sit for the Maryland Board of Cosmetologists exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Cosmetologists

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): n/a

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.81/hr (\$27K) to \$40.11/hr (\$83K).

20,864 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase 5.4% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator

Contact: Joy.Wilson@montgomerycollege.edu P: 240-567-2587

Tracee Matthias, Program Director

Contact: Tracee.Matthias@montgomerycollege.edu P: 240-567-2595

Montgomery College
Cosmetology
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College's Cosmetology Program

The primary goal of the **cosmetology exam preparation** Program is to adequately prepare students to become licensed cosmetologists in Maryland.

Physical Requirements:

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Interpersonal Skills and Professionalism:

Cosmetologists must provide excellent customer service which includes strong communication skills to understand and communicate information effectively in writing, by phone, or in person. Creating positive experiences with customers is an essential part of a cosmetologist job.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment to discuss the needs of the customer.

Environment Requirements:

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space in other people's salons. A good number manage salons or open their own shop after several years of experience. Nearly half were self-employed.

Barbers, hairdressers, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

MAKEUP ARTISTRY

Non-Credit Continuing Education Program Description:

This program will train you in the artistry of makeup application. The program is designed for beginner and intermediate level students who desire hands-on training in the professional application of makeup. The program will teach tips and tricks from the professionals and how to create the latest makeup looks. Topics include the origins of makeup, sanitation, skincare techniques, and tools and products used to apply makeup. Learn how to identify and apply the correct makeup techniques for different face and eye shapes, execute corrective eyebrow grooming, and proper foundation for a specific look. This program includes 64 hours of classroom lecture and hands-on demonstrations.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 64 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center location(s).

Information Sessions/Orientations: n/a

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: n/a

Additional Requirements:

Students must complete the courses in sequential order; COS015 Makeup Artistry I, COS016 Makeup Artistry II. Students are required to bring a makeup kit and textbooks to class. Students are also required to dress in the makeup industry standard professional solid black attire for the duration of the program.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
COS015	Makeup Artistry I	40	The Ultimate Guide, Express Makeup and Beautiful Eyes \$85	\$375 T: \$250 / F: \$125
COS16	Makeup Artistry II	24		\$200 T: \$ 125/ F: \$75
Totals:		64		\$575

Additional Expenses:

Students must bring a basic makeup kit to class consisting of:

- Foundation
- Blusher
- Power
- Concealer

- Lipstick
- Eye shadow
- Brushes
- Eyeliner
- Mascara

Students purchase three (3) textbooks; *Makeup: The Ultimate Guide*, *Express Makeup*, and *Beautiful Eyes*. The author for each book is Rae Morris and the books are available at the Rockville Campus Bookstore. The basic makeup kit and textbooks must be brought to each class session.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of Makeup Artistry I and Makeup Artistry II students will be eligible for a **certificate of completion**.

Certifying Professional Association: n/a

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$20.88hr (\$43K) to \$34.90hr to \$73K.

114 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 10.5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator
 Contact: Joy.Wilson@montgomerycollege.edu
 P: 240-567-2587

Tracee Matthias, Program Director
 Contact: Tracee.Matthias@montgomerycollege.edu
 P: 240-567-2595

Montgomery College
Gaithersburg Business Training Center
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College's Makeup Artistry Program

The primary goal of the **Makeup Artistry** program is to adequately prepare students to become professional makeup artists

Physical Requirements:

Makeup artists must be able to spend most of their day standing and applying makeup to clients' faces and bodies. Be able to use ventilation pieces and prop fabrication. Be able to analyze the skin, know natural curves and shapes of the face.

Interpersonal Skills and Professionalism:

Makeup artists should be friendly and courteous when dealing with clients. Repeat business is important, particularly for self-employed workers. Self-employed makeup artists generate their own business opportunities and must be proactive in finding new clients.

Intellectual Ability and Emotional Stability to:

Makeup artists who run their own business must understand general business principles. For example, they should be skilled at administrative tasks, such as accounting and personnel management, and be able to manage a business efficiently and profitably.

Environment Requirements:

Makeup artists must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients, as well as to make the clients comfortable enough to want to return. Makeup artists are exposed to preservatives, metals, solvents, dyes, waxes, and oils that may cause allergic reactions to clients.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

NAIL TECHNICIAN

Non-Credit Continuing Education Program Description:

This course will teach students manicure and pedicure techniques, electric filing, and how to apply nail tips and wraps. Students will review anatomy and physiology of the hand and nails. Instruction includes theory, demonstration, practical application, and safety protocol. Students will also learn state laws, regulations and explore career opportunities and discuss salon management. This course provides 250 hours of instruction and will prepare you to take the Maryland Board of Cosmetologists' Nail Technician exam to become a licensed nail technician.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 250 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center location(s).

Information Sessions/Orientations (if applicable): n/a

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400
 12 S. Summit Avenue
 Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: N/a

Additional Requirements:

Students must complete the courses in sequential order; COS004 Nail Technician I, COS005 Nail Technician II, and COS006 Nail Technician III. Students are required to bring a nail tech kit and textbooks to class.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
COS004	Nail Technician I	50		\$500 T: \$250 / F: \$250
COS005	Nail Technician II	100		\$1000 T: \$ 500/ F: \$500
COS006	Nail Technician III	100		\$1000 T: \$500 / F: \$500
Totals:		250		\$2500

Additional Expenses:

Students need to purchase a nail technician kit and textbooks for the program.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Certificates of completion will be provided once students complete COS006 Nail Technician III. Students will be qualified to sit for the Maryland Board of Cosmetologists' Nail Technician exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Cosmetologists

Career Opportunities:

Please visit the Montgomery College Career Coach website at

<http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at

<http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$8.03/hr (\$17K) to \$15.82/hr (\$33K).

3,097 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase 10.4 % over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator

Contact: Joy.Wilson@montgomerycollege.edu – P: 240-567-2587

Tracee Matthias, Program Director

Contact: Tracee.Matthias@montgomerycollege.edu – P:240-567-2595

Montgomery College
Cosmetology
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 400 Gaithersburg MD 20877	12 S. Summit Avenue Suite 400 Gaithersburg MD 20877

Technical Standards for Montgomery College's Nail Technician Program

The primary goal of the **Nail Technician** Program is to adequately prepare students to pass the Maryland Board of Cosmetologists' Nail Technician exam to become a licensed nail technician.

Physical Requirements:

Sufficient strength and mobility to sit for long periods of time, consistent bending good vision and be able to use their hands, fingers, and wrists to make repeated movements quickly and effectively.

Interpersonal Skills and Professionalism:

Good communication and interpersonal skills are essential.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment by having the ability to evaluate the condition of the client's nails and be able to provide appropriate services. To know how to properly sanitize client's hands and tools to minimize the risk of infection.

Environment Requirements:

Students are exposed to a variety of chemicals including acrylates, solvents, glues and biocides such as dusts or vapors.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

FAMILY CHILD CARE PROVIDER

Non-Credit Continuing Education Program Description:

This program will prepare you to operate a family childcare facility. You will learn the principles of child growth, curriculum development, special needs, community, emergency preparedness, professionalism, and health, safety and nutrition required by the state of Maryland to open your own family child care. The program is approved by the Maryland State Department of Education (MSDE) Office of Child Care Licensing. This program provides 34 classroom hours to fulfill the family childcare pre-service training requirements.

Possible Financial Aid and Payment Options:

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

34 hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Information Sessions/Orientations (if applicable):

Prospective students must attend an orientation with the Maryland State Department of Education (MSDE) Office of Child Care Licensing. Schedule an appointment by calling (240) 314-1400.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

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 Gaithersburg, MD 20877.

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Montgomery College, 220 Campus Center
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 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

To be approved as a family child care provider, an individual shall be 18 years old or older and adhere to the requirements established under the Code of Maryland Regulations (COMAR). The requirements to open a family child care facility are outlined in Title 13A Subtitle 15 State Board of Education under the (COMAR).
http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat.htm

Additional Requirements:

To operate a family child care facility, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge; child development, curriculum, health, safety and nutrition, special needs, professionalism and community.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
ECH197	Family Child Care: Pre-Service Module Series	28		\$190 T: \$85/ F: \$105

ECH172	Emergency Preparedness Training	6		\$60 T: \$20/ F: \$40
Totals:				\$250

Additional Expenses:

Course textbooks and materials are included in the cost of each course.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of these courses you will receive a certificate

Certifying Professional Association:

Maryland State Department of Education, Office of Child Care Licensing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Early Childhood Education Technology AAS
- * Early Childhood Education Certificate
- * Early Childhood Leadership and Management Letter of Recognition
- * Secondary Education AAT
- * Alternative Certificate for Effective Teachers (ACET) WD&CE
- * Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Jobs in this area are generally home based businesses. Current wage information varies based on the scope of services.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Betty McLeod, Ph.D., Program Director

Contact Information: Betty.Mcleod@montgomerycollege.edu - P: 240-567-2596

Nelida Andres, Program Coordinator

Contact Information: Nelida.Andres@montgomerycollege.edu – P: 240-567-3827

Montgomery College
Early Childhood Education
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s Family Childcare Provider Early Childhood Education Program

The primary goal of the Family Childcare Provider Program is to adequately prepare students to operate a family child care facility.

Physical Requirements:

Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:

Family child care provider must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:

Working with children can be frustrating, and family child care providers should be able to respond calmly to overwhelming and difficult situations. Family child care providers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:

Family child care providers work in their own homes. They convert a portion of their living space into a dedicated space for children. Providers may work long or unusual hours to fit parents’ work schedules. Childcare providers may offer evening and overnight care to meet the needs of families.

Childcare centers are open year round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family child care is allowed to care for based on the children’s age.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

INFANT AND TODDLER TEACHER

Non-Credit Continuing Education Program Description:

This program will prepare you to become a lead teacher in an infant & toddler classroom setting. You will learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. The program also provides the curriculum planning for programs serving children from infancy through age three. This program provides the 90 classroom hours needed to become a teacher in programs licensed by the Maryland State Department of Education (MSDE) Office of Child Care Licensing. This program includes 99 hours of classroom lecture.

Possible Financial Aid and Payment Options:

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 99 hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

To qualify as a lead teacher in an infant & toddler classroom setting, an individual shall be 19 years old or older, hold a high school diploma and/or a certificate of high school equivalence, and one (1) year of experience working under supervision primarily with infants in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers or one (1) year of college, or a combination of experience and college that together are equivalent to one (1) year.

To be eligible for the 45-hour course ECH208, Infant and Toddler Development and Curriculum Planning, you must successfully complete the 45-hour course ECH205, Child Growth and Development. Students will be required to take a final examination for each course.

Additional Requirements:

For employment in an infant & toddler classroom setting, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge; child development, curriculum, health, safety and nutrition, special needs, professionalism and community.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
ECH205	Child Growth and Development	45		\$385 T: \$175 / F: \$210

ECH208	Infant and Toddler Development and Curriculum Planning	45		\$385 T: \$175/ F: \$210
ECH170	Communications Skills for Child Care Professionals	9		\$125 T: \$50/ F: \$75
Totals:				\$895

Additional Expenses:

Course textbooks and materials are included in the cost of each course.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of these courses, you will receive a certificate and be eligible to work in a day care center as an infant and toddler teacher

Certifying Professional Association:

Maryland State Department of Education, Office of Child Care Licensing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Early Childhood Education Technology AAS
- * Early Childhood Education Certificate
- * Early Childhood Leadership and Management Letter of Recognition
- * Secondary Education AAT
- * Alternative Certificate for Effective Teachers (ACET) WD&CE
- * Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$8.00 (\$17K) to \$13.95 (\$29K).

