

# MONTGOMERY COLLEGE HEALTH SCIENCES INSTITUTE

Course Schedule | Spring 2025



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



# 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. 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 is required. TWA

**Course: HHS112      96 Hours**

\$1,680 + \$700 fee = \$2,380; NMR add \$1,050

## 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. 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 + \$425 fee = \$1,255; NMR add \$650

### CMA Classroom—Rockville Campus Mannakee Building (HHS112)

CRN#: 33885      24 Sessions      M W      2/3-4/30      9 a.m.-1 p.m.  
No class 3/17, 3/19

### CMA Labs—in Person on the Rockville Campus Mannakee Building (HHS126)

CRN#: 33894      10 Sessions      T      2/10-4/21      No class 3/17  
OR  
CRN#: 33899      10 Sessions      R      2/11-4/22      No class 3/18

### CMA Classroom—Rockville Campus Mannakee Building (HHS112)

CRN#: 33888      24 Sessions      T R      2/3-4/30      9 a.m.-1p.m.      No class 3/17, 3/19

### CMA Labs—on the Rockville Campus Mannakee Building (HHS126)

CRN#: 33892      10 Sessions      M      2/11-4/22      No class 3/18  
OR  
CRN#: 33898      10 Sessions      W      2/11-4/22      No class 3/18

### CMA Classroom—Takoma Park/Silver Spring Campus (HHS112)

CRN#: 33887      24 Sessions      M W      2/3-4/30      5-9 p.m.      No class 3/17, 3/19

### CMA Labs—on the Takoma Park/Silver Spring Campus

CRN#: 33897      10 Sessions      T      2/12-4/23      No class 3/19  
OR  
CRN#: 33902      10 Sessions      R      2/13-4/24      No class 3/20

### CMA Classroom—East County Education Center

CRN#: 33886      24 Sessions      M W      2/3-4/30      9 a.m.-1 p.m.      No class 3/17, 3/19

### CMA Labs—East County Education Center

CRN#: 33895      10 Sessions      T      2/13-4/24      No class 3/20  
OR  
CRN#: 33901      10 Sessions      R      2/13-4/24      No class 3/20

## 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

**Course: HHS064**      **50 Hours**  
\$1,230 + \$800 fee = \$2,030; NMR add \$1,050

#### Rockville Campus

CRN#: 33880      20 Sessions      T R  
2/11-4/24      6-8:30 p.m.  
No class 3/18, 3/20

### EKG Technician(TIP)

Prepare to take the Electrocardiograph (EKG) Technician exam offered by the National Healthcareer Association, 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. High School diploma or GED is required. TWA

**Course: HHS051**      **50 Hours**  
\$1,330 + \$700 fee = \$2,030; NMR add \$1,050

#### Takoma Park/Silver Spring Campus

CRN#: 33879      20 Sessions      T R  
2/11-4/24      6-8:30 p.m.  
No class 3/18, 3/19, 3/20

#### Day Key:

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

#### Key to Codes

TWA    Senior Tuition Waiver Applies  
NMR    Non-Maryland Resident  
**(CoL)**    Colisted  
**(TIP)**    Tuition Installment Plan

## Healthcare Access and Registration Professional Program

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 Healthcareer Association (NHA). High School diploma or GED is required. TWA

**Course: HHS108**      **90 Hours**  
\$1,550 + \$700 fee = \$2,250; NMR add \$1,050

#### Rockville Campus

CRN#: 33884      20 Sessions      T R  
2/11-4/24      5-9:30 p.m.  
No class 3/18, 3/20

### 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 + \$700 fee = \$2,080; NMR add \$1,050

#### Gaithersburg Business Training Center

CRN#: 33882      24 Sessions      T R  
2/4-5/1      6-9 p.m.  
No class 3/18, 3/20

#### Rockville Campus

CRN#: 33881      24 Sessions      M W  
2/3-4/30      6-9 p.m.  
No class 3/17, 3/19

#### Takoma Park/Silver Spring Campus

CRN#: 33883      12 Sessions      S  
2/8-5/3      8:30 a.m.-2:30 p.m.  
No class 3/22

## 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 + \$750 fee = \$2,330; NMR add \$1,050

### Rockville Campus

CRN#: 33876 20 Sessions M W  
2/3-4/16 5-9:30 p.m.

