

Montgomery College
Workforce Development & Continuing Education
Karla Nabors (240) 567-1660 Karla.Nabors@Montgomerycollege.edu

Developmental Disabilities Administration
Required Direct-Care Training and Recertification Courses
Summer 2008

Prepare for a new career in Human Services working with individuals with disabilities. In a short time, gain up-to-date training and real work skills that you can take directly to the job market. Gain professional development from recertification training courses offered to employees who currently work with individuals with disabilities. New leadership training and management training offered for managers and supervisors, coordinators, and Human Resources Directors etc.

Adult CPR

Learn to recognize and treat life-threatening emergencies including cardiac arrest, heart attack, stroke, and choking. **A two-year completion card issued by the American Heart Association.** Tuition waiver applies; seniors pay fee only.

Course: DDA 012 \$30 + \$15 fee = \$45; Non-Maryland residents: Add \$ 30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16651	Fri	7/11	12:30 pm – 3:30 pm	306 E	1

Aging Process and the Special Needs of the Elderly

The course will provide an overview of the aging process and the needs of individuals with developmental disabilities who are aging. Learn to support these individuals so they retain their independence. Understand the terms “aging” and “retirement” and different types of support for aging individuals. Identify specialized and generic community resources, and become familiar with the importance of prevention activities. You will be required to demonstrate an understanding of normal physiological changes that occur during aging, and identify signs and symptoms of dementia and describe ways to support individuals with dementia. Learn ways to adapt/modify environments so that seniors with developmental disabilities maintain their independence. Tuition waiver applies; seniors pay fee only.

Course: DDA 017 \$13 + \$2 fee = \$15; Non-Maryland residents: Add \$ 30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
47137	Thu	6/5	10:45 am – 12:45 pm	306 E	1
16649	Thu	8/14	7:45 pm – 9:45 pm	306 E	1

Blood-Borne Pathogens/Communicable Diseases

Learn the various types of communicable diseases and precautions to prevent contracting and/or spreading them. Understand the rationale for the definition of standard (universal) precautions, identify various aspects of communicable diseases, and understand the disease causing organisms and how they are spread. Tuition waiver applies; seniors pay fee only.

Course: DDA 007 \$10 + \$2 fee = \$12 Non-Maryland residents: Add \$30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
47144	Tue	6/10	9:00 am – 10:30 am	306 E	1
16661	Wed	8/13	8:15 pm – 9:45 pm	306 E	1

Behavior Principles and Strategies—Units 1 – 4

DDA requires all individuals providing behavior support services to individuals who currently exhibit challenging behavior or who have a history of exhibiting challenging behavior to successfully complete training in the principles of behavior change and appropriate methods of preventing or managing challenging behaviors before being assigned independent duties. The Behavior Principles and Strategies training program is an administration-approved curriculum which meets regulatory requirements. **Please note: All four units of the Behavioral Principles and Strategies training must be taken in sequence and completed within a 60-day period.**

Unit 1: Principles of Behavior Change

This course provides you with the basic principles of behavior change. Identify behaviors, potential functions for behaviors, and factors which affect it. Describe the behavior-change cycle and describe your role in supporting the behavior-change process. Role play, active discussion, group exercises, case studies, and video will be used. Tuition waiver applies; seniors pay fee only.

Course: DDA 018 \$40 + \$10 fee = \$50; Non-Maryland Residents: Add \$50

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
47138	Wed	6/11	9:00 am – 1:00 pm	306 E	1
16652	Thu	8/7	9:00 am – 1:00 pm	306 E	1

Unit 2: Introduction to Physical Intervention

This course teaches behavior support services for individuals who currently exhibit challenging behaviors or who have a history of exhibiting challenging behaviors. You must successfully complete this course before being assigned independent duties. This course offers introduction to physical intervention using behavior principles. Wear comfortable clothing and no jewelry. Tuition waiver applies; seniors pay fee only.

