Students must understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. For details, visit www.montgomerycollege.edu/wdce/healthsciencesinstitute.html
Health Care Courses

Clinical Medical Assistant

Clinical Medical Assistant Program

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. 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 the 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 and hands-on labs and a clinical externship opportunity (Course# HHS126) at a local healthcare provider. To be eligible for the clinical rotation, you must successfully complete the 96-hour course, submit to a thorough background check and drug screening, and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This course is VA-approved for GI Bill benefits. TWA

Course: HHS112  96 Hours
$1,680 + $600 fee = $2,280; NMR add $1,050

Online: Structured Remote

CRN#: 37804  24 Sessions  M W
2/7-5/4  5-9 p.m.
No class 3/14, 3/15, 3/16
Must be taken with HHS126 lab/externship section held on
Takoma Park campus on either Tuesday or Thursday evening

CRN#: 37805  24 Sessions  T R
2/8-5/5  9 a.m.-1 p.m.
No class 3/15, 3/16, 3/17
Class is to be taken with Rockville campus section of HHS126
on either Monday or Wednesday morning.

Clinical Medical Assistant—Labs and Clinical Externship

This 90-hour course serves as the required lab (40 hours) and clinical externship (50 hours) part of the Clinical Medical Assistant Program. Focus will be on the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physicians office visit; review and administration of medications, allergies, and other pharmacology related items; laboratory procedures; phlebotomy and the proper techniques to collect specimens for laboratory analysis; and cardiology and the proper placement of leads when taking a 12 lead EKG. To be eligible for this course, you must be enrolled in and/or have successfully completed the 96-hour classroom program, submit to a thorough background check and drug screening, and meet other requirements. 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. TWA

Course: HHS126  90 Hours
$830 + $350 fee = $1,180; NMR add $650

Rockville Campus

CRN#: 38081  10 Sessions  M
2/14-4/25  9 a.m.-1 p.m.
No class 3/14
Must be taken with Rockville day time section of HHS112

CRN#: 38082  10 Sessions  W
2/16-4/27  9 a.m.-1 p.m.
Must be taken with Rockville daytime session of HHS112

Takoma Park/Silver Spring Campus

CRN#: 38079  10 Sessions  T
2/15-4/26  5-9 p.m.
No class 3/15, 3/17
Must be taken with Takoma Park evening section of HHS112

CRN#: 38080  10 Sessions  R
2/17-4/28  5-9 p.m.
No class 3/17
Must be taken with Takoma Park evening session of HHS112

All Health Sciences Students:

FULL COVID VACCINE IS MANDATORY FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO THE FIRST DAY OF IN-PERSON CLASSES!

Students must understand and meet all requirements and/or standards imposed by recognized professional regulatory agencies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. Please see our website for details.

Some classes are taught online via Zoom and/or Blackboard Learning Systems. Therefore, you will need a computer, laptop, or smartphone camera ready with speakers, internet access and a browser that is current.

For classes that are scheduled to be on campus, COVID19 training is required prior to entry into the health sciences building—located on the Blackboard Community website under WDCE Nursing Hub. Students must also complete the daily assessment self-screening survey. You are required to wear a mask, wash hands before and after using equipment, and practice social distancing as required by the CDC.

Please check the website for updates: https://www.montgomerycollege.edu/wdce/health-sciences.
### Health Career Training

#### Dialysis Technician Program [TIP]
Gain the knowledge and skills needed 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. TWA

<table>
<thead>
<tr>
<th>Course: HHS064</th>
<th>50 Hours</th>
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<tr>
<td>$1,230 + $800 fee = $2,030; NMR add $1,050</td>
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**Rockville Campus**

<table>
<thead>
<tr>
<th>CRN#: 37801</th>
<th>20 Sessions</th>
<th>T R</th>
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<tbody>
<tr>
<td>2/15-4/28</td>
<td>6-8:30 p.m.</td>
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No class 3/15, 3/16, 3/17, 3/18

#### EKG Technician [TIP]
Prepare 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 and 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. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various peaks and troughs. TWA

