

# MONTGOMERY COLLEGE HEALTH SCIENCES INSTITUTE

Course Schedule | Fall 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, 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 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. 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#: 24363	24 Sessions	M W	9/8-12/3	9 a.m.-1 p.m.	No class 11/24, 11/25, 11/26
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### CMA Labs—in Person on the Rockville Campus Mannakee Building (HHS126)

CRN#: 24372	10 Sessions	T	9/16-11/18	9 a.m.-1 p.m.
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OR

CRN#: 24377	10 Sessions	R	9/18-11/20	9 a.m.-1 p.m.
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### CMA Classroom—Rockville Campus Mannakee Building (HHS112)

CRN#: 24367	24 Sessions	T R	9/9-12/4	9 a.m.-1 p.m.	No class 11/25, 11/27
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### CMA Labs—on the Rockville Campus Mannakee Building (HHS126)

CRN#: 24376	10 Sessions	W	9/17-11/19
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OR

CRN#: 24371	10 Sessions	M	9/15-11/17
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### CMA Classroom—Takoma Park/Silver Spring Campus (HHS112)

CRN#: 24366	24 Sessions	M W	9/8-12/3	5-9 p.m.	No class 11/24, 11/25, 11/26
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### CMA Labs—on the Takoma Park/Silver Spring Campus

CRN#: 24375	10 Sessions	T	9/16-11/18
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OR

CRN#: 24379	10 Sessions	R	9/18-11/20
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### CMA Classroom—East County Education Center

CRN#: 24365	24 Sessions	M W	9/8-12/3	9 a.m.-1 p.m.	No class 11/24, 11/25, 11/26
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### CMA Labs—East County Education Center

CRN#: 24374	10 Sessions	T	9/16-11/18
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OR

CRN#: 24378	10 Sessions	R	9/18-11/20
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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#: 24352 20 Sessions T R  
9/16-11/20 6-8:30 p.m.

### 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#: 24351 20 Sessions T R  
9/16-11/20 6-8:30 p.m.

#### 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)

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 exam. HS Diploma or GED is required. TWA

**Course: HHS108 90 Hours**

\$1,550 + \$700 fee = \$2,250; NMR add \$1050

#### Rockville Campus

CRN#: 24361 20 Sessions T R  
9/16-11/20 5-9:30 p.m.

### 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#: 24357 24 Sessions T R  
9/9-12/4 6-9 p.m.  
No class 11/25, 11/27

#### Rockville Campus

CRN#: 24359 24 Sessions M W  
9/15-12/10 6-9 p.m.  
No class 11/24, 11/25, 11/26

#### Takoma Park/Silver Spring Campus

CRN#: 24358 12 Sessions S  
9/13-12/6 8:30 a.m.-2:30 p.m.  
No class 11/29

## 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#: 24348 20 Sessions M W  
9/15-11/19 5-9:30 p.m.

Must be taken with HHS115 CRN# 24370

### Takoma Park/Silver Spring Campus

CRN#: 24347 20 Sessions M W  
9/8-11/12 5-9:30 p.m.

Must be taken with HHS115 CRN# 24369

## 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#: 24369

Must be taken with HHS034 CRN# 24347

CRN#: 24370

Must be taken with HHS034 CRN# 24348

### 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

## 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#: 24350 10 Sessions S  
9/20-11/22 8:30 a.m.-1:30 p.m.

## 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 that are covered on the National Certified Registered Central Service Technician (CRCST) exam provided through Healthcare Sterile Processing Association (HSPA). Successful completion of the exam confers a provisional certification. Full certification will require 400 hours of overseen practical experience within either 5 years prior to passing the exam or within 6 months after completing the exam. The 400 practical hours must meet or exceed in each category Decontamination, 120 hours; Preparing & Packaging Instruments, 120 hours; Sterilization & Disinfection, 120 hours; Storage & Distribution, 24 hours; and Quality Assurance Processes, 16 hours. High School diploma or GED required. Students not currently employed in sterile processing may secure an initial 80 hours toward full certification via an externship course (AHT252). TWA

**Course: AHT250 96 Hours**

\$1400 + \$475 fee = \$1,875; NMR add \$800

### Takoma Park/Silver Spring Campus

CRN#: 24081 32 Sessions M T W R  
9/8-10/30 5-8 p.m.