Course: DDA 019 \$30 + \$10 fee = \$40; Non-Maryland Residents: Add \$30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
47139	Wed	6/11	1:30 – 4:30 pm	306 E	1
16653	Thu	8/7	1:30 – 4:30 pm	306 E	1

Unit 3: Techniques for Bite Release, Blocks, and Release

This course teaches behavior support services for individuals who currently exhibit challenging behavior or who have a history of exhibiting challenging behavior, or before being assigned independent duties. Learn physical intervention using behavior principles and techniques for bite releases, blocks, and releases. Tuition waiver applies; seniors pay fee only.

Course: DDA 020 \$30 + \$10 fee = \$40; Non-Maryland residents: Add \$30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16654	Tue	7/8	9:00 am – 12:00 pm	306 E	1

Please register 4 days before classes begin

Unit 4: Crisis Intervention

This course teaches behavior support services for individuals who currently exhibit challenging behaviors or who have a history of exhibiting challenging behaviors before being assigned independent duties. Learn physical intervention using behavior principles for crisis intervention with the need for non-restrictive and restrictive physical intervention. Tuition waiver applies; seniors pay fee only.

Course: DDA021 \$ 40 + \$10 fee = \$50; Non-Maryland residents: Add \$50

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16655	Tue	7/8	12:30 pm – 4:30 pm	306 E	1

Behavior Principles and Strategies – Refresher Training

Learn and refresh your skills in Principles of Behavior Change Unit 1; Physical Intervention Unit 2, and Crisis Intervention Unit 4. Review the three steps to behavior change, techniques for effective intervention; physical intervention techniques; the “assault” cycle, four priorities during a crisis intervention, and what to do after a crisis.

Course: DDA023 \$ 40 + \$10 fee = \$50; Non-Maryland residents: Add \$50

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16656	Thu	7/10	9:00 am – 1:00 pm	306 E	1

Communication Skills

Learn the importance of effective communication and the many forms it takes. Recognize the critical impact listening skills have on relationships with individuals, families, and community members. Develop an awareness of diversity issues (cultural, religious, disability, etc.) to enhance clear communication. Tuition waiver applies; seniors pay fee only.

Course: DDA 009 \$10+ \$2 fee = \$12; Non-Maryland residents: Add \$ 30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
47146	Thu	6/5	9:00 am – 10:30 am	306 E	1
16663	Thu	8/14	6:00 pm – 7:30 pm	306 E	1

Community Integration and Inclusion

This course revolves around the concept of values and will be philosophical in content. Define “community membership” and identify related issues. Understand and demonstrate a variety of strategies to help individuals connect to their community. Gain awareness of potential stumbling blocks/barriers to success for individuals and identify possible solutions. Tuition waiver applies; seniors pay fee only.

Course: DDA 003 \$13+ \$2 fee = \$15; Non-Maryland residents: Add \$ 30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16657	Wed	8/6	8:05 pm – 10:05 pm	306 E	1

Please register 4 days before classes begin

First Aid

Learn to handle injuries such as shock, poisoning, burns, bleeding and wounds, heat-and cold-related injuries, bone/joint/muscle injuries, and medical emergencies such as diabetes and seizures. A three-year completion card is issued by the American Safety and Health Institute. Tuition waiver applies; seniors pay only fee only.

Course: DDA011 **\$30 + \$5 fee = \$35; Non-Maryland residents: Add \$ 30**

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16650	Fri	7/11	9:00 am – 12:00 pm	306 E	1

Fundamental Rights

This course provides you with a foundation for respecting the fundamental rights of the person served. Distinguish between the various components surrounding and affecting individual's rights as well as the path fundamental rights have taken over the years. Recognize problems before they occur, devise an effective method to address problems, and recognize sensitivity issues. Various methodologies will be used to teach this material. Tuition waiver applies; seniors pay fee only.