45,941 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 7.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Betty McLeod, Ph.D, Program Director

Contact Information: Betty.Mcleod@montgomerycollege.edu 240-567-2596

Nelida Andres, Program Coordinator

Contact Information: Nelida.Andres@montgomerycollege.edu 240-567-3827

Montgomery College
Early Childhood Education
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave Room 400 Gaithersburg, MD 20877	12 South Summit Ave Room 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s Early Childhood Education Program

The primary goal of the Infant and Toddler Teacher Program is to adequately prepare students to work in a childcare center as lead infant and toddler teachers.

Physical Requirements:

Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:

Lead teachers must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:

Working with children can be frustrating, and lead teachers should be able to respond calmly to overwhelming and difficult situations. Teachers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:

Many teachers work in public and private schools or in formal childcare centers that have infant and toddler classrooms. Others work for charitable or religious organizations that have infant and toddler programs or Early Head Start programs. Early Head Start programs receive federal funding for disadvantaged children from birth through age 3.

Childcare centers are open year round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family child care is allowed to care for based on the children's age.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

PRESCHOOL TEACHER

Non-Credit Continuing Education Program Description:

This program will prepare you to become a lead teacher in a preschool setting. You will learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. The program also provides the curriculum planning for programs serving children from age three through age five. This program provides the 90 classroom hours needed to become a teacher in programs licensed by the Maryland State Department of Education (MSDE) Office of Child Care Licensing. This program includes 99 hours of classroom lecture.

Possible Financial Aid and Payment Options:

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 99 hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg, Business Training Center, Westfield South, Rockville, Takoma Park/ Silver Spring, Germantown and community engagement center location(s).

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

To qualify as a lead teacher in a preschool setting, an individual shall be 19 years old or older, hold a high school diploma and/or a certificate of high school equivalence, and one (1) year of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers or one (1) year of college, or a combination of experience and college that together are equivalent to one (1) year.

To be eligible for the 45-hour course ECH207, Planning Curricula for Child Care, you must successfully complete the 45-hour course ECH205, Child Growth and Development. Students will be required to take a final examination for each course.

Additional Requirements:

For employment in a preschool setting, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge; child development, curriculum, health, safety and nutrition, special needs, professionalism and community.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
ECH205	Child Growth and Development	45		\$385 T: \$175 / F: \$210
ECH207	Planning Curricula for Child Care	45		\$385 T: \$175/ F: \$210

ECH170	Communications Skills for Child Care Professionals	9		\$125 T: \$50/ F: \$75
Totals:				\$895

Additional Expenses:

Course textbooks and materials are included in the cost of each course.

Skills for Success: See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of these courses, you will receive a certificate

Certifying Professional Association:

Maryland State Department of Education, Office of Child Care Licensing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Early Childhood Education Technology AAS
- * Early Childhood Education Certificate
- * Early Childhood Leadership and Management Letter of Recognition
- * Secondary Education AAT
- * Alternative Certificate for Effective Teachers (ACET) WD&CE
- * Teaching and Education online courses

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$9.38/hr (\$20K) to \$25.49/hr (\$53K). **14,978** are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 9.0% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Betty McLeod, Ph.D., Program Director

Contact Information: Betty.Mcleod@montgomerycollege.edu - P: 240-567-2596

Nelida Andres, Program Coordinator

Contact Information: Nelida.Andres@montgomerycollege.edu – P: 240-567-3827

Montgomery College - Early Childhood Education
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s Preschool Early Childhood Education Program

The primary goal of the Preschool Teacher program is to adequately prepare students to work in a childcare center as preschool teachers.

Physical Requirements:

Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism:

Preschool teachers must understand children’s emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to:

Working with children can be frustrating, and preschool teachers should be able to respond calmly to overwhelming and difficult situations. Preschool teachers need good communication skills to tell parents and colleagues about students’ progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements:

Many preschool teachers work in public and private schools or in formal childcare centers that have preschool classrooms. Others work for charitable or religious organizations that have preschool programs or Head Start programs. Head Start programs receive federal funding for disadvantaged children between the ages of 3 and 5.

Childcare centers are open year round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family child care is allowed to care for based on the children’s age.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

EVENT MANAGEMENT

Non-Credit Continuing Education Program Description:

This program will train you to work in a hotel, conference, concert, wedding, etc., or any event which requires an event manager/coordinator.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 54 Hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive

Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

Additional Requirements: Must take 4 core courses plus one elective

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HOS034 [Core]	Introduction to Event Management	12	Course materials are provided.	T: \$80 / F: \$110
HOS030 [Core]	Event Operation	12	Course materials are provided.	T:\$80 / F: \$110
HOS047 [Core]	Event Marketing	12	Course materials are provided.	T: \$80 / F: \$110
HOS044 [Core]	Case Study in Event Management Forum	9	Course materials are provided.	T:\$80/ F:\$80
HOS048 [Elective]	Risk Management and Risk Mitigation for EM	9	Course materials are provided.	T:\$80/ F:\$80
HOS045 [Elective]	Technology and Social Media for EM	9	Course materials are provided.	T:\$80/ F:\$80
Totals:				\$890.00

Additional Expenses: N/A.

Skills for Success:

Marketing and good written and oral communication skills. Must be detail oriented, Demonstrate initiative, energy and passion for the job. Strong interpersonal communication skills. Strong knowledge of Microsoft office products.

Successful Completion:

Upon successful completion of this course, students will be able to work in the hospitality industry or open their own businesses.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Hospitality Management A.A. degree

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$19/hr to \$46/hr

7,156 are employed within 50 miles of Silver Spring, Maryland. This number is expected to 13% over the next four years

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit www.montgomerycollege.edu

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN (LEED)

Non-Credit Continuing Education Program Description:

LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. LEED certified buildings save money and resources and have a positive impact on the health of occupants, while promoting renewable, clean energy.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

10 hours classroom education, Courses offered in the fall, and spring.

Typical Location of Courses:

The course is typically held at Montgomery College's Rockville location.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements:

High School Diploma or GED

Course Information: Attendance

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
GRN005	LEED Green Associate Exam Prep	10	n/a	\$ T: \$99/ F: \$179
Totals:		10	\$	\$278

Skills for Success:

A LEED credential gives you a competitive edge and shows the market that you have the key knowledge, experience, and credibility to bring success to LEED projects and sustainability focused organizations. The LEED GA credential demonstrates to potential employers your understanding of the LEED system, your dedication to environmental issues, and your desire to go the extra mile and continue your education.

Successful Completion:

Students will receive a Montgomery College certificate and have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

The United States Green Building Council (USGBC)

Career Opportunities:

This first level of LEED professional credentialing is designed for professionals who want to demonstrate green building expertise in non-technical fields of practice, and to demonstrate basic knowledge of green design, construction, and operations. Energy Auditor, First Line Supervisor of Construction and Trades, Urban and Regional Planner, and Construction Carpenter.

Read more: <http://greeneconomy.com/becoming-leed-green-associate-8011.htm#ixzz3aVSrM8lq>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$20.19/hr (\$42K) to \$43.18/hr (\$90K).

21,454 First-Line Supervisors of Construction Trades and Extraction Workers are employed. This number is expected to increase by 3.5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

CLINICAL MEDICAL ASSISTANT

Non-Credit Continuing Education Program Description:

This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and cardiac life cycle. You will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 96 hours of classroom lecture (HHS112), plus a 90 hour hands-on lab and clinical externship opportunity (HHS126).

YOU MUST REGISTER FOR BOTH CLASSES TOGETHER.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

96 Hours for Clinical Medical Assistant Program and 90 Hours for Clinical Medical Labs and Clinical Externship

Information Sessions/Orientations (if applicable):

You must register for HS112 and HHS126 at the same time.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

There are no prerequisites for course registration. To be eligible for the 90-hour clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meeting other requirements.

Additional Requirements:

Course Information: This course is VA-approved for GI Bill benefits.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS112	Clinical Medical Assistant Program	96	Provided at no additional charge.	\$1,995 T: \$1,495 / F: \$500
HHS126	Clinical Medical Assistant – Labs and Clinical Externship	90		\$999 T: \$699 / F: \$300
Totals:				\$2,994

Additional Expenses:

The cost of all medical testing, background check, drug screening, scrubs/uniform, is paid by the students. An estimate of these costs is \$850.

Medical Assistant exam cost: \$149 (approx.)

Venipuncture exam cost: \$105 (approx.)

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of both courses, you would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

National Healthcareer Association (NHA) www.nhanow.com

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Certified Medicine Aide (CMA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.31/hr (\$26K) to \$21.32/hr (\$44K).

15,012 Medical Assistants are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 13.5%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu

240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

7977 Georgia Avenue, HS 126
Silver Spring, MD 2091

Mailing Address

7600 Takoma Avenue, HC 419
Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations.

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

HEARING: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

CERTIFIED MEDICINE AIDE

Non-Credit Continuing Education Program Description:

This classroom and clinical course trains certified nursing assistants (CNA) and geriatric nursing assistants (GNA) to become certified to administer medications to nursing home clients. Prospective students must be a current licensed CNA and GNA and have worked in a long-term facility for at least a year. Confirmation of current employment by the human resource director in a long-term facility is required to enroll in this course. Students must pass the final exam of the classroom portion of the program with a grade of 80 percent or higher in order to continue to the clinical portion of the class.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: Classroom 45 Hours / Clinical 47 Hours

Information Sessions/Orientations (if applicable): There will be an orientation during which students are required to pass a math and reading test with a grade of not less than 80 percent in order to register for this class.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: Prospective students must have attended the orientation session and have passed the mandatory math and reading tests with a minimum of 80 percent in order to register for this class. Prospective students must be a current licensed CNA and GNA and have worked in a long-term facility for at least a year. Confirmation of current employment by the human resource director in a long-term facility is required to enroll in

this course. Students must pass the final exam of the classroom portion of the class with a grade of 80 percent or higher to continue to the clinical portion of the class.

Additional Requirements: Students may be required to have a current negative TB test, CPR training and purchase a uniform. There is no cost for the orientation session or the mandatory math and reading tests.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
AHT037	Certified Medicine Aide Classroom	45	Provided at no additional charge.	\$625 T: \$421 / F: \$204
AHT226	Certified Medicine Aide Clinical	47		\$818 T: \$660 / F: \$158
Totals:				\$1,443

Additional Expenses:

TB Test; CPR training; uniforms.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

After successful completion of this course, students will be able to apply to work in an acute or long-term health care facility.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: Maryland Board of Nursing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

* Life Science A.S. (Pre-Medicine Track)

* Nursing A.S.

- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.33/hr (\$26K) to \$21.36/hr (\$44K).

14,903 Certified Medicine Aides are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 9.9%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
7977 Georgia Avenue, HS 126 Silver Spring, MD 2091	7600 Takoma Avenue, HC 419 Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

HEARING: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

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COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

CERTIFIED MEDICINE AIDE UPDATE

Non-Credit Continuing Education Program Description:

This program will update your Certified Medicine Aide training and teach you about new medications, procedures, and protocols. You will get the necessary training to satisfy recertification requirements for Medicine Aides.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 9 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Applicants must present a current Medicine Aide Certificate and Geriatric Nursing Assistant license upon arrival at the class.

Additional Requirements:

Students may only register 990 days before their certificate expires, or within 20 days after expiration of their certificate. Please check your expiration date before registering for this course.

