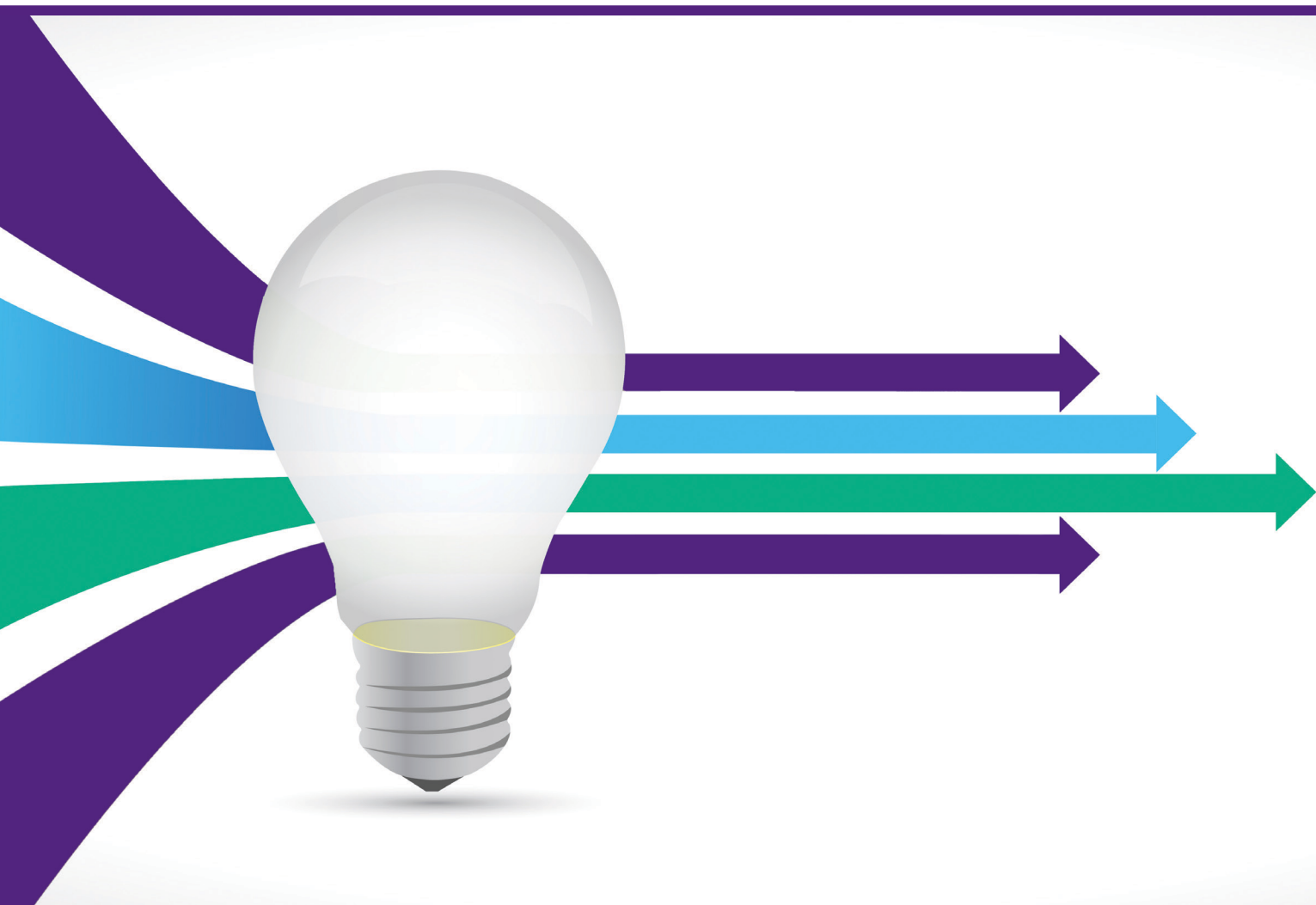




CAREER PREPARATION and TRAINING RESOURCE GUIDE



Workforce Development and Continuing Education | Fall 2025

montgomerycollege.edu/wdce | 240-567-5188

Ofrecemos clases en español

Workforce, Career, and Continuing Education Career Resource Guide

Montgomery College provides a wide variety of long- and short-term programs designed to assist individuals looking for a new career. Programs are designed for those entering the workforce for the first time, re-entering the workforce, changing career fields, receiving industry certifications, strengthening basic skills, or investing in ongoing professional development. College programs include traditional one- and two-year certificate and degree programs, as well as many short-term noncredit career programs.

This Career Resource Guide provides an overview of short-term career programs provided through the College's noncredit program areas of Workforce Development & Continuing Education. Generally, the programs require less than one year, and in many cases, are designed to be started and finished within a few months.