Course: DDA006 **\$13 + \$2 fee = \$15; Non-Maryland residents: Add \$ 30**

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16660	Wed	8/6	6:00 pm – 8:00 pm	306 E	1

General Characteristics of Needs of Individuals Served

Gain a basic understanding of the characteristics and needs of individuals with developmental disabilities. Define "developmental disability" and identify specific conditions that qualify individuals as having one. Define major characteristics of mental retardation, cerebral palsy, epilepsy, and autism, and distinguish between mental retardation and mental illness. Recount historical data relating to provisions of services for people with developmental disabilities. Tuition waiver applies; seniors pay fee only.

Course: DDA005 **\$13 + \$2 fee = \$15; Non-Maryland residents Add \$ 30**

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
16659	Wed	8/13	6 pm – 8 pm	306 E	1

Individual-Directed, Outcome-Oriented Planning for Individuals

Learn effective listening to understand individual needs, wants, and desires. Empower the individuals you work with in choosing a life of their own and a being contributing member of their community. Participate in active group discussions, group exercises, and role play. Tuition waiver applies; seniors pay fee only.

Course: DDA004 **\$13 + \$2 fee = \$15; Non-Maryland residents: Add \$30**

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
Westfield South					
47141	Tue	6/10	1:15 pm – 3:15 pm	306 E	1
16658	Tue	8/12	8:05 pm – 10:05 pm	306 E	1

Please register 4 days before classes begin

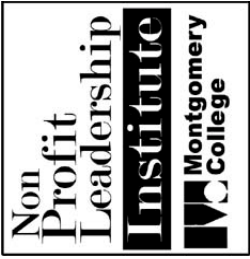
Supporting Individuals and Their Families in Making Choices

Gain a foundation for, and method of, assisting individuals and their families in making person-centered choices. Recount the negative consequences of not offering choices, recognize barriers and methods to overcome them, and relate areas of life where choices can be demonstrated. Define the components of self-directed, team-approach services and understand the rationale for offering choices and including individual and family input. Tuition waiver applies; seniors pay fee only.

Course: DDA008 \$13 + \$2 fee = \$15; Non-Maryland Residents: Add \$ 30

<u>CRN#</u>	<u>Day(s)</u>	<u>Date(s)</u>	<u>Time</u>	<u>Room</u>	<u># Meets</u>
<i>Westfield South</i>					
47145	Tue	6/10	10:45 am – 12:45 pm	306 E	1
16662	Tue	8/12	6:00 pm – 8:00 pm	306 E	1

Please register 4 days before classes begin



Nonprofit Leadership Institute for emerging leaders who are ready to

INSPIRE...

MOTIVATE...

LEAD...

SUCCEED!

The success of nonprofit organizations is essential to the quality of life and economic development in Maryland. The Nonprofit Leadership Institute challenges and cultivates the skills of emerging leaders. This five-day, intensive, interactive training program will apply the best research and resources for the next generation of managers, supervisors, directors, coordinators, team leaders and prospective executive directors.

PROGRAM PARTICIPANTS WILL:



- Gain an overview of what it takes to be an effective nonprofit leader;
- Enhance your leadership strengths and skills;
- Learn about key issues affecting the nonprofit sector;
- Increase your personal influence and learn how to lead change;
- Improve your cultural competence to work with diverse constituencies;
- Practice effective communication and learn how to prevent and cope with conflict;
- Learn the importance of personal and organizational planning; and
- Learn from noted experts and develop a peer-support network.

