

## INFORMATION TECHNOLOGY CERTIFICATE: 213

Total Credits: 19

Catalog Edition: 2020-2021

### Program Description

This certificate curriculum is for the career professional who needs to become more proficient at using today's popular software applications as tools in decision making, managing people and information, communicating effectively, enhancing company viability, and addressing today's many technology challenges.

For more information, please visit <https://www.montgomerycollege.edu/academics/programs/computer-applications/information-technology-certificate.html>

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/213.pdf>

### Program Outcomes

Upon completion of this program a student will be able to:

Utilize productivity software (such as word processing, spreadsheet, database, and presentation software) to create, analyze, store, and report information.

Locate and manage data on personal or collaborative technology.

Present information using multiple electronic media.

### Program Advisors

#### Collegewide Coordinator

Prof. Linda Fontaine  
240-567-4005  
[Linda.Fontaine@montgomerycollege.edu](mailto:Linda.Fontaine@montgomerycollege.edu)

#### Germantown

Prof. Terri Maradei  
240-567-1967  
[Terri.Maradei@montgomerycollege.edu](mailto:Terri.Maradei@montgomerycollege.edu)

#### Rockville and Takoma Park/Silver Spring

Prof. Karen Penn De Martinez  
240-567-8544  
[Karen.PennDeMartinez@montgomerycollege.edu](mailto:Karen.PennDeMartinez@montgomerycollege.edu)

2020-2021

# Program Advising Guide

An Academic Reference Tool for Students

# INFORMATION TECHNOLOGY CERTIFICATE: 213

## Program Requirements

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

### Program Requirements

CMAP 106 - Computer Literacy *3 semester hours*

CMAP 120 - Introduction to Computer Applications *3 semester hours*

CMAP 232 - Word Processing Applications *3 semester hours*

CMAP 245 - Database Applications *3 semester hours*

CMAP 252 - Spreadsheet Applications *3 semester hours*

TECH 272 - Professional Website Development *4 semester hours*

**Total Credit Hours: 19**

## Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit <https://www.montgomerycollege.edu/transfer> or <http://artsys.usmd.edu>.

## Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: <https://www.montgomerycollege.edu/life-at-mc/student-life/>

## Related Careers

Some require a Bachelor's degree.

Administrative Assistant, Office Support Specialist, Information Clerk, Executive Administrative Assistant.

## Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit <https://www.montgomerycollege.edu/career>

## Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit <https://montgomerycollege.emsicareercoach.com>

## Notes:

Computer/Technology Articulation Agreements

- Excelsior College – Technology Mgmt.
- Strayer University – Information Technology
- UMGC – Digital Media & WebTechnology
- UMGC – Information Systems Mgmt.
- UMGC/Shady Grove – Digital Media/Web Tech

For more information, please visit <https://www.montgomerycollege.edu/academics/transfer/agreements/>