<table>
<thead>
<tr>
<th>Course: HHS051</th>
<th>50 Hours</th>
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<tr>
<td>$1,380 + $650 fee = $1,980; NMR add $800</td>
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**Rockville Campus**

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<tr>
<th>CRN#: 37800</th>
<th>20 Sessions</th>
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<tr>
<td>2/15-4/28</td>
<td>6-8:30 p.m.</td>
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No class 3/15, 3/16, 3/17, 3/18

#### Pharmacy Technician Certification [TIP]
This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Boards (PTCB) exam. 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 defining 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. Students successfully completing this course will receive pre-paid vouchers to take the PTCB exams. These vouchers are valid for 90 days past the date of the last class. Exams must be taken during that time. TWA

<table>
<thead>
<tr>
<th>Course: HHS105</th>
<th>72 Hours</th>
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<td>$1,380 + $650 fee = $2,030; NMR add $1,050</td>
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**Online: Structured Remote**

<table>
<thead>
<tr>
<th>CRN#: 37803</th>
<th>12 Sessions</th>
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<tbody>
<tr>
<td>2/5-4/30</td>
<td>8:30 a.m.-2:30 p.m.</td>
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No class 3/19

<table>
<thead>
<tr>
<th>CRN#: 37802</th>
<th>24 Sessions</th>
<th>M W</th>
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<tbody>
<tr>
<td>2/7-5/4</td>
<td>6-9 p.m.</td>
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No class 3/13, 3/14, 3/16

#### Phlebotomy Technician [TIP]
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 (HHS115). TWA

<table>
<thead>
<tr>
<th>Course: HHS034</th>
<th>90 Hours</th>
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<tbody>
<tr>
<td>$1,580 + $600 fee = $2,180; NMR add $1,050</td>
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**Rockville Campus**

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<tr>
<th>CRN#: 37798</th>
<th>20 Sessions</th>
<th>M W</th>
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<tr>
<td>2/14-4/27</td>
<td>5-9:30 p.m.</td>
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No class 3/14, 3/15, 3/16

**Takoma Park/Silver Spring Campus**

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<tr>
<th>CRN#: 37797</th>
<th>20 Sessions</th>
<th>M W</th>
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<tbody>
<tr>
<td>2/7-4/20</td>
<td>5-9:30 p.m.</td>
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No class 3/14, 3/15, 3/16

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**Registration Alert!**
For on-campus classes, you will have to upload proof of COVID vaccination record prior to class start date. For information on how to upload proof and information regarding COVID vaccination requirements for on-campus classes, please visit us online.

[https://www.montgomerycollege.edu/coronavirus/vaccines.html#student](https://www.montgomerycollege.edu/coronavirus/vaccines.html#student)
Phlebotomy Technician—Clinical Internship
This class includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician Clinical Internship class, you must have completed or currently be enrolled in Montgomery Colleges 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 include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity statutes: Varicella Zoster IgG Ab; Rubella IgG; Rubela IgGAb; and Mumps IgG Ab. Information concerning these requirements will be provided the first night of class. This class must be taken with Phlebotomy Technician (HHS034). TWA
Course: HHS115 40 Hours
$210 + $125 fee = $335; NMR add $160
Off Campus Location
CRN#: 38077 3/21-4/18
Must be taken with Takoma Park section of HHS034
CRN#: 38078 3/23-4/20
Must be taken with Rockville section of HHS034

Physical Therapy and Occupational Therapy Aide Training Tip
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. TWA
Course: HHS041 50 Hours
$1,350 + $650 fee = $2,000; NMR add $1,050
Takoma Park/Silver Spring Campus
CRN#: 37799 10 Sessions S 2/19-4/30 8:30 a.m.–1:30 p.m.
No class 3/19

Nursing Related Courses

Certified Nursing Assistant/Geriatric Asst.

