

MONTGOMERY COLLEGE HEALTH SCIENCES INSTITUTE

Course Schedule | Summer 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

Workforce Development and Continuing Education
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 be enrolled in 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. HS Diploma or GED is required. This course is VA-approved for GI Bill benefits. 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 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. HS Diploma or GED is required. TWA

Course: HHS126 90 Hours

\$830 + \$425 fee = \$1,255; NMR add \$650

CMA Classroom—Rockville Campus Mannakee Building (HHS112)

CRN#: 12691	24 Sessions	T R	5/27-8/19	9 a.m.-1 p.m.	No class 6/19
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CMA Labs—in Person on the Rockville Campus Mannakee Building (HHS126)

CRN#: 12697	10 Sessions	M	6/2-8/4	9 a.m.-1 p.m.	
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OR

CRN#: 12698	10 Sessions	W	6/4-8/6	9 a.m.-1 p.m.	
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CMA Classroom—Rockville Campus Mannakee Building (HHS112)

CRN#: 12692	24 Sessions	M W	6/2-8/20	9 a.m.-1 p.m.	
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CMA Labs—in Person on the Rockville Campus Mannakee Building (HHS126)

CRN#: 12699	10 Sessions	T	6/10-8/12	9 a.m.-1 p.m.	
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OR

CRN#: 12702	10 Sessions	R	6/12-8/21	9 a.m.-1 p.m.	No class 6/19
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CMA Classroom—Takoma Park/Silver Spring Campus (HHS112)

CRN#: 12693	24 Sessions	M W	6/2-8/20	5-9 p.m.	
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CMA Labs—on the Takoma Park/Silver Spring Campus

CRN#: 12700	10 Sessions	T	6/10-8/12	5-9 p.m.	
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OR

CRN#: 12704	10 Sessions	R	6/12-8/21	5-9 p.m.	No class 6/19
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CMA Classroom—East County Education Center

CRN#: 12694	24 Sessions	M W	6/9-8/27	9 a.m.-1 p.m.	
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CMA Labs—East County Education Center

CRN#: 12701	10 Sessions	T	6/10-8/12	9 a.m.-1 p.m.	
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OR

CRN#: 12703	10 Sessions	R	6/12-8/21	9 a.m.-1 p.m.	No class 6/19
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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#: 12686 20 Sessions T R
6/10-8/19 6-8:30 p.m.
No class 6/19

EKG Technician (TIP)

Prepare to take the Electrocardiograph (EKG) Technician exam offered by the Health Career 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. HS 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#: 12685 20 Sessions T R
6/10-8/19 6-8:30 p.m.
No class 6/19

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
(TIP) Tuition Installment Plan

Healthcare Access and Registration Professional Program (TIP)

Prepare 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 exam. HS Diploma or GED is required. TWA

Course: HHS108 90 Hours

\$1,550 + \$700 fee = \$2,250; NMR add \$1,050

Rockville Campus

CRN#: 12690 20 Sessions T R
6/10-8/19 5-9:30 p.m.
No class 6/19

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#: 12688 24 Sessions T R
6/3-8/26 6-9 p.m.
No class 6/19

Rockville Campus

CRN#: 12687 24 Sessions M W
6/2-8/20 6-9 p.m.

Takoma Park/Silver Spring Campus

CRN#: 12689 12 Sessions S
6/7-8/30 8:30 a.m.-2:30 p.m.
No class 7/5

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#: 12683 20 Sessions M W
6/9-8/13 5-9:30 p.m.
Must be taken with HHS115 CRN#: 12696

Takoma Park/Silver Spring Campus

CRN#: 12684 20 Sessions M W
6/2-8/6 5-9:30 p.m.
Must be taken with HHS115 CRN#: 12695

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

CRN#: 12695
6/2-8/6
Must be taken with HHS034 CRN#: 12684
CRN#: 12696
6/9-8/13
Must be taken with HHS034 CRN# 12683

Sterile Processing Technician (TIP)