Course Information: This course is VA-approved for GI Bill benefits.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
AHT145	Certified Medicine Aide Update Program	9	No textbook. All information is provided in folder	\$120 T: \$84 / F: \$36
Totals:				\$120

Additional Expenses: License must be updated every two years.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to apply for recertification of your current Certified Medicine Aide license.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.33/hr (\$26K) to \$21.36/hr (\$44K).

14,903 Certified Medicine Aides are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 9.9% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisabouknight@montgomerycollege.edu 240-567-5507

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Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

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ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

CERTIFIED NURSING ASSISTANT

Non-Credit Continuing Education Program Description:

Through lecture, discussion and hands-on practice, you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer's disease and related disorders. After successful completion of the classroom and clinical portions you will receive an attendance award from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination.

This program includes 88 hours of classroom lecture (AHT028), plus a 60 hour hands-on lab and clinical externship opportunity (AHT223).

YOU MUST REGISTER FOR BOTH CLASSES TOGETHER.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

88 Hours for Certified Nursing Assistant Classroom and 60 Hours for Certified Nursing Assistant Clinical.

Information Sessions/Orientations (if applicable):

You must register for HS112 and HHS126 at the same time.

You must attend the free orientation session which includes a free mandatory reading and math test. You must obtain at least 80% on each test in order to register.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

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Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

- You must attend the free orientation session which includes a free mandatory reading and math test. You must obtain at least 80% on each test in order to register.
- You must have a high school diploma or its equivalent and bring a transcript on the first day of class.
- You must obtain a CPR Health Provider certification before the start of clinical or midterm.
- .

Additional Requirements:

- A criminal background check may be required.
- A negative TB skin test (PPD) or chest x-ray may be required before class starts

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
AHT028	Certified Nursing Assistant Classroom (CNA)	88	Provided at no additional charge.	\$975 T: \$720 / F: \$255
AHT223	Certified Nursing Assistant Clinical (CNA)	60		\$800 T: \$660 / F: \$140
Totals:				\$1,775

Additional Expenses:

There will be additional fees for TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of both courses, you would be eligible to sit for Maryland Board of Nursing Geriatric Nursing Assistant Licensing examination. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: Maryland Board of Nursing

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant – WD&CE
- * Certified Medicine Aide – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician – WD&CE
- * Pharmacy Technician – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$10.13/hr (\$21K) to \$18.12/hr (\$38K).

38,784 Certified Nursing Assistants are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 10.4%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant
Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director
Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

7977 Georgia Avenue, HS 126
Silver Spring, MD 2091

Mailing Address

7600 Takoma Avenue, HC 419
Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations.

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

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TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

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EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

DIALYSIS TECHNICIAN

Non-Credit Continuing Education Program Description:

This program will provide you with the knowledge and skills required to work as a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. Technicians work with patients during dialysis procedures, monitor and record vital signs and administer local anesthetics and drugs as needed. They also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures like administering oxygen or performing basic CPR. NOTE – this program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

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Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS064	Dialysis Technician Program	50	Provided at no additional charge.	\$1,725 T: \$975 / F: \$750
Totals:				\$1,725

Additional Expenses:

Skills for Success: See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to work as a dialysis technician.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Board of Nephrology Examiners Nursing and Technology (BONENT).

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$13.34/hr (\$28K) to \$31.07/hr (\$65K).

5,718 Dialysis Technicians are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 12.5%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

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Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

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OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

EKG TECHNICIAN PROGRAM

Non-Credit Continuing Education Program Description:

This program will provide you with the knowledge and skills required to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor for record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. You will learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. You will compare normal and abnormal EKG printed readings and measure various “peaks and troughs.”

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS051	EKG Technician Program	50	Provided at no additional charge.	\$1,676 T: \$1,076 / F: \$600
Totals:				\$1,676

Additional Expenses: Cost of examination.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT).

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: ASPT

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

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Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$15.90/hr (\$33K) to \$43.77/hr (\$91K).

1,610 EKG Technicians are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 14%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

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ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

ELECTRONIC HEALTH RECORD MANAGEMENT PROGRAM

Non-Credit Continuing Education Program Description:

This program will provide you with the knowledge and skills required to understand and use electronic records in a medical practice. An electronic health record (HER) includes computerized lifelong healthcare data from a variety of sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation, and regulatory requirements of the electronic health record and database.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 96 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS110	Electronic Health Record Management Program	96	Provided at no additional charge.	\$2,025 T: \$1,425 / F: \$600
Totals:				\$2,025

Additional Expenses:

Cost of NHA examination.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to work in Electronic Health Record Management.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

After the successful completion of this program, you will be prepared to sit for the National Healthcareer association (NHA) Certified Electronic Health Records Specialist (CEHRS) exam.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management

- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$13.05/hr (\$27K) to \$32.34/hr (\$67K).

4,812 Electronic Health Record Managements are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 11%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
7977 Georgia Avenue, HS 126 Silver Spring, MD 2091	7600 Takoma Avenue, HC 419 Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

HEARING: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

HEALTH CARE ACCESS AND REGISTRATION PROFESSIONAL

Non-Credit Continuing Education Program Description:

This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patient's healthcare experience. This program covers important background information on the healthcare profession including interpersonal skills, patient confidentiality, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 90 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS108	Healthcare Access and Registration Professional Program	90	Provided at no additional charge.	\$2,075 T: \$1,425 / F: \$650
Totals:				\$2,075

Additional Expenses:

Cost of relevant examination.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion and Certifying Professional Association:

Students who complete this program will be eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam, the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM), or the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors. Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management

- * Health Unit Coordinator
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant
 Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director
 Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

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TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

HEALTH UNIT COORDINATOR

Non-Credit Continuing Education Program Description:

This course covers basic health unit coordinator skills, including transcription of physician orders onto patient care kardexes, assuring accuracy, and coordinating the unit desk, including patient call bells, nurse pagers, order transcription, and referrals. The format includes classroom lecture, discuss, and practice.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 36 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:
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Gaithersburg Business Training Center, Room 400

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Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

None.

Additional Requirements:

None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
AHT071	Health Unit Coordinator	36	Provided at no additional charge.	\$525 T: \$340 / F: \$185
Totals:				\$525

Additional Expenses:

Cost of NAHUC examination (see below for details).

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

After successful completion of this course, students will be able to apply to work in an acute or long-term health care facility. Students may also sit for the NAHUC examination (see below for details).

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Students who complete this course will be eligible to sit for the National Association of Health Unit Coordinator National Association of Health Unit Coordinators, Inc. (NAHUC) certification exam. NAHUC is dedicated to promoting health unit coordinating as a professional through education, certification, and compliance with the NAHUC standards of practice, standards of education, and code of ethics.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE

- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: [lisa bouknight@montgomerycollege.edu](mailto:lisa.bouknight@montgomerycollege.edu) 240-567-5507

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COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

NCLEX REVIEW FOR FOREIGN-TRAINED NURSES

Non-Credit Continuing Education Program Description:

Foreign-trained nurses who require preparation in order to successfully pass the NCLEX RN exam will get an overview of anatomy and physiology as they relate to the questions on the NCLEX exam. Emphasis will be on test-taking strategies and critical thinking. NCLEX questions will be practiced with rationales and explanations. In addition, transitional issues and pathways to success for foreign-educated nurses will be discussed.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 100 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

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Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Applicants must present a current RN license upon arrival at the class.

Additional Requirements:

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
NUR052	NCLEX Review for Foreign-Trained Nurses Program	100	Provided at no additional charge.	\$1,082 T: \$780 / F: \$302
Totals:				\$1,082

Additional Expenses:

Cost of Maryland Board of Nursing Examination.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to take the NCLEX RN examination.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$25.52/hr (\$53K) to \$45.65/hr (\$95K).

72,695 Registered Nurses are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 7.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

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PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

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COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

NURSE REFRESHER CLASSROOM, CLINICAL AND LAB

Non-Credit Continuing Education Program Description:

This course is designed for RNs and PLNs who desire to maintain or re-establish their active license to reenter the nursing field. Nursing experts will present topics to review systems, anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, and end-of-life issues. You must register for the classroom and clinical in order to use the payment plan. There is a non-refundable fee to participate in the payment plan. Permission of the department is required to register.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

Classroom - 100 Hours

Clinical – 60 Hours

Nursing Lab – 8 Hours

Information Sessions/Orientations (if applicable): There will be an orientation prior to the clinical portion of this course.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

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Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites:

Permission from the Program Director is required for all three portions of this course. You must register for NUR057 and NUR007 concurrently, or obtain permission from

Program Director.

Additional Requirements: RN or LPN license is required, together with proof of CPR Certification and proof of various immunizations, together with proof of a negative TB test. Information will be provided at the orientation.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
NUR057	Nurse Refresher Classroom	100	Provided at no additional charge.	\$1,350 T: \$1,125 / F: \$225
NUR007	Nurse Refresher Clinical	60		\$1,200 T: \$1,000 / F: \$200
NUR023	Nursing Lab	8		\$235 T: \$190 / F: \$45
Totals:				\$2,785

Additional Expenses:

Cost of CPR Certification, required immunizations and TB test, together with any medical professional charges related thereto.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to maintain or re-establish your active RN or LPN license.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$25.52/hr (\$53K) to \$45.65/hr (\$95K).

72,695 RNs or LPNs are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 7.2% over the next four years.

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COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

PHARMACY TECHNICIAN

Non-Credit Continuing Education Program Description:

This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's (PTCB) examination. A GED or high school diploma is required to sit for the PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and define drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 72 Hours

Information Sessions/Orientations (if applicable): None.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: Prior to registering, prospective students must have a high school diploma or a GED.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS105	Pharmacy Technician Classroom	72	Provided at no additional charge.	\$1,750 T: \$1,150 / F: \$600
Totals:				\$1,750

Additional Expenses: None**Skills for Success:**

See Technical Standards at the end of this document.

Successful Completion:

After successful completion of this course, students will be prepared to apply to take the PTCB examination. After successful completion of the PTCB examination, Pharmacy Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings – working under the supervision of a registered pharmacist. Students who pass the PTCB examination may also be eligible to attend the Montgomery College's Clinical Internship course HHS125 and gain hand's on experience in a local pharmacy. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Pharmacy Technician Certification Board (PTCB)

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate

- * EKG Technician
- * Electronic Health Record Management
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$10.78/hr (\$22K) to \$23.92/hr (\$50K).

8,798 Pharmacy Technicians are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 6.1%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu

240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
7977 Georgia Avenue, HS 126 Silver Spring, MD 2091	7600 Takoma Avenue, HC 419 Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

HEARING: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

TACTILE: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

STRENGTH AND MOTOR SKILLS: sufficient to perform patient care activities and emergency procedures.

FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

PHARMACY TECHNICIAN CLINICAL INTERNSHIP

Non-Credit Continuing Education Program Description:

This class includes a 40-hour clinical opportunity at a local pharmacy. In addition to other requirements, to be eligible for the Pharmacy Technician Clinical Internship class, you must have completed the 72-hour Pharmacy Technician program at Montgomery College and you must have passed the PTCB certification exam. Additionally, you must submit to a thorough background check and meet other requirements. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 40 Hours

Information Sessions/Orientations (if applicable): There will be an orientation session prior to start of class.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: Prior to registering, prospective students must have completed the 72-hour Pharmacy Technician program at Montgomery College and you must have passed the PTCB certification exam.

Additional Requirements: Additionally, you must submit to a thorough background check and meet other requirements. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS125	Pharmacy Technician Clinical Internship	40	None	\$300 T: \$200 / F: \$100
Totals:				\$300

Additional Expenses: Student will be responsible for obtaining background check and required medical tests prior to first day of class.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

After successful completion of this course, students will have received important clinical experience and will be ready to apply for employment as a Pharmacy Technician.