No class 3/17, 3/19

Must be taken with corresponding section of HHS115 externship course

### Takoma Park/Silver Spring Campus

CRN#: 33877 20 Sessions M W  
2/10-4/23 5-9:30 p.m.

No class 3/17, 3/19

Must be taken with Takoma Park section of HHS115

## 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 + \$180 fee = \$390; NMR add \$160

### Off Campus Location

CRN#: 33889 2/3-4/16

Must be taken with corresponding Rockville section of HHS034

CRN#: 33890 2/10-4/23

Must be taken with corresponding Takoma Park 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#: 33878 10 Sessions S  
2/8-4/19 8:30 a.m.-1:30 p.m.

No class 3/22

## 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

### East County Educational Center

CRN#: 33557 1 Session S  
4/26 9 a.m.-3:30 p.m.

### Rockville Campus

CRN#: 33554 1 Session S  
1/11 9 a.m.-3:30 p.m.

CRN#: 33555 1 Session S  
3/22 9 a.m.-3:30 p.m.

CRN#: 33556 1 Session S  
4/5 9 a.m.-3:30 p.m.

## Heartcode BLS Skills Check Off

This course is designed for the healthcare worker who has completed the American Heart Association's online Heartcode BLS course (<https://shopcpr.heart.org/heartcode-bls>). Students must provide either a printed completion certificate or show proof on electronic device of completing the online course. Students must then demonstrate competency in 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

### East County Educational Center

CRN#: 33560              1 Session              S  
2/22                      9 a.m.-3:30 p.m.

### Rockville Campus

CRN#: 33559              1 Session              S  
1/25                      9 a.m.-3:30 p.m.

CRN#: 33561              1 Session              S  
3/1                        9 a.m.-3:30 p.m.

CRN#: 33562              1 Session              S  
4/19                      9 a.m.-3:30 p.m.

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

This course is designed for the general public who have completed the American Heart Association's Heartsaver First Aid CPR AED online eLearning course (<https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>). 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". Upon satisfactory completion of the skills session, students are awarded a course completion card. TWA

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

### Rockville Campus

CRN#: 33558              1 Session              S  
2/1                        9 a.m.-1 p.m.

### NEED HELP LOOKING FOR A CAREER? CAREER COACH CAN HELP!

Career Coach is an online search tool that will help you find a good career by providing the most current data on wages, employment, job postings, and associated education and training for our region.

For more information, go to <https://montgomerycollege.emsicc.com>



## Medicine Aide Update

### Medicine Aide Update

The Medicine Aide Update course is designed for students who are currently certified Medicine Aides and are required by the Maryland Board of Nursing to satisfy recertification requirements. The course will provide information on new medications, medication administration procedures/protocols, and chart specific medications to residents in MD long-term care facilities. Prerequisites: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant certification upon arrival in class. Applicants may only register 90 days before certification expires or within 30 days after expiration of license. Check your expiration date before registering for this course. TWA

**Course: AHT248**      **9 Hours**  
\$110 + \$55 fee = \$165; NMR add \$120

### Rockville Campus

CRN#: 33546              1 Session              S  
1/25                      8 a.m.-5:30 p.m.

CRN#: 33548              1 Session              S  
3/8                        8 a.m.-5:30 p.m.

CRN#: 33549              1 Session              S  
4/26                      8 a.m.-5:30 p.m.