This workforce development course prepares individuals for certification appropriate to work in the Sterile Processing Department through classroom and skills laboratory sessions. Students learn departmental systems associated with the daily functions required to operate as a Sterile Processing Technician. This course covers the processes required in the areas of equipment decontamination, sterile tray assembly, sterilization methods, and supply distribution. This course meets the classroom and laboratory education requirements for eligibility to sit for the National Certified Registered Central Service Technician (CRCST) exam provided through Healthcare Sterile Processing Association (HSPA). Full certification will require 400 hours of overseen practical experience within either 5 years prior of passing the exam or within 6 months after completing the exam. Students not currently employed in sterile processing may secure an initial 80 hours toward full certification via externship course (AHT252). TWA

Course: AHT250 96 Hours

\$1,400 + \$475 fee = \$1,875; NMR add \$1,050

Takoma Park/Silver Spring Campus

CRN#: 12774 32 Sessions M T W R
6/2-7/28 10 a.m.-1 p.m.
No class 6/19

CPR and First Aid

Advanced Cardiovascular Life Support (ACLS) Full Course

Advanced Cardiovascular Life Support (ACLS) training goes beyond BLS (Basic Life Support) to provide a more comprehensive knowledge of advanced life support. ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest, other cardiovascular emergencies, or personnel in emergency response. This course refreshes basic life support skills including effective chest compressions, use of a bag-mask device, use of an AED, and recognition and early management of respiratory and cardiac arrest; and continues to teach use of a monitor/defibrillator, recognition and early management of peri-arrest conditions such as symptomatic bradycardia, airway management, related pharmacology, management of ACS and stroke, and effective communication as a member and leader of a resuscitation team. Students must provide a valid BLS Provider card on first day of class. Students will need to purchase the ACLS Provider Manual, Product Number: 20-11-6, ISBN:978-1-61669-772-3 available at shopcpr.heart.org This traditional full course includes classroom and simulation time. The instructor-led, hands-on class format reinforces skills proficiency with an emphasis on preventing cardiac arrest, early and continuous high-quality CPR, integration of BLS into ACLS, and the importance of high performing teams. This course has hands-on team dynamics classroom activities, including realistic clinical scenarios that encourage active participation-delivered through actual patient videos and lifelike simulations. Upon completion of the course, students receive an American Heart Association

course completion card, valid for 2 years. Please contact your employer to ensure that you are selecting the correct course. TWA

Course: CPR099 15 Hours
\$224 + \$75 fee = \$299; NMR add \$140

Takoma Park/Silver Spring Campus

CRN#: 42285	2 Sessions	T W
6/3-6/4	9 a.m.-5 p.m.	
CRN#: 42286	2 Sessions	M T
6/9-6/10	9 a.m.-5 p.m.	

Advanced Cardiovascular Life Support (ACLS) Heartcode Skills Check-off

ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest, other cardiovascular emergencies, or personnel in emergency response. This course refreshes basic life support skills including effective chest compressions, use of a bag-mask device, use of an AED, and recognition and early management of respiratory and cardiac arrest; and continues to teach use of a monitor/defibrillator, recognition and early management of peri-arrest conditions such as symptomatic bradycardia, airway management, related pharmacology, management of ACS and stroke, and effective communication as a member and leader of a resuscitation team. Students must provide a valid BLS Provider card on first day of class. Students will need to purchase the ACLS Provider Manual, Product Number: 20-11-6, ISBN:978-1-61669-772-3 available at shopcpr.heart.org. Heartcode ACLS utilizes an adaptive online learning course (Heartcode ACLS - Product Number: 20-3554; ISBN: 978-1-61669-787-7 available at shopcpr.heart.org) for knowledge learning and instructor-led skills exercises. The hands-on session focuses on meaningful skills practice, debriefing, team dynamics training, megacode cases, discussion of local protocols, and skills testing. Students must complete the online course (Heartcode ACLS) and are required to show their certificate of completion to the course instructor on or before the start of class; printed or emailed certificates preferred, cell phone display acceptable. Students will not be allowed to demonstrate hands-on competency without their certificate of completion and a BLS Provider card. Upon completion of all course requirements, participants receive an American Heart Association ACLS Provider Course Completion Card which is valid for 2 years. TWA

Course: CPR100 7 Hours
\$75 + \$65 fee = \$140; NMR add \$120

Takoma Park/Silver Spring Campus

CRN#: 42287	1 Session	S
6/28	9 a.m.-4:30 p.m.	
CRN#: 12776	1 Session	S
8/9	9 a.m.-4:30 p.m.	