Hospital-Based Nursing Assistant Classroom—Hybrid Tip
This course is designed for the general public who are interested in becoming a Certified Nursing Assistant in the acute hospital setting. This classroom includes both on-line lectures and in-person nursing skills lab practice. You will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with a variety of illnesses. After successful completion of the classroom and clinical sections, you will receive a certificate of completion from Montgomery College and become eligible to apply for certification as a CNA through the Maryland Board of Nursing. Prerequisites: View the Mandatory On-line CNA Orientation; scoring 80% or higher on both of the mandatory on-line math and reading tests. A criminal background check, drug test, BLS/CPR, TB test, and COVID19 and other vaccines are required in preparation for the clinical section. A future email will be sent to you with instructions prior to the start of class. TWA
Course: NUR076 88 Hours
$840 + $275 fee = $1,115; NMR add $650
Hybrid (Online & Face to Face Shady Grove Hospital)
CRN#: 37480 22 Sessions T R U 1/23-3/13 12:30-4:30 p.m. (T R)
(U: In person lab at TP/SS)
Must be taken with NUR071 CRN# 37478

Hybrid (Online & Face to Face Suburban Hospital)
CRN#: 37482 22 Sessions T W R 1/18-3/8 5:30-9:45 p.m. (T)
In person labs 5:30-9:45 p.m. (W at TP/SS)
Must be taken with NUR071 CRN# 37479

Hospital-Based Certified Nursing Assistant (CNA) Clinical
This course is designed for students who have successfully completed the Hospital-Based Certified Nursing Assistant Classroom. You will apply basic nursing skills learning in the classroom and laboratory practice on patients in the acute hospital setting. Basic computer skills are necessary in this environment along with teamwork and communication skills with team members. After successful completion of the classroom and clinical sections, you will receive a certificate of completion from Montgomery College and be eligible to apply for Certified Nursing Assistant certification through the Maryland Board of Nursing. TWA
Course: NUR071 60 Hours
$770 + $150 fee = $920; NMR add $400
Suburban Hospital
CRN#: 37479 8 Sessions S U 3/12-4/10 7 a.m.-3:30 p.m.
No class 3/14-3/20
Must be taken with NUR076 CRN# 37482

Shady Grove Hospital
CRN#: 37478 12 Sessions T R U 3/22-4/19 5:30-9:45 p.m. (T R)
7:30 a.m.-4 p.m. (U)
Must be taken with NUR076 CRN# 37480

FULL COVID VACCINE IS MANDATORY FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO THE FIRST DAY OF IN-PERSON CLASSES!
**Certified Nursing Assistant/Geriatric Assistant Program**

To register for CNA courses you **MUST ATTEND** the **FREE** orientation session which includes the **FREE** mandatory reading and math test that you must pass to register.

All payments for CNA Classroom and CNA Clinical and additional fees are due at time of registration. Seats for the Classroom and Clinical are limited.

You must be at least 18 years old and have a Social Security Number for the Maryland Board of Nursing licensing process upon successful completion, as well as a Social Security Number for nursing homes that require criminal background checks prior to being on their premises for educational purposes.

**Additional Fees:**
There will be additional fees for Immunizations, physical exam, TB test, CPR training, CNA application, GNA application, fingerprinting, and uniforms. These costs will be discussed at orientation.

**FULL COVID VACCINE IS MANDATORY FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO THE FIRST DAY OF IN-PERSON CLASSES!**

*Bring a copy of your vaccine record.*

**Mandatory Nursing Assistant and Geriatric Nursing Assistant Online Orientation:**

**Questions? AFTER viewing the online orientation, contact** healthsciencesnoncredit@montgomerycollege.edu

**Certified Nursing Assistant Classroom (CNA)**

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 a certificate of completion from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination. **Prerequisites:** Viewing the CNA Orientation Session online and scoring at least 80% on both the mandatory reading and math tests. A criminal background check is required; obtain a CPR Health Provider certification before the midterm; a negative TB skin test (PPD) or chest x-ray may be required before class starts. TWA

