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#: 24739  
24 Sessions  
9/13-12/8  
5-9 p.m.
No class 11/22-11/28
Must be taken with Takoma Park T or R section of HHS126

CRN#: 24740  
24 Sessions  
9/14-12/9  
9 a.m.-1 p.m.
No class 11/22-11/28
Must be taken with Rockville campus section of either M or W HHS126

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#: 25071  
10 Sessions  
9/20-12/3  
9 a.m.-1 p.m.
No class 11/22, 11/26
Must be taken with the day Rockville section of HHS112

CRN#: 25072  
10 Sessions  
9/22-12/1  
9 a.m.-1 p.m.
No class 11/24, 11/27
Must be taken with the daytime, Rockville campus section of HHS112

Takoma Park/Silver Spring Campus

CRN#: 25070  
10 Sessions  
9/23-12/2  
5-9 p.m.
No class 11/25
Must be taken with Takoma Park evening section of HHS12

All Health Sciences Students:

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. Please see our website for details.

Until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.

If clinicals resume, COVID19 training will be required prior to entry into the healthcare facility. Face masks, social distancing, and frequent hand-washing is also required.

For classes that are scheduled to be on campus, students must complete the daily self-screening survey. You are required to wear a mask, wash hands before entering or leaving building or classroom, wash your 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

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

Course: HHS064 50 Hours
$1,230 + $800 fee = $2,030; NMR add $1,050
Rockville Campus
CRN#: 25018 20 Sessions T R
9/14-11/18 6-8:30 p.m.

EKG Technician

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

Course: HHS051 50 Hours
$1,330 + $650 fee = $2,000; NMR add $1,050
Takoma Park/Silver Spring Campus
CRN#: 25017 20 Sessions T R
9/14-11/18 6-8:30 p.m.

Pharmacy Technician Certification

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

Course: HHS105 72 Hours
$1,380 + $650 fee = $2,030; NMR add $1,050
Online: Structured Remote
CRN#: 25019 24 Sessions M W
9/20-12/15 6-9 p.m.
No class 11/27

Distance Learning (DL) are offered completely online and allow students to learn independently, on their own schedules, as they meet specific deadlines and complete assignments. Instructors guide students’ learning with lessons, activities, and feedback through a Blackboard course site. Some meetings will happen online via structured remote or distance learning along with some on-campus meetings.

Hybrid (face to face & DL or SR) are listed in the course schedule with specific times and locations. Some meetings will happen online via structured remote or distance learning along with some on-campus meetings.

Structured Remote (SR) are scheduled on specific days and at specific times. Students meet as a class remotely through Zoom or Blackboard Collaborate; instructors will tell students which software to use. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.

www.montgomerycollege.edu/wdce | 3
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; Rubeola 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#: 24838 8 Sessions W
10/13-12/1 9 a.m.-4 p.m.
must be taken with Takoma Park section of HHS034

CRN#: 24839 7 Sessions M
10/25-12/6 9 a.m.-4 p.m.
must be taken with Rockville campus 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#: 25016 10 Sessions S
9/18-11/20 8:30 a.m.-1:30 p.m.

Certified Nursing Assistant/ Geriatric Asst
Advanced Skills for Certified Nursing Assistants (CNAs)
This course is an 80 hour hospital-based program designed for certified nursing assistants (CNAs) to develop advanced skills seeking employment as a Patient Care Technician in a hospital/acute care setting. Students will learn to perform advanced skills such as intravenous therapy site care, electrocardiograms (EKG), bladder scans, wound care, urinary catheterization care, blood glucose monitoring, preoperative/post operative care, tracheostomy care, phlebotomy and more. Participants of this program MUST HAVE AN ACTIVE CNA CERTIFICATION IN GOOD STANDING with the Maryland Board of Nursing and an active BLS/CPR certification. After successful completion of this course students will receive a certificate of completion from Montgomery College and will be eligible to take the PCT/A certification examination. TWA

Course: AHT242 80 Hours
$694 + $200 fee = $894; NMR add $400

Online: Structured Remote
CRN#: 24437 15 Sessions M W U
9/20-10/24 5:30-9:45 p.m. (M W)
9 a.m.-5 p.m. (U)
Tuesday and Thursday classes online. Sunday labs will meet in person on the Takoma Park/Silver Spring Campus.