Certifying Professional Association:

Pharmacy Technician Certification Board (PTCB)

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate

- * EKG Technician
- * Electronic Health Record Management
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$10.78/hr (\$22K) to \$23.92/hr (\$50K).

8,798 Pharmacy Technicians are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 6.1%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu

240-567-5507

Montgomery College
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<u>Physical Address</u>	<u>Mailing Address</u>
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Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

HEARING: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

OLFACTORY: sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

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FINE MOTOR SKILLS: sufficient to perform psychomotor skills integral to patient care.

PHYSICAL ENDURANCE: sufficient to complete assigned periods of clinical practice.

ABILITY TO COMMUNICATE: sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

PHLEBOTOMY TECHNICIAN

Non-Credit Continuing Education Program Description:

Classroom work includes medical terminology, anatomy and physiology review, blood collection procedures, specimen collection practice, and specimen processing and handling. Laboratory operations are reviewed including safety, quality control, universal precautions, routine laboratory tests, confidentiality, and ethics. **This class must be taken with Phlebotomy Technician Clinical Internship (HHS115). You must register for both courses at the same time.** The Clinical Internship includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this internship you must have completed or currently be enrolled in Montgomery College's 90-Hour Phlebotomy Technician program. Additionally, you must submit to a thorough background check and meet other requirements. These costs are not included in the tuition and fees for this class. Special requirements Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: Classroom - 90 Hours and Clinical – 40 Hours.

Information Sessions/Orientations (if applicable): None.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: To be eligible for the clinical internship, you must have completed or currently be enrolled in Montgomery College's 90-Hour Phlebotomy Technician program.

Additional Requirements: You must register for HHS034 and HHS115 at the same time. You will be in class two nights a week, as well as in daytime clinical for one 40-hour week, Monday-Friday as part of the clinical internship. Additionally, you must submit to a thorough background check and meet other requirements. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb; and Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS034	Phlebotomy Technician	90	Provided at no additional charge.	\$1,850 T: \$1,350 / F: \$500
HHS115	Phlebotomy Technician Clinical Internship	40		\$200 T: \$100 / F: \$100
Totals:				\$2,050

Additional Expenses: Student will be responsible for obtaining background check and required medical tests prior to first day of class.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

After successful completion of this course, students will have received important clinical experience and will be ready to apply for employment as a Phlebotomy Technician.

Certifying Professional Association:

American Society Phlebotomy Technician

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Pharmacy Technician – WD&CE
- * Dialysis Technician
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * NCLEX Review for Foreign-Trained Nurses
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.33/hr (\$26K) to \$21.36/hr (\$44K).

14,903 Phlebotomy Technicians are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 9.9%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu

240-567-5507

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
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Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

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COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

PHYSICAL THERAPY AND OCCUPATIONAL THERAPY AIDE TRAINING

Non-Credit Continuing Education Program Description:

This course prepares you to work under the direction of a registered physical therapist in a physical therapy setting performing supportive activities, such as routine therapeutic treatments by physical or mechanical methods. The course includes medical terminology, legal, and ethical aspects of physical therapy including OSHA and HIPAA, oral and written communication in a healthcare setting, customer service, anatomy and physiology focusing on the musculoskeletal system, assisting with treatment procedures, and review of common medical conditions particular to physical therapy.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks). Visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 50 Hours

Information Sessions/Orientations (if applicable): None

Application Process (if applicable):

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

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

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

Gaithersburg Business Training Center, Room 400

Germantown Campus, Humanities and Social Sciences Building, Room 245

Rockville Campus, 220 Campus Center

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

Westfield South, Suite 306

Pre-requisites: None.

Additional Requirements: None.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HHS041	Physical Therapy and Occupational Therapy Aide Training Program	50	Provided at no additional charge.	\$1,676 T: \$1,076/F: \$600
Totals:				\$1,676

Additional Expenses: None.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course you would be eligible to apply for employment as a Physical Therapy and/or Occupational Therapy Aide.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: None.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Life Science A.S. (Pre-Medicine Track)
- * Nursing A.S.
- * Certified Nursing Assistant (CNA) – WD&CE
- * Sterile Processing Technician – WD&CE
- * Phlebotomy Technician – WD&CE
- * Pharmacy Compounding and Sterile Preparations – WD&CE
- * Medical Coder/Abstractor/Biller – Certificate
- * EKG Technician
- * Electronic Health Record Management
- * Health Unit Coordinator
- * RN Case Manager/Delegating Nurse Training for Assisted Living

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$13.21/hr (\$27K) to \$36.40/hr (\$76K).

1,805 Physical Therapy and Occupational Therapy Aides are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 13.1% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact Information: 240-567-5508

Lisa Bouknight, Acting Program Director

Contact Information: lisa.bouknight@montgomerycollege.edu 240-567-5507

Montgomery College
Health Sciences Institute
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<u>Physical Address</u>	<u>Mailing Address</u>
7977 Georgia Avenue, HS 126 Silver Spring, MD 2091	7600 Takoma Avenue, HC 419 Silver Spring, MD 20912

Technical Standards: The practice of nursing requires the following functional abilities with or without reasonable accommodations:

VISUAL ACUITY: sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

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EMOTIONAL STABILITY: to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

COGNITIVE ABILITY: to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

HISPANIC BUSINESS AND TRAINING INSTITUTE

ACCOUNTING AND PAYROLL (48hs)

Non-Credit Continuing Education Program Description:

These short programs will train students for an entry level position to work in an accounting office as a payroll employee. The program contains 3 courses. **Para información en español comunicarse con Liliana.arango@montgomerycollege.edu**
Ph: (240) 567-3824.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 48 Hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Gaithersburg Business Training Center.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: none

Additional Requirements: none

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HBI167	Conceptos Básicos de Contabilidad	9	Will be provided.	T: \$50 / F: \$110
HBI184	Contabilidad Computarizada (QuickBooks)	24	Will be provided.	T:\$100 / F: \$150
HBI196	Nómina de pagos	18	Will be provided.	T: \$80 / F: \$140
Totals:				\$630.00

Additional Expenses: none

Skills for Success:

The primary goal of the Accounting and Payroll Program is to adequately prepare students for entry position as payroll employees. Individuals must like numbers and be detail oriented. Payroll employees compile and record employee time and payroll data. They may compute wages and deductions and prepare payroll checks. Strong computer skills and QuickBooks knowledge.

Successful Completion:

Upon successful completion of this course, students will be able to work as a payroll employee or as an accounting clerk.

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

A.A. in Accounting, advanced QuickBooks courses.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$15/hr \$31/hr.

5,268 are employed within 50 miles of Silver Spring, Maryland. This number is expected to 5.5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit www.montgomerycollege.edu

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

HISPANIC BUSINESS AND TRAINING INSTITUTE

COMMUNITY SPANISH FACILITATOR PROGRAM (216 hs.)

Non-Credit Continuing Education Program Description:

This program will train students to work as Spanish interpreters with schools, community based organizations, local governments, etc. To qualify for the program students must have good computer skills and be fully bilingual. They have to take two tests: 1. ESL Accuplacer (LOEP) placement test that measures English language skills; and a Spanish oral and written proficiency test that will be administered at the time of the mandatory information session. For information contact Liliana.arango@montgomerycollege.edu

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 216 hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Rockville Campus

Information Sessions/Orientations: Yes (mandatory).

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

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Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: English placement test and Spanish placement test before being admitted to the program.

Additional Requirements: Must take all 6 courses to obtain the certificate and graduate from the program.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
TII001	Spanish reading and composition	36	\$130 De Lector a Escritor el Desarrollo de la Comunicación escrita	T: \$100 / F: \$250
TII002	Review of Spanish grammar	36		T: \$100 / F: \$ 250
TII007	English conversation	36		T: \$100 / F: \$250
TII 005	Introduction to Spanish translation	36		T: \$100 / F: \$250
TII008	Introduction to Spanish interpreting	36		T: \$100 / F: \$250
TII009	Analytical skills in Spanish interpreting	36		T: \$100 / F: \$250
Totals:				\$2.100.00

Additional Expenses: N/A

Skills for Success:

High level of interpersonal skills are required in this field to interact and interpret for Spanish-speaking population of different cultural backgrounds. Good knowledge of language resources such as: web pages, dictionaries, etc. and excellent writing and oral skills in English and Spanish.

Successful Completion:

Upon successful completion of this program student will be able to work as Spanish facilitators/interpreters and translators for school systems, community organizations, local governments, MVA, etc.

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$15/hs to \$50/hs

3,026 individuals are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow in 17% over the next four years

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

Physical Address

12 S. Summit Ave, 4th Floor
Gaithersburg, MD 20877

Mailing Address

12 S. Summit Ave, 4th Floor
Gaithersburg, MD 20877

Technical Standards for Montgomery College's is to prepare students to be Community Spanish Facilitators/Interpreters.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

ELECTRICITY (RESIDENTIAL 80hrs)
ELECTRICIDAD RESIDENCIAL

Non-Credit Continuing Education Program Description:

This course will train students for an entry level position with an electrical company. Students will have a 20 hours of theory course and 60 hours in a practice lab. This training offer students skills in residential electricity. **Para información en español comunicarse** con Liliana.arango@montgomerycollege.edu
Ph: (240) 567-3824.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or
12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 80 Hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive
Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
11002 Veirs Mill Road
Wheaton, MD 20902

Pre-requisites: N/A

Additional Requirements:

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HBI134	Electricidad I Teoría	20	Included in the price of the course	T: \$80 / F: \$155
HBI135	Electricidad II Práctica I	20		T:\$80 / F: \$120
HBI136	Electricidad III Práctica	20		T: \$80 / F: \$120
HBI137	Electricidad IV Práctica	20		T: \$80/ F: \$120
Totals:				\$835.00

Additional Expenses: None

Skills for Success:

Detailed oriented, willing to continue studying and learning about NEC updates.

Successful Completion:

This training does not grant students a license, but an entry level position with an electrical company.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Once students have worked with an electrical company for 4 years under the supervision of a Master Electrician, they will be ready to take the Journey Electrician Prep class to seat for the Journeyman Electrician Exam

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$ 10hr to \$ 20 /hr.

3,151 individuals are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase in 3.4% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit www.montgomerycollege.edu

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

FOOD SAFETY (English and Spanish)

Non-Credit Continuing Education Program Description:

This course will train students to obtain the Manager's ServeSafe national certification to cook in industrial kitchens. **Para información en español comunicarse con Liliana.arango@montgomerycollege.edu; Ph: (240) 567-3824.**

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship YES

NO

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities YES

Employer/Sponsor Paid Tuition YES

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 16 Hours (includes the exam)

Typical Location of Courses:

These courses are typically held at Montgomery College's Westfield Training Center and at the Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive

Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: None

Additional Requirements: None

Course Information

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HOS013	Food Safety	16	\$90.00	\$ T: \$85 / F: \$85
HBI191	Certificación para la manipulación de alimentos	16	\$90.00 (Spanish)	\$ T: \$85 / F: \$85
Totals:				\$170.00

Additional Expenses: \$50 payable to Department of Health of Montgomery County to obtain the manager's card

Skills for Success:

The primary goal of the Food Safety class is to adequately prepare students to obtain the National ServSafe Manager's certification. Detail oriented, strong team working skills. Strong organizational skills to be able to coordinate kitchen activities and schedules.