- **Course:** AHT028  88 Hours  $840 + $275 fee = $1,115; NMR add $650

**Nursing Assistant Classroom—Hybrid (Online and Face to Face meetings)**

- **Course:** AHT243  88 Hours  $840 + $275 fee = $1,115; NMR add $650

**Certified Nursing Assistant Clinical (CNA)**

This course is only for students who have successfully completed Certified Nursing Assistant—Classroom (AHT028). TWA

- **Course:** AHT223  60 Hours  $770 + $155 fee = $925; NMR add $400

*The corresponding classroom and clinical MUST be taken together, no substitutions.*

*You must wear uniforms on first day*

**CNA Classroom on Rockville Campus—Mannakee Building**

- CRN#: 37337  22 Sessions  T W R  1/18-3/8  5:15-9:15 p.m.

**CNA Clinical at Asbury Methodist Village**

- CRN#: 37345  11 Sessions  T R S  3/10-4/9  5-9:15 p.m.  (T R); 7 a.m.-3:30 p.m.  (S)  No class 3/14–3/20

**CNA Classroom on the Takoma Park/Silver Spring Campus**

- CRN#: 37338  22 Sessions  M W F  1/31-3/28  5-9 p.m.  No class 3/14–3/20

**CNA Clinical at HCR Manorcare—Potomac**

- CRN#: 37343  11 Sessions  M W F  3/30-4/22  5-9:15 p.m.  (M W); 7 a.m.-3:30 p.m.  (F)

**CNA Classroom—Hybrid with in-person labs on Wednesdays on the Takoma Park/Silver Spring Campus and online Mon. & Thurs.**

- CRN#: 37349  13 Sessions  M W R  1/20-2/17  8 a.m.-3:30 p.m.  (M R: Online; W: on campus lab) Class on 2/17 meets 8 a.m.-12 p.m.

**CNA Clinical at HCR Manorcare—Potomac**

- CRN#: 37346  9 Sessions  M W R  2/21-3/10  8 a.m.-3 p.m.  Last class on 3/10 meets 8 a.m.-12 p.m.

**CNA Classroom—Hybrid with in-person labs on Wednesdays on the Takoma Park/Silver Spring Campus and online Mon. & Thurs.**

- CRN#: 37350  13 Sessions  M W R  3/21-4/18  8 a.m.-3:30 p.m.  Last class on 4/18 meets 8 a.m.-12 p.m.

**CNA Clinical at HCR Manorcare—Potomac**

- CRN#: 37347  9 Sessions  M W R  4/20-5/9  8 a.m.-3:30 p.m.  Last class on 5/9 meets 8 a.m.-12 p.m.

*The Maryland Board of Nursing requires that all classroom and clinical hours are complete.*

**FULL COVID VACCINE IS MANDATORY FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO THE FIRST DAY OF IN-PERSON CLASSES!**
**Medicine Aide Update**

Find out about new medications, procedures, and protocols, and get the training needed to satisfy recertification requirements for medicine aides. Prerequisite: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant license upon arrival at the class. Students may only register 90 days before their certification expires or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course. TWA

Course: AHT145 9 Hours  
$110 + $55 fee = $165; NMR add $120

**CPR and First Aid**

**Basic Cardiac Life Support for Healthcare Providers**

This course teaches basic life support (BLS) to healthcare professionals and rescue personnel. You will learn adult, infant, and child cardiopulmonary resuscitation (CPR) with the use of the automated external defibrillator (AED), training in rescue breathing with barrier devices and the use of bag-masks, as well as foreign-body airway management. You will receive a American Heart Association BLS Healthcare Provider card link to print your CPR card which is valid for two years after successfully completing the written exam and skills tests. You must attend the entire session to receive a card. This course is primarily for those working in the health-care field (nurses, EMTs, respiratory, physical & occupational therapists, medical/nursing students, and other allied health personnel). The course cost includes textbook, BLS for Healthcare Providers Student Manual. Note: Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructors control. Courses may be cancelled due to insufficient enrollment. Half hour lunch break included in class time. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