Hospital-Based Certified Nursing Assistant Classroom and Laboratory [TIP]
This course is designed for students who are interested in becoming a certified nursing assistant in the acute hospital setting. 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 a variety of diseases. You must pass this class with an average of 80% in order to advance to the hospital-based clinical class. Prerequisites: Attending the CNA Orientation session; scoring at least 80% on both the mandatory reading and math tests; and passing a basic computer competency skill. You will be required to have a criminal background check, obtain a CPR Health Provider certification and up to date immunizations (MMR, Varicella, Hep B, TDap, Influenza) and TB skin test or chest x-ray before the midterm exam TWA

Course: NUR070 88 Hours
$840 + $275 fee = $1,115; NMR add $650

Online: Structured Remote/Shady Grove Hospital
CRN#: 24446 22 Sessions T R U
9/12-10/31 5:30-9:45 p.m. (T R)
12:30-4:45 p.m. (U)
Tuesday and Thursday classes online. Sunday labs will meet in person on the Takoma Park/Silver Spring Campus.

Online: Structured Remote/Suburban Hospital
CRN#: 24445 22 Sessions T W R
9/2-10/21 5:30-9:45 p.m.
Tuesday and Thursday classes online. Wednesday labs are in-person on the Takoma Park/Silver Spring Campus.

The Maryland Board of Nursing requires that all classroom and clinical hours are completed. If any class is canceled, there will be a make up session added.
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 or Tax Identification 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.

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

[https://www.montgomerycollege.edu/workforce-development-continuing-education/
health-sciences/cna-gna/orientation.html](https://www.montgomerycollege.edu/workforce-development-continuing-education/
health-sciences/cna-gna/orientation.html)

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

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**Certified Nursing Assistant Classroom (CNA)** **TIP**

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:** Attending the CNA Orientation Session 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

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**Certified Nursing Assistant Clinical (CNA)** **TIP**

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

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**CNA Classroom is Structured Remote with Rockville Campus in-person labs on Thursdays**

- **CRN#: 24439**  **22 Sessions**  **T W R**  **9/8-10/27**  **5-9:15 p.m.**

**CNA Clinical at Asbury Methodist Village**

- **CRN#: 24443**  **11 Sessions**  **T R S**  **10/30-11/23**  **5-9:15 p.m. (T R)**

*No class 7/5*

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

- **CRN#: 24440**  **22 Sessions**  **M W F**  **9/20-11/8**  **5-9:15 p.m.**

**CNA Clinical at Structured Remote/Brooke Grove Rehabilitation/Nursing Facility**

- **CRN#: 24444**  **12 Sessions**  **M W F**  **11/10-12/8**  **5-9:15 p.m. (M W)**

*No class 11/26*

**CNA Classroom Structured Remote with on campus (TP/SS*) labs on Wednesdays**

- **CRN#: 24441**  **17 Sessions**  **M W R**  **9/13-10/11**  **8 a.m.-3:30 p.m.**

Class on Monday 10/11 will be from 8 a.m.-12 p.m.

**CNA Clinical at Structured Remote/Brooke Grove Rehabilitation/Nursing Facility**

- **CRN#: 24442**  **8 Sessions**  **M W R**  **10/14-11/1**  **7 a.m.-3:30 p.m.**

Class on Monday 11/1 will be from 8 a.m.-12 p.m.