## Nursing

### Nurse Refresher Classroom—Hybrid Live (TIP)

This classroom is designed for RNs and LPNs who desire to maintain or re-establish their active license to re-enter the nursing field. This classroom section includes both live online lectures and in-person nursing skills lab practice. Topics include anatomy and physiology, major disease pathology, current treatment strategies, and legal issues. *Prerequisite: This course has a list of materials, licensure, physical exam, and proof of immunity requirements students must meet in order to participate. Please visit <https://www.montgomerycollege.edu/wdce/health-sciences/cna-gna/requirements-cna-nursing-refresher.html>. You must concurrently enroll in NUR077, NUR023, and NUR007. TWA*

**Course: NUR077**      **100 Hours**  
\$1,235 + \$240 fee = \$1,475; NMR add \$650

### Online: Structured Remote

CRN#: 34024              19 Sessions              M W  
1/22-3/5                      5:30-9:30 p.m.

## Nursing Lab

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills.

*Prerequisite: completion of the nurse refresher classroom from Montgomery College or permission from the director. You must concurrently enroll in NUR077, NUR023, and NUR007. TWA*

**Course: NUR023      8 Hours**  
\$225 + \$55 fee = \$280; NMR add \$140

### Takoma Park/Silver Spring Campus

CRN#: 34019	1 Session	S
3/8	8 a.m.-5 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: Please visit <https://www.montgomerycollege.edu/wdce/health-sciences/cna-gna/requirements-cna-nursing-refresher.html> for clinical requirements. You also must concurrently enroll in NUR077, NUR023, and NUR007. TWA*

**Course: NUR007      60 Hours**  
\$1,120 + \$210 fee = \$1,330; NMR add \$650

### Holy Cross Hospital Silver Spr

CRN#: 34017	12 Sessions	M W
3/10-4/16	6-11 p.m.	
CRN#: 34018	12 Sessions	T R
3/11-4/17	6-11 p.m.	

## RN Case Manager Delegating Nurse Training For Assisted Living

This 16-hour course provides a basic foundation for nursing practice of the registered nurse who delegates nursing functions in the assisted living setting. Topics covered include history of assisted living programs; regulations governing CM/DN practice; and overview of CM/DN role and responsibilities. TWA

**Course: NUR080      16 Hours**  
\$310 + \$90 fee = \$400; NMR add \$225

### Takoma Park/Silver Spring Campus

CRN#: 34025	2 Sessions	S
2/8-2/15	7:30 a.m.-4 p.m.	
CRN#: 34026	2 Sessions	S
3/22-3/29	7:30 a.m.-4 p.m.	

## Certified Nursing Assistant/Geriatric Nursing Assistant

### Certified Nursing Assistant / Geriatric Nursing Assistant (CNA/GNA) Program (TIP)

This program is designed for someone interested in working in physician's offices, assisted living or long-term care facilities, adult daycare centers, home care agencies and in the school system. 88 hours of classroom and 60 hours of clinical in a long-term care facility / nursing home are required. After successful completion of classroom and clinical, you will receive a certificate of completion from MC, be eligible to apply for certification as a CNA and to take the Geriatric Nursing Assistant Licensing examination through the Maryland Board of Nursing. Students learn basic nursing skills, how to take vital signs, assure patient safety, and caring for patients with a variety of illnesses. Special focus on the older adult. Effective communication and basic computer skills are necessary in this environment.

### Hospital-Based Certified Nursing Assistant (CNA) Program (TIP)

This program is designed for someone interested in working in the acute care or hospital setting, physician's offices, and ambulatory care facilities. 88 hours of classroom and 60 hours of clinical in a hospital are required. After successful completion of classroom and clinical, you will receive a certificate of completion from MC and be eligible to apply for certification as a CNA through the Maryland Board of Nursing. Students learn basic nursing skills, how to take vital signs, assure patient safety, and caring for patients with a variety of illnesses. Special focus on the hospitalized patient. Effective communication and basic computer skills are necessary in this environment.

**Step 1:** Prior to registering for one of these programs, you MUST attend an in person orientation session. Orientations are scheduled by the department. Please e-mail [healthcareers@montgomerycollege.edu](mailto:healthcareers@montgomerycollege.edu) to receive updated dates, times, and location. After orientation, you will need to take an in-person basic reading and math test. You must pass exam with 80% or better. Those who do not pass will have an opportunity to take the exam again. After passing both exams, a list of approved students will be sent to Customer Service for permission to register.