Successful Completion:

Upon successful completion of this course, students will be eligible to take the ServSafe Manager's exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: ServSafe, National Restaurant Association

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$11/hr to \$27/hr

26,358 food managers are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase in 8.3% over the next four years

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

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Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th Floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th Floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

MD HOME IMPROVEMENT EXAM PREP (SPANISH)

Preparación para el examen de “Home Improvement” de MD

Para información en español comunicarse con Liliana Arango al (240) 567-3824 o por email a Liliana.arango@montgomerycollege.edu

Non-Credit Continuing Education Program Description:

This 30 continuing education course will prepare students to take the MD home improvement contractor’s exam. This course will offer the tools to manage a construction company. At least two years of experience in the field are needed to obtain the license. The exam is offered by the State of MD in Baltimore and in College Park. Upon passing the exam you have to send taxes, proof of insurance, certificate of good standing, etc. to the Home Improvement Commission in Baltimore. The commission is the government office that grants Home Improvement Licenses.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

N/A

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 30 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400
 12 S. Summit Avenue
 Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: N/A

Additional Requirements:

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HBI195	Preparacion para el examen de Home Improvement de MD	30	\$70.00 Guía NASCLA sobre finanzas, legislación y gestión de proyectos para contratistas	T:\$95 / F: \$200
Total			\$70	\$295

Students must pay \$50 to PSI the company that administer the exam for the State of Maryland.

Skills for Success:

Previous work-related skill, at least two years of experience in home improvement work, construction and/or related education; proof of financial solvency based on the scope and

size of their business in relation to total assets, liabilities, credit rating and net worth; contractors representing a corporation, articles of incorporation and a certificate of good standing from the Department of Assessments and Taxation must be submitted; A contractor using a trade name must first check with the Commission to make sure the name is available for use with the Commission and then register the name with the Department of Assessments and Taxation; A certificate of trade name registration must be submitted with the license application; Proof of current \$50,000 liability insurance must be filed with the application for licensure.

Successful Completion:

Upon successful completion of this course, students would be eligible to sit and take the Home Contractor's exam required by the State of MD

Certifying Professional Association:

MD Home Improvement Commission

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Construction Management Certificate
Construction Management A.A.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this construction manager are \$26/hr, to \$61/hr

11,188 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase in 0.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Assistant, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Workforce Development and Continuing Education
Call: 240- 567-5188 or visit www.montgomerycollege.edu

Physical Address

12 S. Summit Ave, 4th floor
Gaithersburg, MD 20877

Mailing Address

12 S. Summit Ave, 4th floor
Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

PV INSTALLATION AND DESIGN (SPANISH) 50hs
Instalación y Diseño de Paneles Solares

Non-Credit Continuing Education Program Description:

This program uses the curriculum of the National American Board of Certified Energy Practitioners (NABCEP). These courses will train students for an entry level position with a PV contractor. The program offers 2 courses of theory and one practice course. **Para información en español comunicarse con Liliana.arango@montgomerycollege.edu**
Ph: (240) 567-3824.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

NO

Tuition Waiver for **Senior Citizens** and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

50 Hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Rockville Campus.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: Knowledge of electricity and basic math.

Additional Requirements:**Course Information:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
HBI177	Instalación y Diseño de Paneles Solares I	20	Included	T: \$100 / F: \$180
HBI178	Instalación y Diseño de Paneles Solares II	20		T:\$100 / F: \$150
HBI188	Instalación y Diseño de Paneles Solares III (práctica)	10		T: \$30 / F: \$70
Total				\$630.00

Additional Expenses: None.

Skills for Success:

Students must have basic knowledge of math and residential electricity. Although this is a new field in the area of sustainable energy, it is

Successful Completion:

Upon successful completion of this course, students would be eligible to apply for a job with a PV contractor for an entry level position.

Certifying Professional Association: NABCEP

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Advanced Solar PV Design
- Renewable and sustainable Energy Technologies

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$15/hr to \$26/.

102 installers are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase 7.8% over the next four years

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Sandra.morales-bermudez@montgomerycollege.edu Program Coordinator, 240-567-3823

Liliana.arango@montgomerycollege.edu Program Director, Ph: 240-567-3824

Montgomery College
Health Sciences Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877	12 S. Summit Ave, 4 th floor Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

INCOME TAX PREPARATION

Non-Credit Continuing Education Program Description:

This program will train you to prepare individual tax returns filed with the Internal Revenue Service including forms 1040EZ, 1040A, basic itemized returns and more complicated long forms. Instruction will prepare students to sit for the Maryland Board of Individual Tax Preparers exam. Successful completion of the exam will qualify students for registration as an individual tax preparer in Maryland. This program includes 54 hours of classroom lecture.

Possible Financial Aid and Payment Options:

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 54 Hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Rockville Campus or Gaithersburg Business Training Center location(s).

Information Sessions/Orientations (if applicable): n/a

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

There are no prerequisites for course registration. Students interested in becoming registered individual tax preparers in Maryland must have a valid Preparer Tax Identification Number (PTIN) from the Internal Revenue Service. Find out more about the IRS-PTIN. <http://www.irs.gov/Tax-Professionals/PTIN-Requirements-for-Tax-Return-Preparers>

Additional Requirements:

To remain active in the industry, individual tax preparers are required to complete continuing professional education. The College offers TAX005 Maryland Individual Tax Preparer Continuing Education to meet the requirement. The course content also covers the topics required for the voluntary IRS annual filing season program. Montgomery College is an IRS approved continuing education provider.

The College offers TAX002 Individual Tax Preparer Exam Test Prep for experienced individual tax preparers who need to pass the Maryland Board of Individual Tax Preparers exam. Students enrolled in the TAX002 and TAX005 courses are expected to be familiar with the industry and only require an update on current tax year forms.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
TAX003	Income Tax Preparation	54		\$505 T: \$430 / F: \$75
TAX005	Maryland Individual Tax Preparer	20		\$300 T: \$190 / F: \$110

	Continuing Education			
TAX002	Individual Tax Preparer Exam Test Prep	4		\$235 T: \$130 / F: \$105
				\$Varies

Additional Expenses:

Students should be prepared to pay fees related to acquiring the PTIN, taking the Maryland Board of Individual Tax Preparers exam and registering as an individual tax preparer in Maryland.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course, you would be prepared to sit for the Maryland Board of Individual Tax Preparers exam. To be eligible for the IRS certificate of completion for the annual filing season program, students must pass a 100 question exam or receive an exemption based on achieving a passing score on the Maryland Board of Individual Tax Preparers exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Individual Tax Preparers

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Accounting (A.A.S.)
- * Accounting (Certificate)
- * Bookkeeping and MS Office (Information Technology Institute WD&CE)
- * Accounting and Finance (Online Courses WD&CE)

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.81/hr (\$27K) to \$40.11/hr (\$83K).

3,169 are employed within 50 miles of Silver Spring, Maryland. This number is expected to 2.5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Joy Wilson, Program Coordinator

Contact: Joy.Wilson@montgomerycollege.edu P: 240-567-2587

Tracee Matthias, Program Director

Contact: Tracee.Matthias@montgomerycollege.edu P: 240-567-2595

Montgomery College
Income Tax Preparation
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877	12 South Summit Ave, GBTC 400 Gaithersburg, MD 20877

Technical Standards

The primary goal of the Income Tax Preparation Program is to adequately prepare students to become registered individual tax preparers in Maryland.

Physical Requirements:

n/a

Interpersonal Skills and Professionalism:

Have the ability to prepare current tax year form 1040 series and itemized returns, including earn income credit; child care credit; employee business expenses and adjustments to income. Demonstrate familiarity with complicated forms including sale of personal residence; depreciation; self-employment; rental property; capital gains and losses; ATM; estimates; extensions; and amendments. Prepare current Maryland tax year 502.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment to discuss personal finances and discern information related to the preparation of individual tax return forms.

Environment Requirements:

Being exposed to a busy tax office environment during the tax season (January 1 – April 15) and a comparably slow pace office environment during the remainder of the calendar year.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

PERSONAL FITNESS TRAINING

Non-Credit Continuing Education Program Description:

Personal Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers and private clients' homes.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks) at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

36 hours in the classroom. 30 hours of internship and CPR/AED certification. Courses offered in the summer, fall, and spring.

Typical Location of Courses:

The courses to complete this course are held at Montgomery College's Germantown location.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive

Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements:

High School Diploma or GED

Course Information: Attendance is mandatory. Students must pass a final exam in the course for successful completion with a score of %70 or better.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
SMB337	Personal Fitness Training	36	Fitness Professional's Handbook (sold through WITS)	\$ T: \$284/ F: \$312
Totals:		36	\$N/A	\$596

Skills for Success:

Previous work-related skill, knowledge or experience in health and fitness is required for fitness trainer occupations. Employees in these positions usually need one or two years of training that involve both on-the-job- experience and informal training with experienced personal trainers or fitness instructors.

Detail-oriented, dependability, self-control, ability to follow safety rules and directions, cooperation, integrity, ability to lift 35 pounds, excellent written and oral communications skills.

Successful Completion:

Successful completers will receive a fitness certification from The World Instructor Training School (WITS).

Certifying Professional Association:

WITS and ACE (American Council on Education)

Career Opportunities:

Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Fitness Trainer and Private Trainer.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Health Fitness - A.A.
 Physical Education Teacher Education - A.A.
 Advanced Personal Trainer - Certificate
 Personal Trainer Examination - Letter of Recognition

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$9.41/hr (\$20K) to \$32.93/hr (\$68K).

11,911 Fitness Trainers and Aerobics Instructors are employed. This number is expected to increase by 7.2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant
 Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
 Workforce Development & Continuing Education
 Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

CLINICAL TRIAL PROJECT MANAGEMENT

Non-Credit Continuing Education Program Description:

Increase your skills needed to lead domestic and global clinical trials for optional performance. This course will cover drug development and the regulatory process, clinical trial application and protocol, project management, good clinical practices, human subject protection and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 39 Hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Germantown campus location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: N/A

Additional Requirements:

Students taking this course should at least have a Bachelor's degree.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
MGT392	Clinical Trial Project Management	39		\$839 T: \$405 / F: \$434
Totals:				\$839.00

Additional Expenses: N/A

Skills for Success:

Successful candidates need strong self-discipline, the ability to work both independently and in groups, strong management and interpersonal skills, and should be self-motivated.

Successful Completion:

Students will have access to a Continuing Education academic record (transcript).

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- Project Management – WD&CE

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$ 41.35/hr (\$86K) to \$ 85.23/hr (\$177K).

4,451 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 3.5% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Noel Lazaro, Program Assistant

Contact: noel.lazaro@montgomerycollege.edu – P: 240-567-2563

Transcie Almonte-Sabio, Program Director

Contact: transcie.almonte@montgomerycollege.edu – P: 240-567-3828

Montgomery College
 Workforce Development & Continuing Education
 Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<p><u>Physical Address</u></p> <p>12 South Summit Ave., 4th Fl Gaithersburg, MD 20877</p>	<p><u>Mailing Address</u></p> <p>12 South Summit Ave., 4th Fl Gaithersburg, MD 20877</p>
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Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number.

PROJECT MANAGEMENT PROFESSIONAL (PMP)[®]

Non-Credit Continuing Education Program Description:

This program will prepare students for the internationally recognized Project Management Professional (PMP)[®] certification exam. It is designed for experienced project managers who want to increase skills and apply a standards-based approach to project management.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 99 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg, Rockville, and Takoma Park/Silver Spring locations.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites:

Completion of the following courses Project Management Fundamentals (PMC019) and A Practical Approach to Project Management (PMC013).

