



Montgomery College

Workforce Development & Continuing Education

240-567-5188

Health Sciences

**SUMMER 2014
COURSE SCHEDULE**

Register Now!



Montgomery College
Health Sciences Building
7977 Georgia Avenue
Silver Spring, Maryland 20910

All Health Sciences Students:

Students must understand and meet all requirements and/or standards imposed by recognized professional societies and all contract requirements imposed on College students by the institution or agency where the clinical practice is to occur. Please see our website for details.

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

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www.montgomerycollege.edu/wdce/healthsciencesinstitute.html

Certified Nursing Assistant (CNA)

Certified Medicine Aide (CMA)

Medicine Aide Update

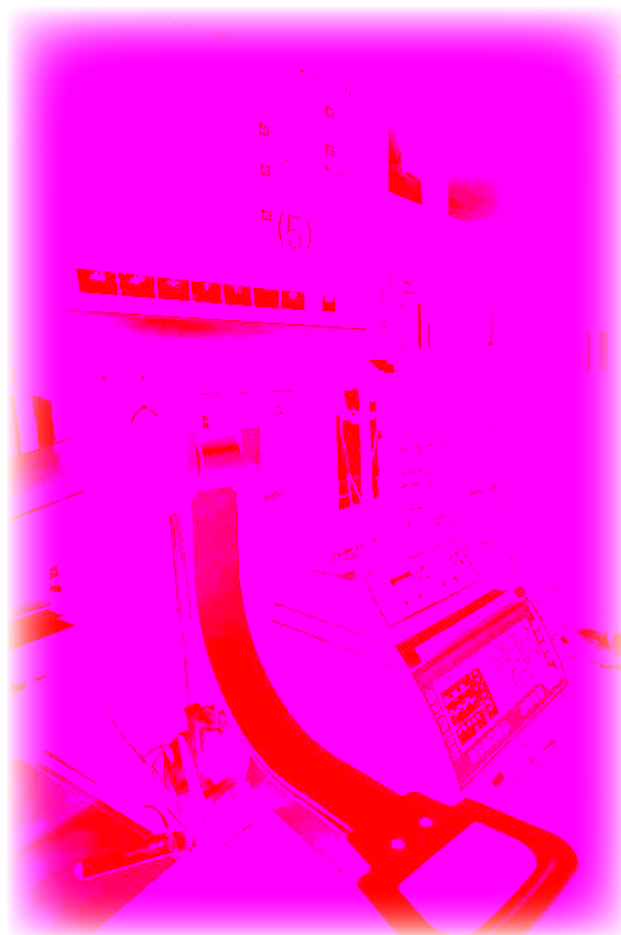
Find out about new medications, procedures, and protocols, and get the training needed to satisfy recertification requirements for medicine aides. *Prerequisite: Applicants must present a current Medicine Aide certificate and Geriatric Nursing Assistant license upon arrival at the class.* Students may only register 90 days before their certification expires or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course. Tuition waiver applies; seniors pay fee only.

Course: AHT145 9 Hours

\$84 + \$36 fee = \$120; Non-Md. residents add \$120

Asbury Methodist Village

CRN#: 44548	1 Session
5/17	S
	8 a.m.–5:45 p.m.
CRN#: 44549	1 Session
6/14	S
	8 a.m.–5:45 p.m.
CRN#: 14149	1 Session
7/19	S
	8 a.m.–5:45 p.m.
CRN#: 14150	1 Session
8/16	S
	8 a.m.–5:45 p.m.



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 BLS Healthcare Provider card that is valid for two years after successfully completing the written exam and skills tests. You must attend the entire session to receive a card. This course is primarily for those working in the healthcare field (nurses, EMTs, respiratory, physical & occupational therapists, medical/nursing students, and other allied health personnel). For those looking for a basic CPR course, consider the Heartsaver AED course (CPR005). The course cost includes textbook, *BLS for Healthcare Providers Student Manual*. You should pick up your textbook and review it prior to the class. Books can be picked up at the WD&CE Customer Service desk at Gaithersburg or Takoma Park/Silver Spring between the hours of 9 a.m. and 5 p.m. Students that do not pick up their books will receive their book at the beginning of their class. **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 instructor's 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. Tuition waiver applies; seniors pay fee only.

