

# MONTGOMERY COLLEGE HEALTH SCIENCE INSTITUTE

Course Schedule | Summer 2020



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](http://www.montgomerycollege.edu/wdce/healthsciencesinstitute.html)

Workforce Development and Continuing Education  
[montgomerycollege.edu/wdce](http://montgomerycollege.edu/wdce) | 240-567-5188



# Health Sciences

## 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.

## Tuition Installment Plan:

Courses with a TIP have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register in person. For more information, please call 240-567-5507.

## Health Care Courses

### Certified Medical Aide (CMA)

#### 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.

#### Course: AHT145 9 Hours

\$110 + \$55 fee = \$165; NMR add \$120

#### Germantown Campus

CRN#: 46182	1 Session	S
5/9	8 a.m.-5:45 p.m.	
CRN#: 46307	1 Session	S
6/6	8 a.m.-5:45 p.m.	
CRN#: 15906	1 Session	S
8/8	8 a.m.-5:45 p.m.	

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

**If any class is canceled due to inclement weather, there will be a make up session added.**

## Clinical Medical Assistant

### Clinical Medical Assistant Program TIP

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. High School diploma or GED required. This course is VA-approved for GI Bill benefits.

#### Course: HHS112 96 Hours

\$1,680 + \$600 fee = \$2,280; NMR add \$1,050

#### Rockville Campus

CRN#: 16033	24 Sessions	T R
6/2-8/27	9 a.m.-1 p.m.	
No class 6/30, 7/2		

*Must be taken with Rockville Campus HHS126*

#### Takoma Park/Silver Spring Campus

CRN#: 16034	24 Sessions	M W
6/1-8/26	5-9 p.m.	
No class 6/29, 7/1		

*Must be taken with TP/SS Campus HHS126*

### Clinical Medical Assistant—Labs and Clinical Externship TIP

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#: 16049 10 Sessions M  
6/8-8/20 9 a.m.-1 p.m.

No class 6/29

*Must be taken with Rockville Campus HHS112*

CRN#: 16050 10 Sessions W  
6/10-8/19 9 a.m.-1 p.m.

No class 7/1

*Must be taken with Rockville Campus HHS112*

**Takoma Park/Silver Spring Campus**

CRN#: 16047 10 Sessions T  
6/2-8/11 5-9 p.m.

No class 6/30

*Must be taken with TP/SS Campus HHS112*

CRN#: 16048 10 Sessions R  
6/4-8/13 5-9 p.m.

No class 7/2

*Must be taken with TP/SS Campus HHS112*

## Health Career Training

### 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

**Course: HHS051 50 Hours**

\$1,330 + \$650 fee = \$1,980; NMR add \$800

**Takoma Park/Silver Spring Campus**

CRN#: 16019 20 Sessions T R  
6/9-8/20 6-8:30 p.m.

No class 6/30, 7/2

### Healthcare Access and Registration Professional Program **TIP**

This comprehensive program will prepare students to handle patient encounters, patient customer service, and other areas related to intake and the coordination of a patients healthcare experience. This program covers important background information on the healthcare profession including interpersonal skills, patient confidentiality, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management. Additional key program topics include customer service, referral/transfer services, resource scheduling, patient check-in, admission, registration, revenue cycle and information systems, statistical reporting, customer satisfaction and retention, leadership and management, and other relevant topics. Students who complete this program will be eligible to sit for the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM), or the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors. TWA

**Course: HHS108 90 Hours**

\$1,580 + \$675 fee = \$2,255; NMR add \$1,050

**Rockville Campus**

CRN#: 16032 20 Sessions T R  
6/9-8/20 5-9:30 p.m.

No class 6/30, 7/2

### 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

**Course: HHS105 72 Hours**

\$1,380 + \$650 fee = \$2,030; NMR add \$1,050

**Germantown Campus**

CRN#: 16031 24 Sessions M W  
6/1-8/26 6-9 p.m.