Additional Requirements:

Students who plan to take the PMP® exam should submit a Verification of Hours form to the Project Management Institute (PMI®). This form is available at www.pmi.org.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
PMC019	Project Management Fundamentals	15	Project Management Fundamentals \$ 45.00	\$ 315 T: \$213/ F: \$102
PMC013	A Practical Approach to Project Management	36	A User's Manual to the PMBOK Guide (\$58); A Guide to the PM Body of Knowledge (\$66)	\$ 905 T: \$587 / F: \$318
PMC004	PMP Cert. Prep	48	The PMP Exam: How to Pass on Your First Try (\$100); A Guide to the PM Body of Knowledge (\$66)	\$1549 T: \$1039 / F: \$510
Totals:				\$2769

Additional Expenses:

Cost to take the PMP® exam \$ 405.

Skills for Success:

Have at least 4500 hours of documented project work experience. Strong self-discipline, ability to work both independently and in groups, strong management and interpersonal skills, and should be self-motivated.

Successful Completion:

Upon successful completion of this course, you would be eligible to sit for the Project Management Professional (PMP)® certification exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Project Management Institute

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- IT Professional Certificate – WD&CE
- Computer Applications, A.A.S.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$ 33/hr (\$69K) to \$ 64/hr (\$134K).

30,934 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by 3.8% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Noel Lazaro, Program Assistant

Contact: noel.lazaro@montgomerycollege.edu – P: 240-567-2563

Transcie Almonte-Sabio, Program Director

Contact: transcie.almonte@montgomerycollege.edu – P: 240-567-3828

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Ave., 4 th Fl Gaithersburg, MD 20877	12 South Summit Ave., 4 th Fl Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

REAL ESTATE APPRAISER

Non-Credit Continuing Education Program Description:

This program will prepare students to sit for the Maryland Licensed Appraiser exam. Appraisers assess residential real estate property for its current fair market value. In order to appraise the property the appraiser must go to the real estate site and take pictures and measurements of the land and/or residence. A search of local real estate records is done to establish a price comparison of like properties, and a computerized report on the findings is written up for the customer and lender.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks) at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training:

6 months for the course series, plus a minimum of 2 years apprenticeship. Courses typically start in September and January.

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Germantown Campus location(s).

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements:

High School Diploma or GED

Course Information: Attendance is mandatory. Students must pass a final exam in each of the seven courses.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
REC175	Basic Appraisal Principles	30	Appraising Residential Properties, \$80; text available at Campus bookstores	\$ T: \$179 / F: \$109
REC176	Basic Appraisal Procedures	30	Use of same book as above	\$ T: \$179 / F: \$109
REC069	Real Estate: Appraisal Standards/Ethics	15	Uniform Standards of Professional Appraisal Practice \$75 and 15 hour National USPAP Student Manual \$35 Texts only obtained from the Appraisal Foundation	\$ T: \$119 / F:99 \$
REC014	Market Analysis/Highest/Best Use	15	Same title as course \$50	\$ T: \$130 / F:99 \$
REC178	Residential Site Valuation/Cost	15	Same title as course \$50	\$ T: \$130 / F: \$99

	Approach			
REC179	Residential Sales Comparison/Income Approaches	30	Same title as course \$50	\$ T: \$180 / F: \$105
REC180	Residential Report Writing	15	Same title as course \$50	\$ T: \$130 / F: \$99
Totals:		150	\$390	\$1766 T-\$1047/F-\$719

Skills for Success:

Successful candidates need strong analytical, math, listening, communication and writing skills; ability to work both independently and within groups.

Successful Completion:

Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students will be awarded a Montgomery College Continuing Education Certificate for each course. Students will have access to a Continuing Education academic record (transcript.)

Students may apply for Appraisal Training license exam after completing 75 hours of education (REC 175, 176, 069.) To apply for the Licensed Real Estate Appraiser exam, students must complete 150 hours of education and 2000 hours of appraisal apprenticeship hours.

Certifying Professional Association:

Maryland Department of Labor, Licensing & Regulation Real Estate Appraisers & Home Inspectors Commission
www.dlir.state.md.us

Career Opportunities:

Real estate appraiser, real property appraiser or filed appraiser. Jobs are available in the real estate industry, governmental agencies and also opportunities to be self-employed.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website): N/A.

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$18.19/hr (\$38K) to \$40.43/hr (\$84K).

2410 are employed within 50 miles of Silver Spring, Maryland. This number is expected to increase by .1% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877	12 S. Summit Avenue Suite 424 Gaithersburg, MD 20877

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

REAL ESTATE SALESPERSON

Non-Credit Continuing Education Program Description:

This course will prepare students to sit for the Maryland Licensed Real Estate Salesperson exam. Real Estate Salespersons (or agents) act as intermediaries in negotiations between buyers and sellers of real estate property; typically representing one of the parties. They advise clients on market conditions, process, and all matters related to real estate transactions. They market properties, prepare documents, show properties, and coordinate closing activities.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: 60 hours. Courses offered in the summer, fall, and spring.

Typical Location of Courses:

The courses to complete this course are held at Montgomery College's Rockville, Westfield, and Gaithersburg locations.

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

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Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245

20200 Observation Drive

Germantown, MD 20876

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Montgomery College, 220 Campus Center
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Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Requirements: High School Diploma or GED

Course Information: Attendance is mandatory. Students must pass a final exam in the course for successful completion with a score of %70 or better.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
REB010	Basic Real Estate Principles and Practices for Salespersons	60	Modern RE Practice,\$75, Modern RE Practice and the Law, \$30, Guide to Passing the PSI RE Exam, \$45 textbooks available at Campus bookstores	\$ T: \$230/ F: \$131
Totals:		60	\$150	\$361

Skills for Success:

Successful candidates need strong oral and written skills; strong interpersonal skills, and good problem-solving skills.

Successful Completion:

Students will be prepared to sit for the Maryland Licensed Real Estate Salespersons exam. Students will be awarded a Montgomery College Continuing Education Certificate. Students will have access to a Continuing Education academic record (transcript.)

Certifying Professional Association:

Maryland Department of Labor, Licensing & Regulation Real Estate Commission
www.dllr.state.md.us

Career Opportunities:

Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam and begin work as a Real Estate Salesperson under the supervision of a Real Estate Broker.

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Real Estate Professional Licensure and Certification - Workforce Development & Continuing Education

This course meets Maryland state requirements for 60 hours of successfully completed pre-licensing education prior to taking the state license exam for real estate salespersons.

Job Outlook: Source as listed on the Montgomery College Career Coach website

<http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.87/hr (\$27K) to \$36.78/hr (\$77K).

16,105 are employed within 50 miles of Silver Spring, Maryland. This number is expected to decrease by 2.21% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Program Assistant

Contact: Sandra Morales-Bermudez@montgomerycollege.edu – P: 240-567-3823.

Karen Ambrose, Program Director, Karen.ambrose@montgomerycollege.edu –P: 240 567 2592.

Montgomery College
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Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
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Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

BUILDING TRADES TECHNOLOGY

Non-Credit Continuing Education Program Description:

Prepare for an apprenticeship or other entry-level positions in construction and related fields. Students will be prepared to enter carpentry, electrical or HVAC as a helper or to enter an apprenticeship program, depending on area of specialization.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Partial Payment Option

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.montgomeryworks.com/jobseeker_services.asp

Length of Training:

Carpentry: 3 courses, 150 hours total day, evening, and accelerated sections available

Electrical Wiring: 3 courses, 150 hours total; day, evening, and accelerated sections available

HVAC: 3 courses, 137.5 hours total; day, evening, and accelerated sections available

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

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Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites N/A

Additional Requirements: N/A

Course Information:

CARPENTRY

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TTG 010	Introduction to the Building Trades	37.5		\$473 T: \$354 / F: \$119
TTG 080	Building Trades Blueprint Reading	37.5	\$75	\$473 T: \$354 / F: \$119
TTG 477	Fundamentals of Carpentry	75	\$120	\$631 T: \$472 / F: \$159
Totals:		150	\$295	\$1,577.00

ELECTRICAL WIRING

(In addition to 4 core courses, students choose 2 electives *)

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TTG 010	Introduction to the Building Trades	37.5		\$473 T: \$354 / F: \$119
TTG 080	Building Trades Blueprint Reading	37.5	\$75	\$473 T: \$354 / F: \$119
TTG 478	Fundamentals of Electrical Wiring	75	\$120	\$631 T: \$472 / F: \$159
Totals:		150	\$295	

HVAC

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TTG 010	Introduction to the Building Trades	37.5		\$473 T: \$354 / F: \$119
TTG 080	Building Trades Blueprint Reading	37.5	\$75	\$473 T: \$354 / F: \$119
TTG 373	Fundamentals of Refrigeration	62.5	\$180	\$631 T: \$472 / F: \$159
Totals:		137.5	\$315	\$1,577.00

Additional Expenses: N/A

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of each course, students will receive a Montgomery College completion certificate.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

HVAC students will sit for the EPA 608 CFC Recovery Certification Exam.

Electrical students who choose TTG 521 as an elective will sit for the NABCEP Solar PV Entry-Level Exam.

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Graduates of a career series will be prepared to enter an apprenticeship program or entry-level construction job in their chosen field. Apprenticeship programs take 4 to 5 years. Apprentices work in their chosen field under the supervision of an experienced (master-level) worker. Wages typically start at \$10-\$15/hour plus benefits, and wages increase as they progress through the apprenticeship program. Apprentices also take classes, which are often paid for by their employer or union. Apprentices earn credits towards an Associate of Applied Science degree at Montgomery College in Building Trades Technology called Construction Craft Professional. They also receive a credential from the Department of Labor, Licensing and Regulation (DLLR) upon completion of their apprenticeship program.

Journey-level workers (those with at least 4-5 years experience) may earn \$20-\$30/hour or more, plus benefits. They may also become managers, business owners, inspectors or instructors for their construction trade.

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Building Trades Technology AAS
Building Trades Technology Carpentry Certificate
Building Trades Technology Electrical Wiring Certificate
Building Trades Technology HVAC Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:**Carpenter:**

Current wage expectations for this career are from \$12.37/hr (\$24,740/yr) to \$28.10/hr (\$56,182).

30,669 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 5% over the next four years.

Electrician:

Current wage expectations for this career are from \$13.51/hr (\$27,020/yr) to \$40.83/hr (\$81,659/yr).

23,477 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 3% over the next four years.

HVAC Technician:

Current wage expectations for this career are from \$12.60/hr (\$25,200/yr) to \$35.86/hr (\$71,713/yr).

16,158 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 6% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

John Phillips, Program Director

Contact: john.phillips@montgomerycollege.edu

P: 240-567-7942

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u> The Gudelsky Institute for Technical Education North Campus Dr. and Hungerford Dr. Rockville, MD 20850	<u>Mailing Address</u> 51 Mannakee St. Rockville, MD 20850
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Technical Standards for Montgomery College's (name of program) Program

The primary goal of the Building and Construction Technology Program is to adequately prepare students for employment in skilled construction trades.

Physical Requirements:

Sufficient strength and mobility to lift up to 50 pounds, operate hand and power tools.