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

Rockville Campus

CRN#: 42281	1 Session	S
6/14	9 a.m.-3:30 p.m.	
CRN#: 12778	1 Session	S
8/30	9 a.m.-3:30 p.m.	

Takoma Park/Silver Spring Campus

CRN#: 42280	1 Session	S
5/10	9 a.m.-3:30 p.m.	
CRN#: 12777	1 Session	S
8/2	9 a.m.-3:30 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.

<https://montgomerycollege.emsicc.com>



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

Rockville Campus

CRN#: 42282	1 Session	S
5/3	9 a.m.-3:30 p.m.	
CRN#: 42283	1 Session	S
5/17	9 a.m.-3:30 p.m.	
CRN#: 42284	1 Session	S
6/28	9 a.m.-3:30 p.m.	
CRN#: 12780	1 Session	S
7/26	9 a.m.-3:30 p.m.	
CRN#: 12781	1 Session	S
8/9	9 a.m.-3:30 p.m.	
CRN#: 12782	1 Session	S
8/16	9 a.m.-3:30 p.m.	

Takoma Park/Silver Spring Campus

CRN#: 12779	1 Session	S
7/12	9 a.m.-3:30 p.m.	

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 include 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 license 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. COVID19 vaccine is required to take this course. TWA

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

Rockville Campus

CRN#: 42145	1 Session	S
6/7	8 a.m.-5:45 p.m.	
CRN#: 12607	1 Session	S
7/26	8 a.m.-5:45 p.m.	

Nursing

Nurse Refresher Classroom—Hybrid Blackboard (TIP)

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to re-enter the nursing field. The classroom section contains 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. Prerequisites: This course has a list of materials, licensure, physical exam, and proof of immunity requirements that students must meet to participate in clinical training. Please visit <https://www.montgomerycollege.edu/wdce/health-sciences/cna-gna/requirements-cna-nursing-refresher.html>. You must concurrently enroll in NUR078, NUR023, and NUR007. TWA

Course: NUR078 100 Hours
\$1,235 + \$240 fee = \$1,475; NMR add \$650

Online: Distance Learning

CRN#: 42157	19 Sessions	M W
5/19-7/2	5:30-9:30 p.m.	
No class 5/26		

Nursing Lab

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. 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
\$225 + \$55 fee = \$280; NMR add \$140

Takoma Park/Silver Spring Campus

CRN#: 12616	1 Session	S
7/5-7/5	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: Concurrent enrollment in NUR077 and NUR023.* TWA

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

Holy Cross Hospital Silver Spr

CRN#: 12617	12 Sessions	M W
7/7-8/13	6-11 p.m.	
CRN#: 12618	12 Sessions	T R
7/8-8/14	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#: 42158	2 Sessions	S
6/21-6/22	7:30 a.m.-4 p.m.	
CRN#: 12619	2 Sessions	S
8/16-8/17	7:30 a.m.-4 p.m.	

Certified Nursing Assistant/Geriatric 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 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 to request a scholarship application.

Step 5: Register for classes by going in person to any WDCE customer service locations. You can also mail, or fax a completed registration form. If you need assistance, go to the WDCE Customer Service office, email 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.