No class 6/29, 7/1

**Takoma Park/Silver Spring Campus**

CRN#: 16020 12 Sessions S  
6/6-8/29 8:30 a.m.-2:30 p.m.

No class 7/4

## 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

**Course: HHS034 90 Hours**  
\$1,580 + \$600 fee = \$2,180; NMR add \$1,050

### Rockville Campus

CRN#: 16017 20 Sessions M W  
6/1-8/12 5-9:30 p.m.  
No class 6/29, 7/1

### Takoma Park/Silver Spring Campus

CRN#: 16018 20 Sessions M W  
6/8-8/19 5-9:30 p.m.  
No class 6/29, 7/1

## 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 College's 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

### Rockville Campus

CRN#: 16145 6/1-8/12  
*Must be taken with Rockville section of HHS034.*

### Takoma Park/Silver Spring Campus

CRN#: 16144 6/8-8/19  
*Must be taken with Takoma Park section of HHS034.*

## Nursing Related Courses

## Certified Nursing Assistant/ Geriatric Nursing Assistant

### Hospital-Based Certified Nursing Assistant Classroom and Lab **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 xr-ray before the midterm exam*

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

### Takoma Park/Silver Spring Campus

CRN#: 46174 22 Sessions T R U  
6/14-8/2 5:30-9:30 p.m. (T R)  
12:30-4:30 p.m. (U)

### 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.

**Course: NUR071 60 Hours**  
\$770 + \$155 fee = \$925; NMR add \$400

### Shady Grove Hospital

CRN#: 16141 11 Sessions M W S  
8/3-8/26 5:30-9:45 p.m. (M W)  
7:30 a.m.-4:30 p.m. (S)  
  
CRN#: 15950 11 Sessions T R U  
8/4-8/27 5:30-9:45 p.m. (T R)  
7:30 a.m.-4:30 p.m. (U)

**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.**

*See page 8 for*  
**Advanced Skills for CNAs**  
**Course: AHT242**



## 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.

**Below are the schedules for the classroom portion and the clinical portion of the CNA.**

**Choose one mandatory orientation session. All sessions are at the Takoma Park/Silver Spring Campus in the Health Sciences Center Room 121**

**4/15 from 11:30 a.m.-2:30 p.m. • 4/29 from 3-6 p.m. • 5/13 from 5-8 p.m.**

**Students must show identification.**

### 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: 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**

### 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 at Brooke Grove Rehabilitation/Nursing Facility

CRN#: 46180    13 Sessions    M W R    5/27-6/24    8 a.m.-3:30 p.m.

#### CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility

CRN#: 15907    9 Sessions    M W R    6/25-7/15    8 a.m.-3:30 p.m.  
8 a.m.-12 p.m. (7/15)

#### CNA Classroom at Brooke Grove Rehabilitation/Nursing Facility

CRN#: 15905    13 Sessions    M W R    7/8-8/5    8 a.m.-3:30 p.m.  
8 a.m.-12 p.m. (8/5)

#### CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility

CRN#: 15909    9 Sessions    M W R    8/6-8/26    8 a.m.-3 p.m.  
8 a.m.-12 p.m. (8/26)

#### CNA Classroom at Germantown Campus

CRN#: 46179    19 Sessions    M T W R S    6/1-6/25    5-9 p.m. (M T W R)  
7:30 a.m.-3:30 p.m. (S)

#### CNA Clinical at Asbury Methodist Village

CRN#: 15908    12 Sessions    M T W S    6/27-7/18    5-9 p.m. (M T W)  
No class 7/4    7 a.m.-3:30 p.m. (S)

#### CNA Classroom at Takoma Park/ Silver Spring Campus

CRN#: 46178    22 Sessions    M W F    5/11-7/1    5-9 p.m.    No class 5/25

#### CNA Clinical at Brooke Grove Rehabilitation/Nursing Facility

CRN#: 15910    11 Sessions    M W F    7/6-7/29    5-9:15 p.m. (M W)  
7 a.m.-3:30 p.m. (F)

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

## 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 link to access the American Heart Association 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). Additional information about this course is available on our website. TWA

**Course: CPR007      6 Hours**

\$62 + \$43 fee = \$105; NMR add \$120

#### Gaithersburg Business Training Center

CRN#: 46194	1 Session	S
6/27	8:30 a.m.-3 p.m.	
CRN#: 15917	1 Session	F
7/17	9 a.m.-3:30 p.m.	
CRN#: 15921	1 Session	F
8/14	9 a.m.-3:30 p.m.	