Interpersonal Skills and Professionalism:

Have the ability to communicate effectively with colleagues and residents.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:

Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

Certificate for Apartment Maintenance Technicians (CAMT)

Non-Credit Continuing Education Program Description:

This program will prepare you for an entry-level position in the apartment maintenance industry. In this series of courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. CAMT includes 105 hours of training, leading to an Apartment Maintenance Technician Certificate, as well as EPA 608 CFC Recovery Certification. Graduates, upon successful exam completion, will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and EPA 608 CFC Recovery Certification.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Partial Payment Option

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.montgomeryworks.com/jobseeker_services.asp

Length of Training: 105 Hours, day and evening sections offered

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville location.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400
 12 S. Summit Avenue
 Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: N/A**Additional Requirements:** N/A**Course Information:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TTG500	Apartment Maintenance Technician Certificate	83	Included	\$795 T: \$200 / F: \$595
TTG501	CFC Certification for Apartment Maintenance Technicians	22	Included	\$200 T: \$75 / F: \$125
Totals:				\$995.00

Additional Expenses: N/A

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course, students will sit for the NAAEI CAMT exam, and the EPA 608 CFC Recovery Exam.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

National Apartment Association Education Institute (NAAEI) www.naahq.org

NAAEI's curriculum has been accredited by the American National Standards Institute (ANSI): www.ANSI.org

Environmental Protection Agency www.epa.gov

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Maintenance technicians can take further classes and specialize in fields such as electrical, plumbing, HVAC and boiler operation. With experience, technicians can become lead technicians or supervisors. They may also transition into related fields such as equipment sales representatives, property managers and leasing agents.

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Building Trades Technology AAS
Building Trades Technology Carpentry Certificate
Building Trades Technology Electrical Wiring Certificate
Building Trades Technology HVAC Certificate

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$12.21/hr (\$24,420/yr) to \$34.00/hr (\$68,000/yr).

39,166 are employed within 50 miles of Silver Spring, Maryland. This number is expected to 4% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

John Phillips, Program Director
Contact: john.phillips@montgomerycollege.edu
P: 240-567-7942

Montgomery College
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<p style="text-align: center;"><u>Physical Address</u></p> <p style="text-align: center;">The Gudelsky Institute for Technical Education North Campus Dr. and Hungerford Dr. Rockville, MD 20850</p>	<p style="text-align: center;"><u>Mailing Address</u></p> <p style="text-align: center;">51 Mannakee St. Rockville, MD 20850</p>
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Technical Standards for Montgomery College’s Program

The primary goal of the **Apartment Maintenance Technician Certificate** Program is to adequately prepare students for employment as building maintenance technicians.

Physical Requirements:

Sufficient strength and mobility to lift up to 50 pounds, operate hand and power tools.

Interpersonal Skills and Professionalism:

Have the ability to communicate effectively with colleagues and residents.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:

Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

Automotive Maintenance and Light Repair Specialist

Non-Credit Continuing Education Program Description:

This program will train you to perform basic maintenance services on modern vehicles. It will also train you to diagnose and repair failures in automotive brake, suspension and steering systems. Successfully completing this program prepares you for ASE Automobile Certification Exams G1 Maintenance and Light Repair, A4 Suspension & Steering and A-5 Brakes.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Partial Payment Option

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.montgomeryworks.com/jobseeker_services.asp

Length of Training: 270 Hours

Typical Location of Courses:

The courses to complete this program are held at Montgomery College's Rockville Campus in the Gudelsky Institute for Technical Education.

Information Sessions/Orientations (if applicable): N/A

Application Process (if applicable):

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

2. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400

12 S. Summit Avenue

Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
 20200 Observation Drive
 Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
 51 Mannakee Street
 Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
 7600 Takoma Avenue
 Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
 11002 Veirs Mill Road
 Wheaton, MD 20902

Pre-requisites: None

Additional Requirements: None

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TTG 433	Introduction to Auto Tech	60	\$150	\$472.80 T: \$354 / F: \$118.80
TTG 435	ASE A-4 Suspension and Steering Prep	105	\$150	\$788 T: \$590 / F: \$198
TTG 436	ASE A-5 Brakes Prep	105	\$150	\$788 T: \$590 / F: \$198
Totals:		270	\$450	\$2,048.80

Additional Expenses:

Safety glasses, 3-ring binders (3), Non-Resident Fees

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this program, you would be eligible to sit for the ASE Automobile Certification Exams G1, A4, and A5.

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Auto Service Excellence (ASE)

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Automotive Technology AAS -

http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=225

Automotive Electrical Systems Specialist Certificate -

http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=226

Engine Performance Specialist Certificate -

http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=227

Powertrain Specialist Certificate -

http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=228

Undercar Specialist Certificate -

http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=207

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$11.00/hr (\$ 23K) to \$ 32/hr (\$68K).

22,694 are employed within 50 miles of Silver Spring, Maryland. This number is expected to grow 2% over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Debra Anderson, Program Director

Contact: debra.anderson@montgomerycollege.edu Phone: 240-567-7620

<u>Physical Address</u>	<u>Mailing Address</u>
The Gudelsky Institute for Technical Education North Campus Dr. and Hungerford Dr. Rockville, MD 20850	51 Mannakee St. Rockville, MD 20850

Technical Standards for Montgomery College's Automotive Technology Program

The primary goal of the Automotive Technology Program is to adequately prepare students to work as auto repair technicians and earn Auto Service Excellence certification.

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

TEACHER OF ENGLISH TO STUDENTS OF OTHER LANGUAGES (TESOL)

Non-Credit Continuing Education Program Description:

The purpose of the TESOL Certificate program is to provide a high-quality innovative educational experience that will enable you, in a supportive and challenging environment, to become a highly competent instructor of adult ESOL. Bringing together a community of lifelong learners who aspire to the highest standards of instructional excellence, the program seeks to support a career pathway to instructional leadership, service, and success at English language programs at nonprofits, businesses, and overseas organizations. The program will provide you with structured opportunities to obtain:

1. Theoretical and practical training in TESOL;
2. An understanding of the principles of linguistics and language pedagogy that underpin quality instruction;
3. Practical training that includes the requirement in each class for participants to engage in classroom observations and/or volunteer or professional teaching;

The program provides 200 hours of in-classroom instruction (TED 001, 002, 003, 004, 005)

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Montgomery County One-Stop Center. Visit their website at: http://www.MontgomeryWorks.com/jobseeker_services.asp
- Montgomery Coalition for Adult English Literacy www.mcael.org

Length of Training:

Each course is 40 hours and to obtain the Certificate of Completion, students must complete a minimum of 4 courses, totaling 160 hours.

Information Sessions/Orientations (if applicable):

It is advisable that interested parties attend an information session. Dates and times vary and can be found at

<http://www2.montgomerycollege.edu/departments/wdce/aelg/tesol.html>

Application Process (if applicable):

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

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

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

Gaithersburg Business Training Center, Room 400
 Germantown Campus, Humanities and Social Sciences Building, Room 245
 Rockville Campus, 220 Campus Center
 Takoma Park/Silver Spring Campus, CF 230, Customer Service
 Westfield South, Suite 306

Pre-requisites:

To be eligible for the program, you must have a Bachelor's degree from an accredited institution in the US. If you are a nonnative speaker of English, who does not possess a bachelor's degree from the U.S., you must show successful completion of the TOEFL test, with a score of 575 or higher on the paper-based test or 90 or higher on the computer-based test.

Additional Requirements:

We ask that you have a deep commitment to providing quality instruction for ESOL learners and a significant willingness and preparedness to engage in challenging academic work.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TED 001 required	Methods of Teaching English to Speakers of Other Languages	40	"How To Teach English" (new edition) Jeremy Harmer \$72	\$375 T: \$265 F: \$100
TED 002 required	Assessment and Evaluation in the ESOL Classroom	40	"Language Assessment: Principles and Classroom Practices." 2nd edition. H. Douglas Brown \$54	\$375 T: \$265 F: \$100
TED 003 required	Understanding Second Language Acquisition	40	"How Languages are Learned" 4th edition Lightbown and Spada \$57	\$375 T: \$265 F: \$100
TED 004 Option 1	Teaching Reading Skills to ESOL Learners	40	"From Reader to Reading Teacher" Aebersold and Field \$34	\$375 T: \$265 F: \$100
TED 005 Option 2	Grammar & Linguistics Rules for an Integrated Approach to Adult ESOL	40	"Keys to Teaching Grammar to English Language Learners" Keith S. Folse and Betty S. Azar \$28	\$375 T: \$265 F: \$100

Totals:	200 hours total (160 hours required for certificate completion)	\$1,500 for certificate completion 4 courses x \$375
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Additional Expenses:

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of four courses, which must include TED 001, TED 002, TED 003 and either TED 004 or TED 005, you will be presented with a Certificate of Completion in TESOL. You must also obtain a grade 'B' or higher in each course and successfully complete a classroom observation in each course. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: None

Career Opportunities:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

- * Writing for ESL www.ed2go.com
- * Grammar for ESL www.ed2go.com
- * An introduction to Teaching ESL/EFL www.ed2go.com
- * Teaching Adult Learners www.ed2go.com

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$16.65/hr (\$35K) to \$37.01/hr (\$77K).

2,032 Adult ESOL & Basic Skills Instructors are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase by 7.8%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Nancy Newton, Program Director

Contact Information: Nancy.Newton@montgomerycollege.edu

240-567-8169

Montgomery College
TESOL Training Institute
Workforce Development & Continuing Education
Call: 240-567-8169 or visit

<http://www2.montgomerycollege.edu/departments/wdce/aelg/tesol.html>

<u>Physical Address</u>	<u>Mailing Address</u>
11002 Veirs Mill Road, Westfield South, Suite 310, Wheaton, MD 20902	11002 Veirs Mill Road, Westfield South, Suite 310, Wheaton, MD 20902

Technical Standards for Montgomery College's TESOL Training Institute

The primary goal of the TESOL Training Institute is to adequately prepare learners to become highly competent instructors of adult ESOL who will significantly contribute to the highest standard of language teaching and teacher training in the field, by providing first-class innovative educational instruction in a supportive and challenging environment.

Physical Requirements:

Sufficient strength and mobility to be able to stand for long periods of time while teaching; ability to be able to communicate orally with learners

Interpersonal Skills and Professionalism:

Have the ability to provide motivation for language learning and improved communication; set expectations and establish standards for learners; observe, listen, evaluate and offer feedback; recognize the importance of communicating clearly with learners; frame the approach to instruction clearly and respectfully; acknowledge the progress of learners; recognize and appreciate all aspects of multiculturalism

Intellectual Ability and Emotional Stability to:

Exercise independent judgment and accept responsibility for the education of learners who speak many different languages and represent many different cultures. Instructors must be able to interact with learners, peers and supervisors in a courteous, professional, and respectful manner. They must be able to display flexibility and adaptability to changing classroom environments and be able to deliver instruction through a variety of modalities including, but not limited to, whole class, small group, pair work and individual study. Adult ESOL Instructors should also be able to contribute to collaborative, constructive learning environments; accept constructive feedback from learners, peers and supervisors and take personal responsibility for making appropriate positive changes to instruction or instructional methods.

Environment Requirements:

Being exposed to fluorescent lights in a classroom setting; possible exposure to toxic fumes from dry erase markers and/or chalk dust; possible classroom setting with minimal windows and minimal outside light; possible unfavorable room temperature.

CDL-A COMMERCIAL DRIVER LICENSE-CLASS A

Non-Credit Continuing Education Program Description:

This program will train you to become a commercial vehicle operator of tractor trailers and buses. Commercial drivers of trucks or tractor trailers may provide local daily service or make intercity and interstate trips that are longer and vary from job to job. Heavy truck and tractor trailer drivers may spend most of their time behind the wheel but are often required to load or unload their cargo upon arrival at final destination. They often travel at night and on holidays and weekends to avoid traffic delays and deliver cargo on time. Drivers conduct pre-trip vehicle inspections and must report to the dispatcher any equipment that is inoperable, defective or missing. The U.S. Department of Transportation requires drivers to keep a log of their activities including the condition of the truck, hours of service and the circumstances of any accidents.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

M.O.V.E. Transportation & Logistics Grant

Division of Rehabilitation Services (DORS)

Montgomery Works One-Stop Centers at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: CDL-A: 6 weeks; 225 Hours

Typical Location of Courses:

Courses start monthly at CCBC Vehicle Training Center located at Sparrows Point Blvd., Sparrows Point

Information Sessions/Orientations (if applicable):

Offered monthly through program office

Application Process (if applicable):

Application approval required. Prerequisites must be examined before registration; web registration not permitted

1. By Mail: Mail completed registration form with payment to:

Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.