Course: CPR007 6 Hours

\$60 + \$35 fee = \$95; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 44553	1 Session
6/7	S
442	9 a.m.–3:30 p.m.
CRN#: 14155	1 Session
8/9	S
442	9 a.m.–3:30 p.m.

Takoma Park/Silver Spring Campus

CRN#: 44552	1 Session
5/28	W
119 HC	9 a.m.–3:30 p.m.
CRN#: 44554	1 Session
6/11	W
119 HC	9 a.m.–3:30 p.m.
CRN#: 44555	2 Sessions
6/17–6/19	T,R
119 HC	6–9:15 p.m.
CRN#: 44556	1 Session
6/28	S
119 HC	9 a.m.–3:30 p.m.

CRN#: 14153	1 Session
7/9	W
119 HC	9 a.m.–3:30 p.m.
CRN#: 14154	1 Session
7/19	S
119 HC	9 a.m.–3:30 p.m.
CRN#: 14156	1 Session
8/13	W
119 HC	9 a.m.–3:30 p.m.

Renewal Basic Cardiac Life Support (Healthcare Provider)

This course is ONLY for those who have a current American Heart Association Healthcare Provider card. This review allows AHA card holders to renew their training. Topics include one- and two-person rescue for the adult, infant & child; foreign body airway obstruction management; automatic external defibrillation (AED); barrier device; bag mask ventilation; etc. Your American Heart Association Basic Life Support Healthcare Provider cannot have expired; if it has, you are not eligible to participate in the class. You must bring the original card with you to class to present to the instructor. Upon successful completion of the class you will receive an American Heart Association BLS Provider card valid for two years. **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 instructor's control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice. Tuition waiver applies; seniors pay fee only.

Course: CPR017 4 Hours

\$60 + \$35 fee = \$95; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 14157	1 Session
8/8	F
402	5:30–9:45 p.m.

Takoma Park/Silver Spring Campus

CRN#: 44557	1 Session
6/13	F
119 HC	5:30–9:45 p.m.

Heartsaver AED

This course teaches members of the general public CPR techniques for use on adults, children and infants. The course also covers use of an AED (automated external defibrillator). Students learn how to relieve choking and how to use a barrier device. This course satisfies the CPR requirement for child care providers in the State of Maryland. Students will receive a course completion card that is valid for two years after successfully completing the written exam and skills tests. Students must attend the entire session to receive a card. **Note:** Students must be aware that classes may run longer than the posted times due to class size and/or other factors outside of the instructor's control. Courses may be cancelled due to insufficient enrollment. Wear comfortable clothes and bring a towel or blanket for CPR practice. Tuition waiver applies; seniors pay fee only.

Course: CPR005 4 Hours

\$60 + \$20 fee = \$80; Non-Md. residents add \$50

Takoma Park/Silver Spring Campus

CRN#: 44551	1 Session
6/14	S
119 HC	9 a.m.–1 p.m.
CRN#: 14152	1 Session
7/26	S
119 HC	9 a.m.–1 p.m.

First Aid—Basic

This course teaches the citizen responder (and those who need a credential for employment) the principles of first aid, including how to handle emergencies in bleeding, shock, burns, muscle and bone injuries; sudden illness (allergic and diabetic reactions); poisoning; insect/animal bites; and heat- and cold-related emergencies. Simple hands-on bandaging and splinting procedures will be demonstrated. At the conclusion of this training and successful completion of practical skills and a written examination with a 70 percent or better score, a Basic First Aid certification card will be awarded with a suggested retraining date of three years from the American Safety and Health Institute. Textbook included. Tuition waiver applies; seniors pay fee only.

Course: AHT011 4 Hours

\$60 + \$35 fee = \$95; Non-Md. residents add \$50

Gaithersburg Business Training Center

CRN#: 14151	1 Session
7/11	F
402	5:30–9:45 p.m.

Entry-Level Health Career Training

Dialysis Technician Program ▲

Gain the knowledge and skills needed to work as a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, and maintain and repair equipment. Technicians work with patients during dialysis procedures, monitor and record vital signs, and administer local anesthetics and drugs as needed. They also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures like administering oxygen or performing basic CPR. **Note:** This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. Tuition waiver applies; seniors pay fee only.