*No class 7/5*

*The Maryland Board of Nursing requires that all classroom and clinical hours are complete.*
Hospital-Based Certified Nursing Assistant (CNA) Clinical TIP

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 + $155 fee = $925; NMR add $400

Shady Grove Hospital
CRN#: 24448  12 Sessions  T R U
11/2-12/2  5:30-9:45 p.m. (T R)
7:30 a.m.-4:30 p.m. (U)
No class 11/25, 11/28

Suburban Hospital
CRN#: 24447  8 Sessions  S U
10/23-11/20  7 a.m.-3:30 p.m.

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

Online: Structured Remote
CRN#: 24434  1 Session  S
9/11  8 a.m.-5:30 p.m.
CRN#: 24435  1 Session  S
10/9  8 a.m.-5:30 p.m.
CRN#: 24436  1 Session  S
11/6  8 a.m.-5:30 p.m.

CPR and First Aid

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 bring proof of online session. Students must demonstrate the hands-on skills session through Montgomery College WDCE to obtain a course completion card. TWA

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

Takoma Park/Silver Spring Campus
CRN#: 24471  1 Session  S
9/18  9 a.m.-3 p.m.
CRN#: 24472  1 Session  S
10/16  9 a.m.-3 p.m.
CRN#: 24473  1 Session  S
11/13  9 a.m.-3 p.m.
CRN#: 24474  1 Session  R
12/2  9 a.m.-5 p.m.
CRN#: 24475  1 Session  S
12/11  9 a.m.-3 p.m.

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 Aid, 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

Takoma Park/Silver Spring Campus
CRN#: 24476  1 Session  S
9/25  9 a.m.-1 p.m.
CRN#: 24477  1 Session  S
11/20  9 a.m.-1 p.m.

Distance Learning (DL) are offered completely online and allow students to learn independently, on their own schedules, as they meet specific deadlines and complete assignments. Instructors guide students’ learning with lessons, activities, and feedback through a Blackboard course site.

Hybrid (face to face & DL or SR) are listed in the course schedule with specific times and locations. Some meetings will happen online via structured remote or distance learning along with some on-campus meetings.

Structured Remote (SR) are scheduled on specific days and at specific times. Students meet as a class remotely through Zoom or Blackboard Collaborate; instructors will tell students which software to use. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.
Nursing Refresher


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

If inclement weather occurs, make-up hours will be added.

Nurse Refresher Classroom

This course is designed for RNs and LPNs 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 Nursing Lab (NUR023) and Nursing Clinical (NUR007). TWA

Course: NUR057 100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Online: Structured Remote
CRN#: 24449 19 Sessions M W S
9/13-10/25 5-9:15 p.m. (M W)
8 a.m.-5 p.m. (S)

Take with NUR023 24451, 24459
Mandatory on-campus labs held on Saturdays on the Takoma Park/Silver Spring Campus.

Nurse Refresher Course—Online

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. The program includes both online and hands-on experience. Theory will be delivered totally online and will include: online lectures to include topics such as 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 learning activities. You must register for Nursing Lab (NUR023) and Nursing Clinical (NUR007) Attendance is required for the on-Campus lab which will be taught at Montgomery College and clinical will be taught off-Campus TWA

Course: NUR069 100 Hours
$1,235 + $240 fee = $1,475; NMR add $650

Online: Structured Remote
CRN#: 24468 50 Sessions W
9/20-11/5 Online 24/7

Take with NUR023-24454, NUR007-24462
Mandatory on-campus labs at TPSS Campus Health Sciences Bldg 9/29, 10/6, 10/13. Your Instructor will confirm.

Nursing Lab

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 or permission from the director. TWA

Course: NUR023 8 Hours
$215 + $60 fee = $275; NMR add $140

Takoma Park/Silver Spring Campus
CRN#: 24451 1 Session S
10/30-10/30 8 a.m.-5 p.m.
Take with NUR057-24449, NUR007-24459
CRN#: 24454 1 Session S
11/6-11/6 8 a.m.-4:30 p.m.
Take with NUR069-24468, NUR007-24462

Nursing Refresher: Clinical

Practicing nurse experts supervise your 60 hours of clinical experience in medical-surgical nursing, which includes patient assignments, team work, 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 NUR057 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 (Rubeola) 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 provided by Montgomery College Nurse Refresher Health form. If inclement weather occurs, make-up hours will be added.