Course: CPR007 6 Hours  
$62 + $43 fee = $105; NMR add $120

**Heartcode BLS Skills Check Off**

This course is designed for the healthcare worker who has completed the Online American Heart Association, Heartcode BLS session—https://shopcpr.heart.org. Students must demonstrate the hands-on skills session through Montgomery College WDCE to obtain a course completion card. Students may also show proof of completion via cell phone to the Montgomery College Instructor. Students will not be allowed to demonstrate hands-on competency without the “certificate of completion”. TWA

Course: CPR098 6 Hours  
$55 + $15 fee = $70; NMR add $50

**Heartsaver CPR, AED & First Aid Skills Check-off**

This course is designed for the general public who have completed the Heartsaver First Aid CPR AED Online eLearning portion of the Heartsaver First Aid CPR AED blended learning course—https://shopcpr.heart.org. 1. Students will be able to demonstrate the cognitive information needed to perform First Aide, CPR and AED training. Upon completion of the online portion. 2. Students will be able to complete hands-on skills session with an AHA BLS or Heartsaver Instructor. Students are required to print-out "certificate of completion" and bring document to testing site. Students may also show proof of completion via cell phone to the Montgomery College Instructor. Students will not be allowed to demonstrate hands-on competency without the “certificate of completion”. TWA

Course: CPR094 4 Hours  
$55 + $15 fee = $70; NMR add $50

FULL COVID VACCINE IS MANDATORY FOR ALL HEALTH SCIENCES STUDENTS PRIOR TO THE FIRST DAY OF IN-PERSON CLASSES!
Nurse Refresher Classroom—Hybrid Blackboard

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to re-enter the nursing field. This asynchronous class allows students to complete assignments, and connect with the Instructor and classmates on Blackboard Learning System within a given timeframe - usually 1 week and connect with their class 3-4 times a week. THIS IS NOT A LIVE CLASS. On-line topics will include reviewing anatomy and physiology, major disease pathology, current treatment strategies, legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, evidence-based practice, end of life issues, videos, discussion groups and other leaning activities. Class must be taken with corresponding nursing courses NUR023 Lab and NUR007 Clinical. Courses must be taken at Montgomery College. Prerequisites: Laptop, desk top computer with camera and microphone capabilities and internet browser; View Mandatory Online Nurse Refresher Orientation; must have an active or inactive RN or LPN license; must have graduated from an accredited nursing program. Health records due in preparation for clinical - physical form, COVID19 and other vaccines, TB, criminal background check, CPR/BLS, and drug test - not included in tuition. You will be sent an email with further instructions prior to the start of class. After completion of this program, you will receive a certificate of completion from Maryland Board of Nursing and be eligible to reactivate your RN or LPN license through the Maryland Board of Nursing. TWA

Course: NUR078 100 Hours
$1,235 + $235 fee = $1,470; NMR add $140

Hybrid (Online & Face to Face)
CRN#: 37484  50 Sessions
1/24-3/11
On campus labs will be on Thursdays 2/3, 2/10, and 2/117 on the Takoma Park/Silver Spring Campus.
Take with NUR023 37477 and NUR007 37473

Nurse Refresher Classroom—Hybrid via Zoom

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. Topics include nursing process, communication, nursing care and procedures, current trends in documentation, and pharmacology. There is no payment plan for this lab. Prerequisite: completion of the nurse refresher classroom from Montgomery College. TWA

Course: NUR023 8 Hours
$215 + $55 fee = $270; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 37476  1 Session  S
3/5  8 a.m.-5 p.m.
Take with NUR077 37483 and NUR007 37473

Nursing Refresher: Clinical

Practicing nurse experts supervise your 60 hours of clinical experience in medical-surgical nursing, which includes patient assignments, teamwork, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided. You must register for the classroom, clinical, and lab in order to use the payment plan. There is a nonrefundable fee to participate in the payment plan. Prerequisite: Concurrent enrollment in NUR078 or NUR077 and NUR023.