Course: HHS064 50 Hours

\$975 + \$750 fee = \$1,725; Non-Md. residents add \$800

Takoma Park/Silver Spring Campus

CRN#: 14161	20 Sessions
6/3–8/7	T,R
351 HC	6–8:30 p.m.

EKG Technician ▲

Prepare to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT). EKG technicians work in physician offices, hospitals, clinics, and other health care facilities, and are responsible for performing electrocardiogram tests to monitor and record electrical impulses transmitted by the heart. This course includes background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. Learn the function and proper use of the EKG machine and the Holter Monitor, and demonstrate lead placement for a 12-lead electrocardiogram. Compare normal and abnormal EKG printed readings and measure various “peaks and troughs.” Tuition waiver applies; seniors pay fee only.

Course: HHS051 50 Hours

\$1,076 + \$600 fee = \$1,676; Non-Md. residents add \$800

Takoma Park/Silver Spring Campus

CRN#: 14160	20 Sessions
6/3–8/7	T,R
124 HC	6–8:30 p.m.

Health Unit Coordinator

This course covers basic health unit coordinator skills including transcription of physician orders onto patient care kardexes, assuring accuracy, and coordinating the unit desk, including patient call bells, nurse pagers, order transcription, and referrals. The format will include classroom lecture, discussion, and practice. Those wishing to be employed as a Health Unit Coordinator can complete this course and then apply to work in an acute or long-term healthcare facility. Tuition waiver applies; seniors pay fee only.

Course: AHT071 36 Hours

\$335 + \$185 fee = \$520; Non-Md. residents add \$250

Gaithersburg Business Training Center

CRN#: 44550 12 Sessions

5/12–6/23 M,W

404 6–9:15 p.m.

No class 5/26



Healthcare Access & Registration

Professional Program ▲ ♥

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

Course: HHS108 90 Hours

\$1,425 + \$650 fee = \$2,075; Non-Md. residents add \$1,050

Takoma Park/Silver Spring Campus

CRN#: 14166 20 Sessions

6/2–8/6 M,W

121 HC 5–9:30 p.m.

Phlebotomy

Pharmacy Technician Certification ▲♥

This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's 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. Tuition waiver applies; seniors pay fee only.

Course: HHS105 72 Hours

\$1,150 + \$600 fee = \$1,750; Non-Md. residents add \$800

Gaithersburg Business Training Center

CRN#: 14164 24 Sessions
6/3–8/21 T,R
404 6–9 p.m.

Germantown Campus

CRN#: 14163 24 Sessions
6/2–8/20 M,W
175 HS 6–9 p.m.

Takoma Park/Silver Spring Campus

CRN#: 14165 12 Sessions
6/7–8/30 S
120 HC 8:30 a.m.–3:30 p.m.

Physical Therapy and Occupational Therapy Aide Training ▲

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. Tuition waiver applies; seniors pay fee only.

Course: HHS041 50 Hours

\$1,076 + \$600 fee = \$1,676; Non-Md. residents add \$800

Takoma Park/Silver Spring Campus

CRN#: 14159 10 Sessions
6/7–8/16 S
229 HC 8:30 a.m.–2:30 p.m.
No class 7/5

Health Career Training Advancement

Train the Trainer: Preparing CNAs for Success

This course is designed to meet the Maryland Board of Nursing faculty requirements for teaching in CNA programs. This program for RNs combines classroom learning, instructional technology, and a learning lab where you will demonstrate competency in applying knowledge of the principles of adult learning and methods of instruction. This class is for students who have at least two years' experience (one in long-term care) and a desire to instruct in an approved CNA program. Tuition waiver applies; seniors pay fee only.