**Step 2:** Decide which program you want to pursue, CNA/GNA or Hospital-based CNA.

**Step 3:** Choose a classroom and clinical option. Each option includes a classroom and a clinical section that must be taken together. You will register for two CRNs, one for classroom and one for clinical.

**Step 4:** All payments and additional fees are due at time of registration. Scholarships are available. You are encouraged to set up a Tuition Installment Plan (TIP) and email [HealthCareers@montgomerycollege.edu](mailto:HealthCareers@montgomerycollege.edu) to request a scholarship application.

**Step 5:** Register for classes. If you need assistance, go to the WDCE Customer Service office, email [wdce@montgomerycollege.edu](mailto:wdce@montgomerycollege.edu) or call 240-567-5188. Prospective students must be at least 18 years old and have a Social Security Number or Tax Identification Number to complete the Maryland Board of Nursing licensing process. All clinical facilities require a criminal background check, proof of immunity through immunizations and blood work, and current American Heart Association Basic Life Support CPR certification.

Please visit <https://www.montgomerycollege.edu/wdce/health-sciences/cna-gna/requirements-cna-nursing-refresher.html> for clinical requirements.

**CNA/GNA Classroom—(Includes in-person classes and skills labs) (TIP)**

Course: AHT244                      88 hours                      \$850 + \$275 fee = \$1,125; NMR add \$650

**CNA/GNA Clinical—(In-person at a nursing home/long-term care facility) (TIP)**

Course: AHT223                      60 hours                      \$850 + \$155 fee = \$1,005; NMR add \$650

**Students must register for both a classroom/lab and clinical section**

**Option 1:**     AHT 244—CNA/GNA Classroom—(Tuesday, Wednesday with Thursday skills labs) at Rockville campus  
 CRN: 33544     20 Sessions     T W     1/21-3/11     5:30-9:30 p.m.     Lab on Thursdays 5:30-9:30 p.m.  
 AHT223—CNA/GNA Clinical—at Asbury Methodist Village, Gaithersburg  
 CRN: 33542     12 Sessions     R     3/13-4/12     5:30-9:30 p.m.     No class 3/18, 3/20, 3/22

**Option 2:**     AHT 244—CNA/GNA Classroom—(Tuesday, Wednesday with Monday skills labs) at Rockville campus  
 CRN: 33545     20 Sessions     T W     1/21-3/11     5:30-9:30 p.m.     Lab on Mondays 5:30-9:30 p.m.  
 AHT223—CNA/GNA Clinical—at Asbury Methodist Village, Gaithersburg  
 CRN: 33543     12 Sessions     R     3/13-4/12     5:30-9:30 p.m.     No class 3/18, 3/20., 3/22

**Hospital-based CNA Classroom (Includes in-person skills labs) (TIP)**

Course: NUR076                      88 hours                      \$850 + \$275 fee = \$1,125; NMR add \$650

**Hospital-based CNA Clinical—(In-person at acute care hospitals) (TIP)**

Course: NUR071                      60 hours                      \$850 + \$155 fee = \$1,005; NMR add \$650  
 Lecture schedule: (all CRNs)     14 sessions     T, R     5:30-9:30 p.m.

**Students must register for both a classroom/lab and clinical section**

**Option 1:**     NUR076—Hospital-based CNA Classroom (Tue and Thurs with Sat skills labs) at East County Education Center  
 CRN: 33355     21 Sessions     T R     1/21-3/8     5-9:15 p.m.     Lab on Saturdays 11 a.m.-4:30 p.m.

**Option 2:**     NUR076—Hospital-based CNA Classroom (Tue and Thurs with Sun skills labs) at East County Education Center  
 CRN: 34023     21 Sessions     T R     1/21-3/9     5-9:15 p.m.     Lab on Sundays 11 a.m.-4:30 p.m.