See schedule on next page



(CNA/GNA) Program

88 hours of classroom and 60 hours of clinical in a long-term care facility / nursing home are required. Classroom and skills labs are in person. After successful completion of the classroom portion, you will complete a clinical component. TWA

CNA/GNA Classroom (AHT244) must be taken with CNA/GNA Clinical (AHT233)

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

Classroom/Lab:

Option 1: AHT 244—CNA/GNA Classroom—(Tuesday, Wednesday with Thursday skills labs) at Rockville campus

CRN: 42221 22 Sessions T W 5:30-9:30 p.m. 5/27-7/17

Lab on Thursdays 5:30-9:30 p.m.

Option 2: AHT 244—CNA/GNA Classroom—(Tuesday, Wednesday with Monday skills labs) at Rockville campus

CRN: 42155 22 Sessions T W 5:30-9:30 p.m. 5/27-7/15

Lab on Mondays 5:30-9:30 p.m.

Clinical:

AHT223—CNA/GNA Clinical—at Asbury Methodist Village

CRN#: 12614 11 Sessions T R 5:30-9:30 p.m. 7/19-8/12
S 7 a.m.-3 p.m.

AHT223—CNA/GNA Clinical—at Asbury Methodist Village

CRN#: 12615 11 Sessions T R 5:30-9:30 p.m. 7/19-8/12
S 7 a.m.-3 p.m.

Hospital-Based Certified Nursing Assistant (CNA) Program

88 hours of classroom and 60 hours of clinical in a hospital are required. The classroom and skills labs are in person. After successful completion of the classroom portion, you will complete a clinical component. TWA

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) T R 5-9:15 p.m. 14 sessions

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

Classroom/Lab:

Option 1: NUR076—Hospital-based CNA Classroom (Tue and Thurs with Sat skills labs) at East County Education Center

CRN: 42148 21 Sessions T R 5-9:15 p.m. 5/27-7/15

Lab on Saturdays 6/7-6/28 from 9 a.m.-3:30 p.m. and 7/12 from 9 a.m.-5 p.m.

No class 6/19

Option 2: NUR076—Hospital-based CNA Classroom (Tue and Thurs with Sun skills labs) at East County Education Center

CRN#: 42149 21 Sessions T R 5-9:15 p.m. 5/27-7/15

Lab on Sundays 6/8-6/29 from 9 a.m.-3:30 p.m. and 7/13 from 9 a.m.-5 p.m.

No class 6/19 and 7/6

Clinical:

NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Silver Spring

CRN#: 12610 7 Sessions R F 6:45 a.m.-2:45 p.m. 7/17-8/8

NUR071—Hospital-based CNA Clinical—at Holy Cross Hospital, Germantown

CRN#: 12608 8 Sessions F S 6:45 a.m.-2:45 p.m. 7/18-8/9

NUR071—Hospital-based CNA Clinical—at Suburban Hospital, Bethesda

CRN#: 12609 7 Sessions F S 6:45 a.m.-3:30 p.m. 7/18-8/8

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 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.

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 MY Parking Permit/ Pay Parking fines" link on the "MyMC Quick Links" tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

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

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

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.

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.–8:30 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.–6:30 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.–4:30 p.m. (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

- Go to montgomerycollege.edu/wdce
- Click on "How to Register" in the left navigation bar.
- Click on "Register by Web."
- 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.

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.

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
(TIP)	Tuition Installment Plan

Questions?
Call 240-567-5188.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

MC

MONTGOMERY
COLLEGE

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

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

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

[illegible]

Have you attended MC before? ☐Yes ☐No

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: <http://www.montgomerycollege.edu/studentforms>.

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

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

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STUDENTS WITH DISABILITIES

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

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

☐ Not Hispanic or Latino ☐ Hispanic or Latino

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

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

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

CHECK ALL THAT APPLY:

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

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

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

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code: HS	<i>Refunds will go to the registered student of record.</i>					Total Due	\$

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

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

Student Signature Required

Date _____

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

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

Month / Year

d.

NOTE:
Credit card information will
be detached and disposed
of promptly and properly
after payment is approved.

[illegible][illegible]

Card holder signature required _____ Date _____

Health Sciences
Summer 2025 Course Schedule

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Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910