#### Takoma Park/Silver Spring Campus

CRN#: 46191	1 Session	F
5/1	9 a.m.-3:30 p.m.	
CRN#: 46192	1 Session	F
5/29	9 a.m.-3:30 p.m.	
CRN#: 46193	1 Session	S
6/6	9 a.m.-3:30 p.m.	
CRN#: 15916	1 Session	S
7/11	9 a.m.-3:30 p.m.	
CRN#: 15919	1 Session	F
7/31	9 a.m.-3:30 p.m.	
CRN#: 15920	1 Session	S
8/8	9 a.m.-3:30 p.m.	
CRN#: 15922	1 Session	S
8/22	9 a.m.-3:30 p.m.	

### BLS (Healthcare Provider) CPR Renewal

This course is a training update for BLS Providers who are in possession of an unexpired BLS Provider certification. You must present your unexpired American Health Association BLS certification card for admission to the class. This course reviews all of the skills learned in the BLS CPR course. You will receive an email link to access the American Heart Association BLS (Healthcare Provider) to print your CPR card that is valid for two years after successfully completing the written exam and skills tests. You must attend the entire session to receive a card. 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. Wear comfortable clothes and bring a towel or blanket for CPR practice.

**Course: CPR093      3 Hours**

\$35 + \$35 fee = \$70; NMR add \$50

#### Gaithersburg Business Training Center

CRN#: 16111	1 Session	S
7/18	10 a.m.-1 p.m.	

#### Takoma Park/Silver Spring Campus

CRN#: 16110	1 Session	F
5/8	1-4 p.m.	

### CPR, AED & Basic First Aid Course

This class is designed for individuals who do not work in healthcare but who desire, or are required, to have CPR, AED, and first aid knowledge and skills in order to respond to medical emergencies (e.g., camp directors and counselors, emergency response teams in business and industry, school bus drivers, adult residential personnel, child care workers, teachers, parents, and babysitters). Students will receive an American Heart Association course completion card that is valid for two years after successfully completing the written exam and skills test. Students must attend the entire session to receive the link to print the American Heart Association card. 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. Wear comfortable clothes and bring a towel or blanket for CPR practice. TWA

**Course: CPR090      6 Hours**

\$62 + \$43 fee = \$105; NMR add \$120

#### Gaithersburg Business Training Center

CRN#: 46200	1 Session	S
5/9	8:30 a.m.-3 p.m.	
CRN#: 46199	1 Session	S
6/13	8:30 a.m.-3 p.m.	

#### CPR and First Aid Courses

Please note, classes may run longer than the posted times due to class size and/or other factors outside of the instructor's control. Courses may be cancelled due to insufficient enrollment.

## Nursing Refresher

### Mandatory Orientation Session for Nurse Refresher (Blended)

4/21 • 5–7 p.m. in 227 HC

or

5/4 • 3–5 p.m. in 121 HC

Location: Montgomery College,  
Takoma Park/Silver Spring Campus  
Health Science Center

You must enroll in all 3 courses: Classroom, Lab, and Clinical.  
The Maryland Board of Nursing requires that all 100 hours of  
classroom, all 8 hours of labs, and all 60 hours of clinicals  
must be completed.

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

### Online Nurse Refresher Course

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

#### Takoma Park/Silver Spring Campus

CRN#: 46359      4 Sessions      W

6/1-7/17

Mandatory on-Campus Labs meet

5:30-9:30 p.m. on 6/10, 6/17, and 6/24

### 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.*

**Course:** NUR023      **8 Hours**

\$215 + \$60 fee = \$275; NMR add \$140

#### Takoma Park/Silver Spring Campus

CRN#: 15949      2 Sessions      T R

7/21-7/23      5:30-9:45 p.m.