Course: NUR065 24 Hours

\$278 + \$72 fee = \$350; Non-Md. residents add \$160

Takoma Park/Silver Spring Campus

CRN#: 14162 6 Sessions
6/14–7/26 S
224 HC 9 a.m.–1:15 p.m.
No class 7/5



TEAS Prep

English TEAS Prep Course

This course is an intensive review to prepare you to take the English and Language Usage section of the Test of Essential Academic Skills (TEAS). Classroom activities will include a diagnostic test and a battery of practice tests which will familiarize you with the format of the exam and support your review of grammar, mechanics, punctuation, spelling, vocabulary, sentence structure, and word meaning in context. Isolated instruction in areas such as grammar, punctuation, direct dialogue, and types of sentences is provided. Instruction will be given in how to answer each type of question. Instruction will also be given in test-taking strategies, such as process of elimination and time-management. Two computerized tests which simulate the actual TEAS exams are provided, as well as a thorough review of each simulation. A baseline practice TEAS assessment is given to identify areas of weakness, so you are aware of areas to address in the class and for future review. You will have an opportunity to practice test-taking strategies such as process of elimination and time-management. Tuition waiver applies; seniors pay fee only.

Course: AHT224 12 Hours

\$92 + \$25 fee = \$117; Non-Md. residents add \$120

Takoma Park/Silver Spring Campus

CRN#: 14477

4 Sessions

7/14–7/17

M,T,W,R

9:30 a.m.–12:30 p.m.

Reading TEAS Prep Course

This course is an intensive overview to prepare you to take the reading section of the Test of Essential Academic Skills (TEAS). Classroom activities will include diagnostic tests and practice questions with discussion to help familiarize you with the format of the exam and support your review of topics. A baseline practice TEAS assessment is given to identify areas of weakness, so you are aware of areas to address in the class and for future review. Instruction in annotation, summarizing skills, and time management is also provided. Instruction will be given on how to answer each type of reading question as well as how to increase confidence and speed. Isolated instruction in the following areas will be provided: main idea, author's purpose, logical conclusion, summary, theme, topic, and inference. Tuition waiver applies; seniors pay fee only.

Course: AHT214 12 Hours

\$92 + \$25 fee = \$117; Non-Md. residents add \$120

Takoma Park/Silver Spring Campus

CRN#: 14476

4 Sessions

7/7–7/10

M,T,W,R

9:30 a.m.–12:30 p.m.

Nursing Refresher will return this fall.

Fall Schedule will be available July 23, 2014

Nurse Refresher Classroom ▲

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. Nursing experts will present topics to review systems anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation, current trends, and end-of-life issues. You must register for the classroom and clinical in order to use the payment plan. There is a non-refundable fee to participate in the payment plan. Tuition waiver applies; seniors pay fee only.

Course: NUR057 100 Hours

\$1,125 + \$225 fee = \$1,350; Non-Md. residents add \$650

Nursing Refresher: Clinical ▲

- A. Nursing License:** If your Maryland license has lapsed, you must apply for, pay for, and receive an inactive license. If you have an active license from any state other than Maryland, you must apply for and receive a Maryland license before starting your clinical. Please e-mail Tori Blackwell, the program director, for information tori.blackwell@montgomerycollege.edu.
- B. CPR Certification:** This must be a healthcare provider-level course from American Heart Association or equivalent. Montgomery College provides this course at a special price for students. Please wait for information in the letter that will be sent once you register.
- C.**
1. A complete physical exam, signed by your health provider, within 9 months of the start date for clinical. (You must use the Montgomery College Nurse Refresher Health Inventory form).
 2. Proof of immunity to the following diseases:
 - Mumps, Measles (Rubeola) and Rubella:** Must provide serologic evidence that you are immune to Mumps, Measles and Rubella (positive titers). If blood titers are negative for any of these 3 diseases, you must receive two (2) doses of Mumps, Measles and Rubella vaccine (MMR) given 4 weeks apart. (Information documenting past MMR vaccinations is appreciated but cannot take the place of the titer test results.)
 - Varicella:** Must provide serologic evidence that you are immune to Varicella (positive titers). If titers are negative, you are required to receive two (2) doses of Varicella vaccine given 4 weeks apart. (Documentation of childhood disease will not be accepted).
 - Hepatitis B:** Three (3) doses of Hepatitis B vaccine given 0,1, and 6 months apart, followed by Hepatitis B surface antibody testing 1-2 months after dose #3 is required. If you cannot provide documentation of the 4-step vaccination process described above, you must obtain serologic evidence of immunity (positive Hep Bs Antibody titer). If this titer is negative for immunity, the vaccination series must be repeated.
 - Tetanus, Diphtheria and Pertussis:** Documentation of one (1) dose of Tdap vaccine (not to be confused with Dtap) in the past two (2) years, regardless of when the last Tetanus and Diphtheria vaccine was given.
 - Influenza:** Vaccine is to be given 1 month prior to the start date for clinical.
 - Tuberculin Skin test:** (Mantoux Tuberculin test) within 9 months of the start date for clinical is required. If test results show TB exposure in the past or present, you must obtain clearance from your health provider that you are able to attend clinical. A chest x-ray may be needed. (Use the Montgomery College TB clearance form which will be provided with the Health Inventory Form when getting evaluated).