**Clinical:**     NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Silver Spring  
 CRN: 34020     8 Sessions     F S     3/14-4/12     6:45 a.m.-3 p.m.     No class 3/21, 3/22  
 NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Germantown  
 CRN: 34021     8 Sessions     F S     3/14-4/12     6:45 a.m.-3 p.m.     No class 3/21, 3/22  
 NUR071—Hospital-based CNA Clinical—at Suburban Hospital, Bethesda  
 CRN: 34022     8 Sessions     F S     3/14-4/12     6:45 a.m.-3 p.m.     No class 3/21, 3/22

## Find a Career That Suits You and Inspires You

Montgomery College's Career Coach can help take some uncertainty out of your academic and career decisions and provide you the opportunity to explore hundreds of potential careers at your fingertips.

### Visit:

<https://montgomerycollege.emsicc.com/>

### Take Career Assessment

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

### Browse Careers

Browse Top career fields in the Maryland, Virginia, and Washington D.C. area. Browse or search for careers and we will give you relevant data on wages, employment, and the training you need.

Simply enter a field or occupation that interest you in the Browse Careers field. OR simply browse all careers.

### Browse Programs

Browse or search for the available Programs that lead to the career you want.

### Are You a Veteran?

#### Get Started with Military Search

Find civilian careers related to your military occupation.

### Sign up and Build Your Résumé

Our easy-to-use résumé builder will help you create a professional résumé.

Anyone can access the data using this free career exploration tool anytime and at any place. Get started today on your road to a new future and give it a try.

### For questions, please contact us at

Career.Coach@montgomerycollege.edu or visit us on the web at <https://montgomerycollege.emsicc.com/>

## Exploring Careers Using Career

Find a career that suits you in 2 EASY steps!

### Step 1.

Visit <https://montgomerycollege.emsicc.com/>

### Step 2.

Select an occupation of interest to explore. Enter it into the Browse Careers field (or you can search all careers).

A list of careers will be generated. You can then filter these careers by Salary and Education level.

### When searching, keep in mind:

- What is your occupation of interest?
- What is a typical entry-level wage? Median Wage?
- How many individuals are employed in our area in this occupation?
- How many annual job openings are estimated for this occupation?
- How many current job postings are there?
- What are five primary responsibilities of this occupation as described in several job postings?
- What are five job skill requirements found in a variety of job postings?
- Are there any certifications mentioned as desirable or required in the job postings?
- What are three similar or related careers to the occupation you selected here?
- What are several related education and training programs that you could explore further?



## Services for Students with Disabilities

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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 visit us online at <https://www.montgomerycollege.edu/wdce/registration-information/disability-support.html>. To ensure timely services, arrangements must be made at least two weeks prior to the start of the classes. 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

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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

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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

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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 <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/transportation-and-parking>.

## 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 (DELTA), 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](http://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

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Inclement weather conditions: go to [www.montgomerycollege.edu](http://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](http://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

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

*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.*

## 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](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)

#### Germantown Campus

##### Humanities and Social Sciences Building

##### Room 241 and/or 243

8:30 a.m.–4:30 p.m. (M–F)

#### Rockville Campus

##### 220 Campus Center

8:30 a.m.–7 p.m. (M–R)

8:30 a.m.–4:30 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–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.

\*\*\*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](http://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.

- 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.
- 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.
- 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.** You will not receive a refund. ESL Noncredit 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 TIP 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.

## 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
(CoL)	Colisted
(TIP)	Tuition Installment Plan

## Questions?

Call 240-567-5188.





Workforce Development and Continuing Education  
51 Mannakee Street  
Rockville, MD 20850-1195

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Health Sciences  
**Spring 2025 Course Schedule**

Index

Clinical Medical Assistant.....	2
Health Career Training.....	3
CPR and First Aid.....	4
Medicine Aide Update .....	5
Nursing .....	5
CNA/GNA .....	6

Health Sciences Building  
7977 Georgia Avenue  
Silver Spring, Maryland 20910