No class 11/24, 11/25, 11/26



## Sterile Processing Externship

This workforce development course provides a supplemental clinical externship for individuals pursuing certification from the Healthcare Sterile Processing Association (HSPA) as a Certified Registered Central Service Technician (CRCST) but are not currently employed in the field. This externship provides experience in the required areas of decontamination, tray assembly, sterilization methods, and supply distribution; delivering the 80 of the 400 hours required for full certification. Candidates may obtain any or all of their required hours through paid or volunteer employment. Provisional certification may be obtained with only the certification exam and no clinical experience. *Prerequisite AHT250.*

**Course: AHT252      80 Hours**

\$300 + \$50 fee = \$350; NMR add \$160

### Off Campus

CRN#: 23955      11/17-12/4

## 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

### Rockville Campus

CRN#: 24561      1 Session      S  
9/20      9 a.m.-3:30 p.m.

### Takoma Park/Silver Spring Campus

CRN#: 24562      1 Session      S  
10/18      9 a.m.-3:30 p.m.

CRN#: 24565      1 Session      S  
12/6      9 a.m.-3:30 p.m.

### East County Regional Center

CRN#: 24564      1 Session      S  
11/15      9 a.m.-3:30 p.m.

## 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](http://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#: 24101      2 Sessions      T W  
9/9-9/10      9 a.m.-5 p.m.

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

This course follows the same guidelines and requirements as the full course (CPR099), however, you must complete the online course (Heartcode ACLS) and are required to show your certificate of completion to the course instructor on or before the start of class; printed or emailed certificates preferred, cell phone display acceptable. You 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, you will 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#: 24102      1 Session      S  
10/4      9 a.m.-4:30 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

### Rockville Campus

CRN#: 24097 9/6	1 Session 9 a.m.-3:30 p.m.	S
CRN#: 24098 10/4	1 Session 9 a.m.-3:30 p.m.	S
CRN#: 24100 12/13	1 Session 9 a.m.-3:30 p.m.	S

### Takoma Park/Silver Spring Campus

CRN#: 24099 11/1	1 Session 9 a.m.-3:30 p.m.	S
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## 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#: 24096 10/25	1 Session 9 a.m.-1 p.m.	S
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## Health Sciences

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### 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#: 24523 9/27	1 Session 8 a.m.-5:45 p.m.	S
CRN#: 24536 11/15	1 Session 8 a.m.-5:45 p.m.	S

## Nursing

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### 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

### Hybrid (Online classroom & Face to Face lab)

CRN#: 24279      19 Sessions

#### Online classroom:

Monday and Wednesday 9/8-10/20 from 5-9:15 p.m.  
Saturday 9/13, 9/20, 10/18 from 8 a.m.-5 p.m.

#### In-person Labs:

Saturday 9/27, 10/4, 10/11 from 8 a.m.-5 p.m. on the Takoma Park/Silver Spring Campus.

## Nursing Lab

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. It follows the classroom/lab section of the course and consists of a checklist of skills to determine competency. 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#: 24280	1 Session	S
10/25	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, teamwork, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided. You must register for the classroom, clinical, and lab in order to use the payment plan. There is a nonrefundable fee to participate in the payment plan. *Prerequisite Concurrent enrollment in NUR078 and NUR023.* TWA

**Course: NUR007 60 Hours**

\$1,120 + \$210 fee = \$1,330; NMR add \$650

### Adventist Shady Grove

CRN 24693	6 sessions	S
11/1-12/13	6:45 a.m.-4:45 p.m.	

### Holy Cross Hospital Silver Spring

CRN#: 24281	12 Sessions	M W
10/27-12/10	6-11 p.m.	
CRN#: 24282	12 Sessions	T R
10/28-12/11	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#: 24284	2 Sessions	S U
11/8-11/9	7:30 a.m.-4 p.m.	