For many individuals, these programs may serve as career starters. The programs are designed around entry-level skill requirements, certifications, or employer-driven competencies, which can serve as a starting point for career paths within the selected field of study.

Our most successful students are those who spend time reviewing career fields, thinking about personal interests, understanding work conditions and educational requirements, and seeing how career-starting programs can lead to an ongoing continuum of learning and advancement within the chosen fields.

The online resource Career Coach, described on the next page, has been very well received by community members as a helpful resource for considering career fields. Career Coach is designed for public access and integrates several labor markets, tools, and related College programs.

We encourage students, community members, and employers to explore the array of programs and services that are available through Montgomery College. For further information, please call Montgomery College at 240-567-5188 or visit [montgomerycollege.edu/wdce](https://www.montgomerycollege.edu/wdce).

Community Engagement

The Office of Community Engagement takes Montgomery College beyond the campus and into the community through community engagement centers, partnerships with nonprofits, community events, and grassroots outreach.

As the face of Montgomery College in the community, our primary job is to empower students and county residents by connecting those in underserved and under-represented communities with the College. We're ready to help anyone find the next step toward success and achieve their potential. Our staff speak many languages, and we offer translation and interpretation services.

Additional Resources

We operate three community engagement centers. Some classes are offered at the centers, and center staff can direct you to information about other classes and programs at the College.
<https://www.montgomerycollege.edu/communityengagement>

Gaithersburg Community Engagement Center

Gaithersburg Library, 2nd Floor
18330 Montgomery Village Ave.
Gaithersburg, MD 20879
240-567-9080

East County Education Center

2221 Broadbirch Drive
Silver Spring, MD 20904
240-567-9080

Ethiopian Community Center

8701 Georgia Avenue, Suite 601
Silver Spring, MD 20910
240-839-7805

Career Centers—Ejobs

240-567-1630
<https://www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/#ejobs>

Scholarships and Financial Aid

<https://www.montgomerycollege.edu/wdce/wdce-scholarships/index.html>

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Montgomery College provides many courses that prepare individuals to sit for industry credential examinations. Further details may be found on the individual program websites or at <https://www.montgomerycollege.edu/wdce/job-skills>.

Changes to this guide may occur during the semester. For the most up-to-date course schedules and information, visit us on the web at

www.montgomerycollege.edu/wdce/course-schedule

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Find a Career That Suits You and Inspires You!

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

Visit:

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

Take Career Assessment

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

Browse Careers

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

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

Browse Programs

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

Are You a Veteran?

Get Started with Military Search

Find civilian careers related to your military occupation.

Sign up and Build Your Résumé

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

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

For questions, please contact us at

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

Exploring Careers Using Career Coach

Find a career that suits you in 2 EASY steps!

Step 1.

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

Step 2.

Select an occupation of interest to explore. Enter it into the Browse Careers field (or you can search all careers). A list of careers will be generated. You can then filter these careers by Salary and Education level.

When searching, keep in mind:

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

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

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

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



ADULT ESOL AND BASIC SKILLS

Adult ESOL and Basic Skills for College and Careers

Non-Credit Continuing Education Program Description:

The Adult ESOL and Basic Skills for College and Careers unit provides classes to support students who need additional help with basic academic skills and GED® test preparation; English language development; computer literacy U.S. citizenship in order to access college and entry-level employment. Program participants may receive additional guidance and advising services to assist with transitioning to college and careers.

Available classes and programs include:

- Adult English for Speakers of Other Languages (ESOL)
- GED® Test Preparation
- U.S. Citizenship Preparation
- Refugee Programs
- WorkPlus! (English language and job skills for entry-level jobs in trades, healthcare, and customer service and more)
- TESOL, Teacher training for ESOL programs

WorkPlus!

Students must attend information sessions & apply for these ESOL WorkPlus programs. And must meet the qualifications before being admitted. Not all classes are offered every term. Learn more: <http://www.montgomerycollege.edu/wdce/aelg/>

1. English in the American Workplace

Our English in the American Workplace (EAW) classes are the best starting place for students who have a high school diploma, equivalent, or GED®, and need more practice with their English skills. The class will prepare you to be successful in vocational, Certificate preparation, or credit classes. Students will improve their English skills, make connections to professionals, learn computer skills, and skills that will help them be successful in the American workplace.

2. Vocational ESOL

- Vocational ESOL classes are perfect for students who know which particular career field they want to go into. Students should have a high intermediate or low advanced ability with the English language and want or need to improve to access other Montgomery College opportunities. Our Vocational ESOL classes teach industry-specific vocabulary and norms.

Vocational ESOL Programs Include:

- ESOL for Healthcare
- ESOL for Customer Service
- ESOL Bridge to Technology
- ESOL for Building Trades
- ESOL for Careers in Education

3. Job Training for English Language Learners.

These courses are perfect for students whose English language skills are at least high intermediate. Upon successful completion of the test, students will be prepared to earn nationally recognized certification.