Please note: Vaccine series must be completed prior to clinical start date. All laboratory titers must have date blood was drawn as well as test results.

Course: NUR007 60 Hours

\$1,000 + \$200 fee = \$1,200; Non-Md. residents add \$650

Don't see the class that you are looking for?

All of our classes are not offered every semester.

For more information, please visit us online at www.montgomerycollege.edu/wdce

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: cms.montgomerycollege.edu/wdce/registerops.html

Registration will not be processed without appropriate payment.

Tuition Installment Plan

Courses with a ▲ have a tuition installment plan available: pay one-third of class total as a down payment at time of registration, then pay the balance in two payments before the class ends. There is a nonrefundable fee to participate in the payment plan. Students desiring to use the payment plan must register online.

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: Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general’s office.

VA-Approved Course: Courses indicated with this ♥ symbol are approved for VA educational benefits under Title 38, U.S.C., Section 3676. (Post 9/11 GI Bill). For more information, visit <http://cms.montgomerycollege.edu/wdce/register/vabenefits.html>.

Residency Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

- A. Students attending Montgomery College will pay tuition according to their residency.
- B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester.
- C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

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.

Refund Policy

Refunds are paid at 100% for classes cancelled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. **DO NOT** drop classes online on or after the day the class begins; you will not receive a refund. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

4 Easy Ways to Register

On the Web

If you have enrolled in a Montgomery College class, and are paying by credit card or checking account, you can register on the web. Visit: www.montgomerycollege.edu/wdce/registerops.html and click on “Register by Web.”

By Mail

Mail completed registration form with payment to:
Montgomery College Workforce Development &
Continuing Education, Rockville Campus
Campus Center, Room 220
51 Mannakee Street
Rockville, MD 20850

By Fax

Fax completed registration form indicating credit card payment to Montgomery College at 240-567-1877.

Walk-In

A completed registration form with payment may be submitted at any of these locations:

Gaithersburg Business Training Center, Room 400

8:30 a.m.–9 p.m. (Mon–Fri); 8:30 a.m.–4 p.m. (Sat)

Germantown Campus

Humanities and Social Sciences Building, Room 245

8:30 a.m.–5 p.m. (Mon–Thur); 8:30 a.m.–4:30 p.m. (Fri)

Closed from 12–12:30 p.m.

Rockville Campus

220 Campus Center

8 a.m.–7 p.m. (Mon–Thur); 8 a.m.–5 p.m. (Fri)

8:30 a.m.–12 p.m. (Sat)

Takoma Park/Silver Spring Campus

CF 230, Customer Service

8:30 a.m.–6 p.m. (Mon–Thur); 8:30 a.m.–5 p.m. (Fri)

Westfield South, Suite 306 **

8:30 a.m.–9 p.m. (Mon–Thur);

8:30 a.m.–5 p.m. (Fri and Sat)

NOTE: *Cash payments must be paid in the Cashiers’ Offices at the Germantown, Rockville, or Takoma Park/Silver Spring campuses between 8:30 a.m.–1 p.m. and 2–4:30 p.m., Mon–Fri.*

Payments due at time of registration

** Disability access for this leased site is on the same side as the movie theatre entrance. For more information regarding disability access at this site, or if any individuals are facing accessibility issues anywhere in the Westfield South Center, please call 240-567-8841.



Montgomery College
Workforce Development
& Continuing Education

51 Mannakee Street
Rockville, Maryland 20850
240-567-5188

Non-Profit Org.
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Rockville, Md.
Permit No. 97

Health Sciences

SUMMER 2014

COURSE SCHEDULE



Certified Nursing Assistant (CNA)