## Train the Trainer Preparing CNAs for Success

This course is designed to train RNs to become CNA instructors who can teach the classroom and clinical portions of the CNA course according to the guidelines of the approved MBON curriculum. Course content will include principles of adult learning and methods of instruction which will be applied to a CNA educational curriculum. TWA

**Course: NUR065 24 Hours**

\$280 + \$80 fee = \$360; NMR add \$160

### Takoma Park/Silver Spring Campus

CRN#: 24286	5 Sessions	M W
10/27-11/8	5-9:30 p.m.	

Last class on 11/8 will meet 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>



### 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
<b>(TIP)</b>	Tuition Installment Plan

# Certified Nursing Assistant/Geriatric Nursing Assistant

## Nursing Assistant/Geriatric Nursing Assistant Classroom (In-Person) (TIP)

This class provides training in general nursing assistance with a specialization in caring for elderly patients in long term care facilities. You will learn basic nursing skills such as taking vital signs, patient safety, and caring for patients in a variety of clinical settings. After successful completion of the classroom/lab section, you will be able to attend the clinical section of the course. Once you have completed the course, you will receive a Certificate of Completion from Montgomery College. You will also be able to apply for CNA certification through Maryland Board of Nursing and will be eligible to take a GNA certification specialization exam. Course prerequisites: You must first contact WDCE Nursing to be included on our roster of prospective students (seating capacity limitations will apply). **Mandatory class enrollment requirements are:** 1. Attendance at a CNA/GNA Information Session; and 2. An 80% or higher score on both a Math and Reading test. A criminal background check, alcohol/drug tests, BLS CPR, TB test, and other immunizations will be required prior to clinical placement. **Classroom training will be at either our Rockville campus or Takoma Park/Silver Spring campus** TWA

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

### Rockville Campus

#### Option 1

CRN# 23946      22 Sessions      M T W  
Class: 9/23-11/11 5:30-9:30 p.m. (T W)  
Labs: 9/29-11/10 5:30-9:30 p.m. (M)

#### Option 2

CRN# 24758      22 Sessions      T W R  
Class: 9/23-11/11 5:30-9:30 p.m. (T W)  
Labs: 9/25-11/6 5:30-9:30 p.m. (R)

### Takoma Park/Silver Spring Campus

#### Option 1

CRN# 23949      21 Sessions      T R F  
Class: 9/23-11/11 5:30-9:30 p.m. (T R)  
Labs: 10/3-11/7 8 a.m.-1:30 p.m. (F)

#### Option 2

CRN# 23951      21 Sessions      T R S  
Class: 9/23-11/11 5-9:15 p.m. (T R)  
Labs: 10/4-11/8 8 a.m.-1:30 p.m. (S)

## Certified Nursing Assistant Clinical (CNA/GNA) (TIP)

This course is designed for students who have successfully completed the CNA/GNA classroom section. You will apply basic nursing skills learned in the classroom and laboratory practice on patients in the healthcare facility. TWA

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

### Asbury Methodist Village

**(For students completing the Rockville Campus Classroom)**

CRN# 23944      11 Sessions      T R S  
11/13-12/11 5:30 p.m.-9:30 p.m. (T R)  
11/15-12/13 7 a.m.-3 p.m. (S)  
No clinical 11/27, 11/29

### Montcare Potomac

**(For students completing the Takoma Park/Silver Spring Classroom)**

CRN# 23942      6 Sessions      F S  
11/14-12/6 6:45 a.m.-4:45 p.m.  
CRN # 24080      6 Sessions      F S  
11/14-12/6 6:45 a.m.-4:45 p.m.  
No clinical 11/29

### 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



## 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](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

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

## Textbooks and Materials

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

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

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:

#### East County Education Center

8:30 a.m.–4:30 p.m. (M–F)

#### 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.–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

- Go to [montgomerycollege.edu/wdce](http://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](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
(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	<b><i>Refunds will go to the registered student of record.</i></b>					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.

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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

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

[illegible][illegible]

Card holder signature required \_\_\_\_\_ Date \_\_\_\_\_



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

Nonprofit Org.  
U.S. Postage  
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Suburban, MD  
Permit No. 97

Health Sciences  
Fall 2025 Course Schedule

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Health Sciences Building  
7977 Georgia Avenue  
Silver Spring, Maryland 20910