For additional information regarding the Nonprofit Leadership Institute, contact Karla Nabors at 240-567-1660 or by e-mail Karla.Nabors@montgomerycollege.edu. Also, visit www.montgomerycollege.edu/wdce/nonprofitleadership.html

Montgomery College – Westfield South - Summer 2008

June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
				DDA009 - CRN 47146 9:00 am – 10:30 am Communication Skills (AJ)		
				DDA017 - CRN 47137 10:45 am – 12:45 pm Aging (AJ)		
8	9	10	11	12	13	14
	DDA007 - CRN 47144 9:00 am – 10:30 am Communicable Diseases and Blood Borne Pathogens (AJ)		DDA018 - CRN 47138 9:00 am – 1:00 pm Behavior Principles and Strategies Unit 1 (DT)			
	DDA008 - CRN 47145 10:45 am – 12:45 pm Supporting Choices (AJ)		DDA019 - CRN 47139 1:30 pm – 4:30 pm Behavior Principles and Strategies Unit 2 (DT)			
	DDA004 - CRN 47141 1:15 pm – 3:15 pm IDOOPI (AJ)					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Criteria to Pass the Courses -All DDA Mandated Courses - 70%, BPS - 80%

Montgomery College – Westfield South - Summer 2008
July 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
					Holiday Independence Day!	
6	7	8	9	10	11	12
		DDA020 - CRN 16654 9:00 am – 12:00 pm Behavior Principles and Strategies Unit 3 (DT)		DDA023 - CRN 16656 9:00 am – 1:00 pm BPS <u>Refresher Training</u> (DT)	DDA011 - CRN 16650 9:00 am – 12:00 pm First Aid (Chapman)	
		DDA021 - CRN 16655 12:30 pm – 4:30 pm Behavior Principles and Strategies Unit 4 (DT)			DDA012 - CRN 16651 12:30 pm – 3:30 pm Adult CPR (Chapman)	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Criteria to Pass the Courses - All DDA Mandated Courses - 70%, BPS - 80%

Montgomery College – Westfield South - Summer 2008
August 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
			DDA006 - CRN 16660 6:00 pm – 8:00 pm Fundamental Rights (AJ)	DDA018 - CRN 16652 9:00am – 1:00 pm Behavior Principles and Strategies Unit 1 (DT)		
			DDA003 - CRN 16657 8:05 pm – 10:05 pm Community Integration & Inclusion (AJ)	DDA019 - CRN 16653 1:30 pm – 4:30 pm Behavior Principles and Strategies Unit 2 (DT)		
10	11	12	13	14	15	16
	DDA008 - CRN 16662 6:00 pm – 8:00 pm Supporting Choices (TBA)	DDA005 - CRN 16659 6:00 pm – 8:00 pm Characteristics of Persons Served (AJ)	DDA009 - CRN 16663 6:00 pm – 7:30 pm Communication Skills (TBA)			
	DDA004 - CRN 16658 8:05 pm – 10:05 pm IDOOPI (TBA)	DDA007 - CRN 16661 8:15 pm – 9:45 pm Communicable Diseases and Blood Borne Pathogens (AJ)	DDA017 - CRN 16649 7:45 pm – 9:45 pm Aging (TBA)			
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Criteria to Pass the Courses -All DDA Mandated Courses - 70%, BPS - 80%

MC's Westfield South Center

11002 Veirs Mill Road, Suite 306

Wheaton, MD 20902

Phones: 240-567-8841; 240-567-8987 - Fax: 240-567-7860

Directions

From Maryland or Virginia

Take I-495 to Exit 31A (Georgia Avenue/Wheaton) and bear left on Veirs Mill Road to Westfield Shopping town or take Exit 33A (Connecticut Avenue/Kensington) and continue in the right lane to Westfield Shopping town. Look for the Westfield South office building next to Hecht's parking lot.

From DC

Take 16th Street North to Georgia Avenue North and bear left on Veirs Mill Road to Westfield Shopping town. Look for the Westfield South office building next to Hecht's parking lot.

Metro

Take the Red Line to the Wheaton Stop. Westfield Shopping town is located across Georgia Avenue. From the Silver Spring Metro Bus Station, take the Q2, Y8, and Y6 bus to reach Westfield Shopping town. Look for the Westfield South office building next to Hecht's parking lot.

Metro information: 202-637-7000; TDD 202-638-3780

Taxi

Barwood Cab will pick you up at any mall exit. Please call 301-984-1900 for reservations.