## Nursing Refresher: Clinical **TIP**

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. TWA*

- 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 Dtap) 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.)

**Course:** NUR007      **60 Hours**

\$1,110 + \$215 fee = \$1,325; NMR add \$650

#### Holy Cross Hospital—Germantown

CRN#: 15947      10 Sessions      T R

7/28-8/27      5-11 p.m.

#### Shady Grove Hospital

CRN#: 15948      6 Sessions      S

7/25-8/29      6:30 a.m.-4:30 p.m.

## 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.

**Course:** NUR014      **16 Hours**

\$290 + \$90 fee = \$380; NMR add \$160

### Takoma Park/Silver Spring Campus

CRN#: 46212      2 Sessions      S  
6/6-6/13      7:30 a.m.-4 p.m.

### Advanced Skills for 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 exam.*

**Course:** AHT242

\$694.00 + Fee \$200 = 894.00; NMR add \$400

### Takoma Park/Silver Spring Campus

CRN#: 46312  
6/14-8/16      U      9 a.m.-5 p.m.

**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.**

## Montgomery College Industry Certification Preparation Programs

Montgomery College provides many courses that prepare individuals to sit for industry credential examinations. Further details may be found on the individual program websites.

### Health Care

- Basic Cardiac Life Support for Healthcare Providers
- Basic First Aid
- Certified Medical Assistant (CMA)
- Certified Nursing Assistant (CNA)
- CPR, AED and Basic First Aid Course
- Delegating Nurse Training for Assisted Living
- Healthcare Providers
- Fitness Certification/ Fitness Professional
- Geriatric Nursing Assistant (GNA): CNA/GNA
- Medical Coder\*
- Medicine Aide Update
- NCLEX RN Review
- Nurse Refresher
- Nursing\*
- Personal Trainer Certificate
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapist
- RN Case Manager/Delegating Nurse Training for Assisted Living
- Train the Trainer: Preparing CNAs for Success

\* Credit Program





## 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](mailto:natalie.martinez@montgomerycollege.edu), Fax: 240-567-5163 at least six 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](http://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 (CoL)

---

Classes marked with this code  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 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](http://www.montgomerycollege.edu/parking). The Montgomery College Motor Vehicle Regulations are available at [www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified).

## 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>.

## Residency 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/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](http://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](http://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](http://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  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](http://www.montgomerycollege.edu/wdce/registerops.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.*

*Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College's nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.*

## 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](http://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.–4 p.m. (M–F)

**Rockville Campus 220 Campus Center**  
8 a.m.–7 p.m. (M–R); 8 a.m.–5 p.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 \*\*\***  
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

Go to [montgomerycollege.edu/wdce](http://montgomerycollege.edu/wdce)

### 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 240-567-1877.




## Room Numbers

Room numbers will be printed on your registration receipt for classes held on our Campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.

## Day Designation

M Monday  
T Tuesday  
W Wednesday  
R Thursday  
F Friday  
S Saturday  
U Sunday

## Key to Codes

TWA Senior Tuition Waiver Applies  
NMR Non-Maryland Resident  
 Colisted  
 Tuition Installment Plan  
 VA-Approved



**Health Sciences  
Summer 2020 Course Schedule**

**Index**

Health Care Courses.....	2
Certified Medical Aide (CMA) .....	2
Clinical Medical Assistant.....	2
Health Career Training.....	3
Nursing Related Courses.....	4
Certified Nursing Assistant/ Geriatric Nursing Assistant .....	4
CPR and First Aid .....	6
Nursing Refresher .....	7
Health Care.....	8

**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. For details, visit [www.montgomerycollege.edu/wdce/health-sciences](http://www.montgomerycollege.edu/wdce/health-sciences).

**Health Sciences Building**  
**7977 Georgia Avenue**  
**Silver Spring, Maryland 20910**