A. Nursing License: If your Maryland license has lapsed, you must apply for, pay for, and receive an inactive license. If you have an active license from any state other than Maryland, you must apply for and receive a Maryland license before starting your clinical.
B. CPR Certification: This must be a healthcare provider-level course from American Heart Association.
C. 1. A complete physical exam, signed by your health provider, within 9 months of the start date for clinical. (You must use the Montgomery College Nurse Refresher Health form).
2. Proof of immunity to the following diseases: *Mumps, Measles (Rubella) and Rubella: Must provide serologic evidence that you are immune to Mumps, Measles and Rubella (positive titers). If blood titers are negative for any of these 3 diseases, you must receive two (2) doses of Mumps, Measles and Rubella vaccine (MMR) given 4 weeks apart. (Information documenting past MMR vaccinations is appreciated but cannot take the place of the titer test results.) *Varicella: Must provide serologic evidence that you are immune to Varicella (positive titers). If titers are negative, you are required to receive two (2) doses of Varicella vaccine given 4 weeks apart. (Documentation of childhood disease will not be accepted). *Hepatitis B: Three (3) doses of Hepatitis B vaccine given 0,1, and 6 months apart, followed by Hepatitis B surface antibody testing 1-2 months after dose #3 is required. If you cannot provide documentation of the 4-step vaccination process described above, you must obtain serologic evidence of immunity (positive Hep Bs Antibody titer). If this titer is negative for immunity, the vaccination series must be repeated. *Tetanus, Diphtheria, and Pertussis: Documentation of one (1) dose of Tdap vaccine (not to be confused with TDap) in the past two (2) years, regardless of when the last Tetanus and Diphtheria vaccine was given. *Influenza: Vaccine is to be given at least 1 month prior to the start date for clinical. Please note: Vaccine series must be completed by the second week of class. All laboratory titers must have date blood was
drawn as well as test results.

3. Tuberculin Skin Test: (Mantoux Tuberculin test) within 9 months of the start date for clinical is required. If test results show TB exposure in the past or present, you must obtain clearance from your health provider that you are able to attend clinical. A chest x-ray may be needed. (Use the Montgomery College TB clearance form which will be provided with the Health Inventory Form when getting evaluated.) TWA

Course: NUR007 60 Hours
$1,110 + $210 fee = $1,320; NMR add $650

Holy Cross Hospital Silver Spring
CRN#: 37473 10 Sessions M W
3/7-4/13 5-11 p.m.
No class 3/14-3/20
Take with NUR077 37483 and NUR023 37476

Holy Cross Hospital Germantown
CRN#: 37474 10 Sessions T R
3/22-4/21 5-11 p.m.
Take with NUR078 37484 and NUR023 37477

RN Case Manager/Delegating Nurse Training for Assisted Living
This 16-hour course, approved by the Maryland Board of Nursing, provides a basic foundation for nursing practice of the registered nurse who delegates nursing functions in the assisted living setting, including medication administration, and who teaches medication administration to the medication technician in assisted living. Topics to be covered include history of assisted living programs; regulations governing CM/DN practice; overview of CM/DN role and responsibilities; teaching medication administration to the medication technician; case management principles; delegation of nursing practice; communication; adult learning principles; and legal, ethical, and business issues. TWA

Course: NUR014 16 Hours
$290 + $90 fee = $380; NMR add $160

Online: Structured Remote
CRN#: 37475 2 Sessions S
2/12-2/19 7:30 a.m.-4 p.m.
This class is taught online. You will receive a Zoom invite a few days in advance to join the classes. You will need to create a MyMC email account. You will a laptop or ipad computer with a camera and microphone, and a current website browser.

Registration Alert!
For on-campus classes, you will have to upload proof of COVID vaccination record prior to class start date. For information on how to upload proof and information regarding COVID vaccination requirements for on-campus classes, please visit us online.

https://www.montgomerycollege.edu/coronavirus/vaccines.html#student.

Wellness

Massage Therapy: Basic Fundamentals
Learn the fundamentals of Swedish massage, including at least five hands-on techniques. Explore credentialing and licensing requirements for massage therapy careers in the state of Maryland. Wear comfortable clothing; bring a pair of shorts, a short-sleeved shirt, and your favorite oils and lotions to each class. (You will remain fully clothed during massage practice sessions.) Mats will be provided. TWA

Course: WEL021 16 Hours
$160 + $60 fee = $220; NMR add $140

Rockville Campus
CRN#: 37812 4 Sessions S
2/12-3/5 9 a.m.-1 p.m.

