INFORMATION TECHNOLOGY CERTIFICATE

Total Credits: 19
Catalog Edition: 2024-2025

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.

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

Germantown

- Prof. Terri Maradei
  240-567-1967
  Terri.Maradei@montgomerycollege.edu

Rockville and Takoma Park/Silver Spring

- Prof. Karen Penn De Martinez
  240-567-8544
  Karen.PenndeMartinez@montgomerycollege.edu

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

Students can go to the Advisor Listing BEACAHMPS Handout to find their assigned faculty advisor or remain with the faculty advisor they already have.

* Faculty Advisors are provided to help students with specific academic program questions such as courses to take, career advice, etc.; while Montgomery College counselors respond to questions outside the BEACAHMPS program such as financial aid, scholarships, tuition fees, etc. Please visit https://appserv3.montgomerycollege.edu/acalog/working/program-advising-guides/006.pdf to see the BEACAHMPS faculty advisor assigned to you. Students may retain their faculty advisor from last year if they choose or change their advisor if they change their study program. Please contact the BECAHMPS college chair Dr. Maurice Shihadi at maurice.shihadi@montgomerycollege.edu if you have any questions.

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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 - 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.emsicc.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 Transfer Agreements and Information