TIP

If inclement weather occurs, make-up hours will be added.

Options

Online 24/7
50 Sessions
8 Hours
$215 + $60 fee = $275; NMR add $140

19 Sessions
5-9:15 p.m. (M W)
8 a.m.-5 p.m. (S)

1 Session
8 a.m.-4:30 p.m.

Limited to 20
8 a.m.-5 p.m.

Limited to 20
8 a.m.-5 p.m.

Limited to 20
8 a.m.-5 p.m.
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.) Must concurrently enroll in NUR057, NUR069, and NUR023.

TWA

Course: NUR007  60 Hours
$1,110 + $215 fee = $1,325; NMR add $650

Holy Cross Hospital Silver Spring
CRN#: 24459  10 Sessions  M W
11/1-12/1  5-11 p.m.
Take with NUR057-24449, NUR023-24451

Holy Cross Hospital Germantown
CRN#: 24462  10 Sessions  T R
11/9-12/14  5-11 p.m.
No class 11/25
Take with NUR069-24468, NUR023-24454

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#: 24438  2 Sessions  S
10/2-10/9  7:30 a.m.-4 p.m.

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#: 25116  4 Sessions  S
9/18-10/9  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. 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#: 25117  4 Sessions  S
10/23-11/13  9 a.m.-1 p.m.

All Health Sciences Students:
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. Please see our website for details.

Until further notice from the Montgomery County Leaders, classes will be taught online via Zoom and/or Blackboard learning systems. Therefore, you will need a computer, laptop, tablet, or smartphone camera ready with speakers, internet access and a browser that is current.

If clinicals resume, COVID19 training will be required prior to entry into the healthcare facility. Face masks, social distancing, and frequent hand-washing is also required.

For classes that are scheduled to be on campus, students must complete the daily self-screening survey. You are required to wear a mask, wash hands before entering or leaving building or classroom, wash your 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
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.

Co-Listed Classes

Classes marked with this code [CoL] are co-listed. They are offered so that students may register either for credit or continuing education (noncredit) status. Co-listing gives students an option to choose the best path for their educational needs. Each section includes both credit and noncredit students. For students seeking credit classes, please consult the credit course schedule. The expectations for attendance, participation, and effort are the same for all students. Instructors will announce policies concerning class activities.

If you have registered as a noncredit student in a co-listed course and you wish to change from noncredit to credit status, you will have one day after the class has begun to do so. After that, you are committed to your path as a noncredit student 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. Dates for co-listed classes may reflect the actual credit term dates. Please check the day on your calendar for the actual start date of your class.

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 MV 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). 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.

Inclement Weather

Inclement weather conditions: go to www.montgomerycollege.edu or call 240-567-5000. If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to www.montgomeryschoolsmd.org. If MCPS is closed, or evening activities are cancelled, there are no classes. Students attending classes at local hospitals, will have class unless notified by their instructor.

Scholarship Opportunities

For detailed information regarding scholarship opportunities and how to apply, visit https://www.montgomerycollege.edu/workforce-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 Currently Closed
  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–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–F)
- Westfield South, Room 306 ***Currently Closed
  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)

Registrations are also accepted at all three Campus Admissions Offices.

***Cash payments can only be made at the Cashier’s Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses and will be accepted between 8:30 a.m.–1 p.m. and 2–4:30 p.m., M–F.

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. APPS students must call 240-567-7262 for refund/withdrawal 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 TIP 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 VAA 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.
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.

Watch and listen to our Conversation with Leadership: Resilient MC, where MC President DeRionne Pollard and senior vice presidents shared how the college is planning for the next phase of its resilient response to COVID-19.

Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland  20910