Massage Therapy: Basic Fundamentals Part II
This course is designed to increase your knowledge of the basic therapeutic massage techniques acquired in the Basic Fundamentals of Therapeutic Massage Part I. More emphasis is spent on the areas of the human body that generally require more therapeutic massage work, i.e. hands, feet, shoulders and back. Learn some basic reflexology. Learn the anatomy of the human body in more detail. Receive a one-hour massage session in each class. What a wonderful way to end a busy work week! This noncredit course does not meet the licensing requirements of the State of Maryland, Commonwealth of Virginia, or District of Columbia, and completion of this course does not allow the student to sit for the national massage therapy exams; nor does this course permit students to practice therapeutic massage for compensation in any of those three states. The course is designed to teach how to safely and effectively create a basic therapeutic massage session for friends and family members. Further assistance is offered for those who wish to learn more about becoming licensed in the State of Maryland, Commonwealth of Virginia and District of Columbia. Students remain fully clothed; shorts and t-shirts are permitted but not required. TWA

Course: WEL066 16 Hours
$160 + $60 fee = $220; NMR add $140

Rockville Campus
CRN#: 37813 4 Sessions S
3/26-4/16 9 a.m.-1 p.m.
Services for Students with Disabilities

Montgomery College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2009. The college provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Accommodations are determined on a case-by-case analysis based on information provided by a qualified professional.

If you need support services due to a disability, please contact Natalie Martinez, WDCE Disability Support Services Counselor, to schedule an appointment, phone 240-567-4118, e-mail natalie.martinez@montgomerycollege.edu, Fax: 240-567-5163 at least two weeks prior to the start of the classes to ensure timely services. If necessary and appropriate, students may register for courses or activities prior to or while going through the support services process but are expected to comply with required deadlines to ensure that appropriate accommodations can be secured.

Any student who may need assistance in the event of an emergency evacuation must identify to Disability Support Services; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm.

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-4118.

A Sorenson Video Relay Service with a large Monitor is available in the Rockville, Takoma Park/Silver Spring and Germantown Campus libraries.

Students Under 16

Students must be 16 or older, or have permission of the program area by the start date of class, in order to participate. Call 240-567-5188 for more information.

Parking Regulations

Each person associated with the College who parks a vehicle on any Campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty, staff and visitors must abide by college traffic regulations. The College reserves the right to issue a citation or tow, at the owner’s risk and expense, any unregistered vehicle parked in violation.

Instructions for Parking Permits:

Students parking a vehicle on any Campus of the College (Rockville, Germantown and Takoma Park/Silver Spring) while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials. If you register via the web, your printed confirmation or registration history will serve as a parking permit until you can print out the WDCE Student Temporary Parking Permit. The parking permit is free to students but you must register your vehicle.

All Students registered for WDCE classes spanning greater than 15 days from start to end date MUST obtain a parking permit following steps 1 to 4 below.

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the “Order MY Parking Permit/Pay Parking fines” link on the “MyMC Quick Links” tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

Be sure to click the print link on the confirmation page as the permit will not be mailed.

Information about vehicle registration and parking, and how to pay or appeal a citation is available at www.montgomerycollege.edu/parking. The Montgomery College Motor Vehicle Regulations are available at www.montgomerycollege.edu/verified.

Textbooks and Materials

Textbooks/course materials: Purchase textbooks and/or course materials at the Campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELT), and off-Campus MCPS locations, please use the Rockville Campus MC Books & More, for classes at Westfield South use the Takoma Park/Silver Spring Campus MC Books & More. You do not need to go to a Campus store to make your purchase. You may purchase your textbooks/course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College’s MC Books & More website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WDCE, please visit our reference page at http://www.bkstr.com/montgomerycollegestore/home/

A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

Scholarship Opportunities

For detailed information regarding scholarship opportunities and how to apply, visit https://www.montgomerycollege.edu/ workfore-development-continuing-education/wdce-scholarships/index.html
Registration Options

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments.