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

Gaithersburg Business Training Center

Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
11002 Veirs Mill Road
Wheaton, MD 20902

Pre-requisites:

Class-C Driver License
CDL Class-A Learner Permit* with proper endorsements
DOT (Department of Transportation) Medical Card
Driving Record
High School Diploma or GED

Additional Requirements:

Student must pass a drug and alcohol screen coordinated on the first day of class

Course Information: Students must have a Maryland CDL Learner's Permit with proper endorsements in order to register for the CDL Class A course. A permit is obtained by taking a written test at a full-service MVA location and a DOT Physical Card is required to take the MVA test. Note: CCBC and Montgomery College offers an optional Learner's Permit Preparation course to help students to prepare to write the MD CDL Learner's Permit test. When students write the test to obtain a Maryland CDL Learner's permit, they should test for the following: CDL-A: General CDL Knowledge; Air Brakes; (T) Doubles/Triples; and (N) Tank Vehicle.

The post-course Maryland CDL licensing exam includes pre-trip inspections, range maneuvers and completion of an 18 mile road test.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
CDL 105	CDL Class A – Part 1 (Classroom)	75	N/A	\$1,265.00 T: 529\$ / F: \$973
CDL 106	CDL Class A – Part 2 (Range and Road)	75	N/A	\$1,265.00 T: \$526 / F: \$972
CDL 108	CDL Class A – Part 3 (Advanced CDL-A Skills)	75	N/A	\$1,265.00 T: \$524 / F: \$276
Totals:		225		\$ 3,795.00

Additional Expenses: none

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Students will be prepared to take the Maryland Commercial Driver's License exam. Students will be awarded various CDL certificates (e.g. Defensive Driving, New Driver Training) and a Montgomery College Continuing Education Certificate of Completion. After earning a full CDL license, students may apply to the MVA to earn a hazmat endorsement. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Motor Vehicle Administration

Career Opportunities:

CDL – A: Drive tractor trailers and tankers both in-state and out-of-state
Please visit the Montgomery College Career Coach website at
<http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Heavy and Tractor-Trailer Truck Driver
Please visit the Montgomery College Career Coach website at
<http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Commercial Driver Training

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$13.67/hr (\$28K) to \$27.19/hr (\$57K).

31,503 are employed within 50 miles of Silver Spring, Maryland. This number is expected to **increase 3%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Shannye Carroll, Program Assistant

Contact: Shannye.Carroll@[montgomerycollege.edu](mailto:Shannye.Carroll@montgomerycollege.edu) – P: 240-567-7744

Marcy Jackson, Program Director

Contact: Marcy.Jackson@montgomerycollege.edu – P:240-567-2589

Montgomery College
Transportation Safety Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Avenue Suite 400 Gaithersburg, MD 20877	12 South Summit Avenue Suite 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s CDL Program

The primary goal of the CDL Program is to adequately prepare students to competently and confidently perform the safe and successful operation of a commercial class B bus or truck.

Physical Requirements:

Sufficient strength and mobility to couple and uncouple trailer(s) from the tractor, load and unload trailer(s) (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight after sitting for a long period of time without any stretching period); inspect the operating condition of tractor and/or trailer(s) before, during and after delivery of cargo; lift, install, and remove heavy tire chains; and, lift heavy tarpaulins to cover open top trailers. The above tasks demand agility, the ability to bend and stoop, the ability to maintain a crouching position to inspect the underside of the vehicle, frequent entering and exiting of the cab, and the ability to climb ladders on the tractor and/or trailer(s). Ultimately, an operator must meet the Federal Motor Carrier 49 CFR 391.41 Physical Qualifications for Drivers, and obtain a DOT Medical Card in order to operate a commercial vehicle.

Interpersonal Skills and Professionalism:

Have the ability to overcome several factors to maintain satisfactory performance in customer service, communication and driving, such as: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and

friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time; and environmental conditions such as excessive vibration, noise, and extremes in temperature. Transporting passengers or hazardous materials may add to the demands on the commercial driver.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment and use perceptual skills to monitor a sometimes complex driving situation, and the judgment skills to make quick decisions. Additionally the operator must have the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

Environment Requirements:

Being exposed to environmental conditions such as excessive vibration, noise, and extremes in temperature

Related Services for Montgomery College Students:

Current registered Montgomery College students may access additional services by logging onto Ejobs using their MC number. www.montgomerycollege.edu/ejobs

CDL-A COMMERCIAL DRIVER LICENSE-CLASS B

Non-Credit Continuing Education Program Description:

This program will train you to become a commercial vehicle operator of buses and other large passenger vehicles. This course is designed to teach the skills necessary to be a safe and efficient operator, attractive and sustainable to employers, and operate a Class B vehicle in a manner required to pass the MVA Commercial Drivers Licensure B examination. You will participate in assessments and practice testing to prepare for passing; test transport is available at an additional cost. Course includes modules on Employer Connections, The Power of your CDL, Health & Wellness from The Bus Athlete, Distracted Driving based on Montgomery College's Disciplined Attention, Defensive Driving based on the Smith System and federal motor carrier regulations. Students receive classroom, range and road instruction and are taught and tested on pre-trip inspection (exterior and interior), backing, parking, turning, acceleration, controlling vehicle motion and much more! Prerequisites: CDL Learner Permit w/ P & S endorsement, U.S. DOT card, ability to successfully pass a drug and alcohol screening, valid and very good driving record, positive attitude towards the learning process and willingness to exercise teamwork. Successful students will obtain a CDL B license with Passenger Endorsement & School Endorsement demonstrating licensure and skills to operate a transit bus, school bus, motor coach, dump truck, delivery truck.

Possible Financial Aid and Payment Options:

Continuing Education Career Path Scholarship

Tuition Waiver for Senior Citizens and Individuals with Disabilities

Employer/Sponsor Paid Tuition

M.O.V.E. Transportation & Logistics Grant

Division of Rehabilitation Services (DORS)

Montgomery County One-Stop Center (MontgomeryWorks)at:

11160 Veirs Mill Road, Suite LLH17, Wheaton, MD 20902 - P: 240-403-3600; or

12900 Middlebrook Road, Germantown, MD 20874 – P: 240-777-2070.

For more information, please visit their website at:

http://www.MontgomeryWorks.com/jobseeker_services.asp

Length of Training: CDL-B: 2 weeks; 70 Hours

Typical Location of Courses:

Courses start monthly at Montgomery College Vehicle Training Center located at 14 Firstfield Road, Gaithersburg, MD 20878

Information Sessions/Orientations (if applicable):

Offered monthly through program office

Application Process (if applicable):

Application approval required. Prerequisites must be examined before registration; web registration not permitted

- 1. By Mail:** Mail completed registration form with payment to:
Montgomery College Workforce Development & Continuing Education, Rockville Campus, Campus Center, Room 220, 51 Mannakee Street, Rockville, MD 20850.
- 2. Walk-In:** A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center

Montgomery College, Room 400
12 S. Summit Avenue
Gaithersburg, MD 20877.

Germantown Campus

Montgomery College, Humanities and Social Sciences Building, Room 245
20200 Observation Drive
Germantown, MD 20876

Rockville Campus

Montgomery College, 220 Campus Center
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus

Montgomery College, CF 230, Customer Service
7600 Takoma Avenue
Takoma Park, MD 20912

Westfield South

Montgomery College, Suite 306
11002 Veirs Mill Road
Wheaton, MD 20902

Pre-requisites:

Class-C Driver License
CDL Class-B Learner Permit* with P (Passenger) & S (School Bus)
DOT (Department of Transportation) Medical Card
Driving Record
High School Diploma or GED

Additional Requirements:

Student must pass a drug and alcohol screen coordinated by the program within two weeks of course start.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs * T=Tuition F=Fees
CDL 011	CDL Class B	70	\$75	\$1,899 T: \$1,289 / F:

				\$610
CDL 010	Learner Permit Prep (optional) OR	6	N/A	\$65 T: \$50 / F: \$15
CDL 107	Learner Permit Prep with CDL Power (optional)	12	N/A	\$95 T: \$70 / F: \$25
Totals:			\$75	\$1,899

Additional Expenses:

Student Operator Tool Kit \$75, includes The Bus/Road Athlete, Health & Wellness System, gloves, and tire gauge.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course, you would be eligible to test for the Maryland Commercial Driver License, Class B with Passenger and School bus endorsements. Students will be awarded a Montgomery College Workforce Development and Continuing Education Certificate of Completion with recognition of practice in Defensive Driving, Distracted Driving and Health & Wellness. Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: none

Career Opportunities:

CDL-B: Drive heavy straight trucks or 15+ passenger vans, buses and coaches
 Drive bus, school bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.
 Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Careers:

Bus Driver, Transit Intercity
 Bus Driver, School or Special Client
 Please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Related Montgomery College Credit and Non-Credit Programs (from the Montgomery College Career Coach website):

Commercial Driver Training

Job Outlook: Source as listed on the Montgomery College Career Coach website <http://cms.montgomerycollege.edu/careercoach.html> at time of publishing:

Current wage expectations for this career are from \$13/hr (\$27K) to \$31.93/hr (\$66K).

4,322 are employed within 50 miles of Silver Spring, Maryland. This number is

expected to **increase 9.9%** over the next four years.

For up-to-date job forecasting please visit the Montgomery College Career Coach website at <http://cms.montgomerycollege.edu/careercoach.html>

Contact Information:

Shannye Carroll, Program Assistant

Contact: Shannye.Carroll@montgomerycollege.edu – P: 240-567-7744

Marcy Jackson, Program Director

Contact: Marcy.Jackson@montgomerycollege.edu – P:240-567-2589

Montgomery College
Transportation Safety Institute
Workforce Development & Continuing Education
Call: 240-567-5188 or visit www.montgomerycollege.edu/wdce

<u>Physical Address</u>	<u>Mailing Address</u>
12 South Summit Avenue Suite 400 Gaithersburg, MD 20877	12 South Summit Avenue Suite 400 Gaithersburg, MD 20877

Technical Standards for Montgomery College’s CDL Program

The primary goal of the **CDL** Program is to adequately prepare students to competently and confidently perform the safe and successful operation of a commercial class B bus or truck.

Physical Requirements:

Sufficient strength and mobility to load and unload trucks (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight; inspect the operating condition of truck or bus before, during and after delivery of cargo; lift, install, and remove vehicle equipment; and, assist passengers of various weights and abilities. The above tasks demand agility, the ability to bend and stoop, the ability to maintain a crouching position to inspect the underside of the vehicle, and frequent entering and exiting of the vehicle.

Interpersonal Skills and Professionalism:

Have the ability to overcome several factors to maintain satisfactory performance in customer service, communication and driving, such as: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time and transporting passengers or hazardous materials may add to the demands on the commercial driver.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment and use perceptual skills to monitor a sometimes

complex driving situation, and the judgment skills to make quick decisions. Additionally the operator must have the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

Environment Requirements:

Being exposed to environmental conditions such as excessive vibration, noise, and extremes in temperature

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