Further instructions for WEB, FAX, or MAIL-IN payments can be found at: www.montgomerycollege.edu/wdce/registerops.html.

Registration will not be processed without appropriate payment.

Option 1: In-Person Registration
A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

- Gaithersburg Business Training Center
  Room 400
  8:30 a.m.–9 p.m. (M–R)
  8:30 a.m.–4:30 p.m. (F)
  8:30 a.m.–4 p.m. (S)

- Germantown Campus
  Humanities and Social Sciences Building
  Room 241 and/or 243
  8:30 a.m.–5 p.m. (M–R)
  8:30 a.m.–4:30 p.m. (F)

- Rockville Campus
  220 Campus Center
  8:30 a.m.–5 p.m. (M–F)
  8:30 a.m.–12 p.m. (S)

- Takoma Park/Silver Spring Campus
  230 CF, Customer Service
  8:30 a.m.–5 p.m. (M–R)
  8:30 a.m.–4:30 p.m. (F)

***Cash payments can only be made at the Cashier’s Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses.

Option 2: Online (Web) Registration
A. Go to montgomerycollege.edu/wdce
B. Click on “How to Register” in the left navigation bar.
C. Click on “Register by Web.”
D. Follow the appropriate directions depending on if you are a new or returning student.

Option 3: Mail Registration
Send completed form with payment for total due to Montgomery College, WDCE, 51 Mannakee St., Rockville, MD 20850.

Option 4: Fax Registration
Fax completed form with payment information to WDCE at 240-683-6945.

Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

A. Students attending Montgomery College will pay tuition according to their residency classification. To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.

B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester; unless you are a member of the Military covered under HB935.

C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Refund Policy

Refunds are paid at 100% for classes canceled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. DO NOT drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/waiver instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

Transfer Policy

To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Tuition Installment Plan (TIP)

The Tuition Installment Plan (TIP) may allow students to pay registration charges in several payments; some restrictions apply. Each term is independent and must be enrolled in separately. A nonrefundable fee is required to participate in TIP. Students must register online during the TIP enrollment period prior to the close date indicated for each plan. Only courses with a code have a tuition installment plan available. For more information go to www.montgomerycollege.edu/wdce/registerops.html.

Tuition Waiver

Only noncredit courses designated “tuition waiver applies” in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver (TWA): Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course: Courses indicated with this VA code are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit www.montgomerycollege.edu/wdce/registerops.html.

Questions?
Call 240-567-5188.
REGISTRATION FORM
WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Please Print Clearly

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

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

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

College ID Number: M 2

Birthdate

Sex □Female □Male

Last Name

First Name

Middle Initial

Address

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

City

State Zip

Home Phone

Work Phone

Cell

E-Mail

Have you attended MC before? □Yes □No

How did you hear about us? □Received brochure in mail □Website □Social media □Advertisement □On Campus □Other___________________

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

STUDENTS WITH DISABILITIES

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

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

□Not Hispanic or Latino □Hispanic or Latino

RACE: Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)

□American Indian or Alaskan Native □Asian □Black or African American □Native Hawaiian and other Pacific Islander □White

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

CHECK ALL THAT APPLY:

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

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

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

CRN # Course # Course Title Start Date Tuition Course Fee Non-Md. Fee Course Total

Refunds will go to the registered student of record. Total Due $

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.

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

Student Signature Required Date

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

Credit Card Information: Expiration date on card 3 or 4 digit Security code on your card

Credit Card Number

Name on Card

Card holder signature required Date

NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.
Health Sciences
Spring 2022 Course Schedule

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Resilient MC
Throughout the ongoing pandemic, Montgomery College has prioritized the health and safety of its students and employees above all else. As we move into the next phase of teaching, learning, and working, this will continue to guide all of our decisions about the structure of our education programs and delivery of key services.

Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910