Programs include:

- Certificate in Apartment Maintenance technician (CAMT)
- Pharmacy or Phlebotomy Technician Training
- Certified Nursing Assistant (CNA) / Geriatric Nursing Assistant (GNA) Training
- Early Childhood Education Training
- IT Network Training
- Additional programs may become available as funding becomes available. Please contact the office staff to receive email updates about new programs.

Possible Financial Aid and Payment Options:

- Most classes are funded by grants and are free or at very low cost to qualifying students.
- Because the classes are supported by outside grants, there may be additional entrance requirements.

Length of Training:

- Courses vary in length but meet for a minimum of 60 hours.

Course Information:

See website for details and schedules.

Application Process (if applicable):

- Follow the directions on the web page to apply for the different types of classes. <http://www.montgomerycollege.edu/wdce/aelg/>
- All classes require an assessment to determine the appropriate level.
- Some classes have additional entry requirements (e.g. interview, proof of income).

Successful Completion:

- Varies depending on grant requirements.

Contact Information

Adult ESOL

ESOL Intake Specialist 240-567-8950
esol@montgomerycollege.edu

Literacy—GED® Test Preparation

GED® Intake Specialist 240-567-8950
ged@montgomerycollege.edu

U.S. Citizenship Preparation

citizenshipprogram@montgomerycollege.edu

Refugee Programs

rtc@montgomerycollege.edu

Work Plus!

ESOL Intake Specialist 240-567-8950
esol@montgomerycollege.edu

TESOL Training

240-567-7386
TESOLTraininf@montgomerycollege.edu

Mailing Address:

Montgomery College / WDCE
 ESOL and Basic Skills for College and Careers
 Mannakee Building, Suite 235
 900 Hungerford Drive
 Rockville, Maryland 20850

Web:

<http://www.montgomerycollege.edu/wdce/aelg/>

ANIMAL CARE

Veterinary Assistant Program

Non-Credit Continuing Education Program Description:

This program prepares students to work in the animal care field. As a trained assistant, you will be involved in supporting veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment within the scope of your position. This program includes 96 hours of classroom lecture plus a 54-hour clinical externship.

Length of Training:

- 96 Classroom hours
- 54 Clinical externship hours to be completed at a separate location assigned by Montgomery College

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC), and Rockville campus.

Information Sessions/Orientations:

Two Orientation sessions will be held during the summer and they are mandatory for entrance into the program.

Prerequisites:

- Students must complete a MANDATORY assessment exam during one of the three summer semestertesting sessions and receive a passing composite score in order to begin the program
- Students must be at least 18 years of age prior to the beginning of the Veterinary Assistant Program.
- With a passing composite score, students must register for mandatory orientation during the summer semester prior to the beginning of the program modules in the fall.e.

Skills for Success:

The primary goal of the Veterinary Assistant Program is to adequately prepare students to work in the animal care field. Assistants are expected to gain the knowledge to support veterinary technicians and veterinarians in a variety of inpatient and outpatient activities from the care and feeding of animals to medical treatment.

Successful Completion:

- A certificate of completion will be given upon successfully completing all modules and practicum hours.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$ 29,039.00
- 539 annual job openings are posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Textbooks are provided and are mandatory for the four training modules.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Veterinary Assistant Assessment Exam

Course: VET008 **1 Hour**

\$40 fee only

Veterinary Assistant Orientation

Course: VET006 **2 Hours**

Free

Veterinary Assistant Training I: Outpatient Care

Course: VET012 **30 Hours**

\$120 + \$505 fee = \$625; NMR add \$300

Veterinary Assistant Training II: Diagnostic & Pharmacy

Course: VET013 **31 Hours**

\$120 + \$505 fee = \$625; NMR add \$300

Veterinary Assistant Training III: Patient Care/Treatment

Course: VET014 **43 Hours**

\$120 + \$405 fee = \$525; NMR add \$250

Veterinary Assistant Training IV: Anesthesia, Surgery, and Emergency Care

Course: VET055 **42 Hours**

\$120 + \$455 fee = \$575; NMR add \$250

Contact Information

Animal Care

John Amoroso, Acting Program Manager

john.amoroso@montgomerycollege.edu

240-567-3825

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

COMPUTER TECHNOLOGY/ INFORMATION TECHNOLOGY INSTITUTE (ITI)

Topics include:

1. Administrative Office Support & Microsoft Applications
2. Business Applications
3. Cloud Technologies
4. Computer Basics
5. Cybersecurity
6. Data Analysis
7. Networking
8. Programming / Software Development
9. Web and Mobile Design

I. Administrative Office Support and Microsoft Applications

Non-Credit Continuing Education Program Description:

Learn or expand the computer skills necessary to be successful in administrative office settings. These courses are recommended for administrative assistants, data entry personnel, sales and marketing, and customer service. Before taking any of these courses, students should take the Mastering Windows Fundamentals course or possess the equivalent experience

Courses:

- Microsoft Word and Excel Foundations
- Virtual Office Management with Office 365
- MS Excel Levels I, II, III *

Possible Certification:

Microsoft Office Specialist (MOS) certification

Typical Location of Courses:

The courses are typically held at MC's Gaithersburg Business Training Center (GBTC), Rockville and Takoma

Park/Silver Spring campuses. Or online.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/register.html>

Up-to-Date Schedule and registration information

<https://www.montgomerycollege.edu/wdce/course-schedule>

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon Successful Completion of each course, students will:

- Feel comfortable to perform administrative computer tasks such as creating office documents, spreadsheets, using databases, and be able to use the email efficiently.
- Be able to create and edit attractive business letters, memorandums, and press releases using latest version of MS Office. Apply and modify new PowerPoint templates and use powerful presentation graphics build basic and enhanced Excel worksheets with ease; use Access to create a relational database to create, store, and retrieve.
- Receive a certificate of completion.
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Microsoft Office Specialist (MOS) certification is provided by Microsoft.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area includes:

These classes are for anyone looking to acquire computer technology skills to work in administrative positions or in any other career area.

- Current Median Salary for administrative support careers goes from \$38,000-\$52,000 depending on the position.
-

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Microsoft Word and Excel Foundations

Course: ITI494 18 Hours
\$99 + \$177 fee = \$276; NMR add \$140

MS Excel—Level I

Course: ITI435 12 Hours
\$99 + \$163 fee = \$262; NMR add \$140

MS Excel—Level II

Course: ITI436 12 Hours
\$85 + \$163 fee = \$248; NMR add \$140

MS Excel—Level III

Course: ITI437 12 Hours
\$85 + \$163 fee = \$248; NMR add \$140

Virtual Office Management with Office 365

Course: ITI490 30 Hours
\$199 + \$200 fee = \$399; NMR add \$160

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

II. Business Applications

Non-Credit Continuing Education Program Description:

Increase the efficiency of your day-to-day business operations by using technology applications that will make your job easier and business more profitable.

These courses are designed for business owners, managers, project managers, accountants, bookkeepers, business owners, and other professionals.

Courses:

- Jira
- QuickBooks Online Training

Length of Training:

Varies

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and Rockville and Takoma Park/Silver Spring campuses. Some classes are offered online.

Prerequisites:

Most courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class. Some accounting knowledge is recommended for students taking QuickBooks.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon Successful completion of each course, students will be able to:

- Set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window.
- Create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data.
- Ability to share information and foster collaboration, organize information and manage documents.
- Create and manage sites and libraries, surveys, discussion boards, and work with wikis and blogs.
- Receive a certificate of completion
- Have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- a bookkeeping/account clerk is \$48,970 with 460 open positions.
- an accountant is \$78,050 with 351 open positions. Visit Montgomery College's credit Accounting Cert.

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.bkstr.com/montgomerycollegestore/home>.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Jira

Course: ITI540 **24 Hours**
\$150+ \$145 fee = \$295; NMR add \$140

Quickbooks Online

Course: ITI500 **24 Hours**
\$150 + \$145 fee = \$295 NMR add \$140.

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

III. Cloud Technologies

Non-Credit Continuing Education Program Description:

Learn the cloud computing skills you need to stay relevant in the Information Technology field. The courses are the first steps to achieve Amazon Web Services certifications

Courses:

- Cloud Introduction
- AWS Solutions Architect - Associate *
- AWS Solutions Architect Cert. Exam Prep.*

*Possible Certifications

- AWS Solutions Architect Associate Certification

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. Some classes are offered online.

Prerequisites:

Be sure to check each course description for course prerequisites before registering.

Successful Completion:

Upon Successful completion of each course students will be able to:

- Know how to connect to, and support, AWS Elastic Cloud Compute (EC2) Windows and Linux server instances.
- Learn how to select appropriate services for a flexible, high availability environment, and then implement, configure, backup, and maintain them in the cloud.
- Learn to understand and gain practical experience in pricing, security and gain practical experience configuring a fault- tolerant systems environment that can scale automatically to meet changing resource demands.
- Receive a certificate of completion.
- Have access to a Continuing Academic record (transcript).

Certifying Professional Association:

Amazon Web Services: <https://aws.amazon.com/>

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$85,000 - \$100,000, depending on the position.
- AWS certification is one of the most sought after cloud certifications and there are over 1,000 job openings posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

All instructional materials are included.

Course Information:

Tuition and Fees are subject to change. Not all classes are offered every term.

Cloud Introduction

Course: ITI284 8 Hours
\$45 + \$80 fee = \$125, NMR add \$120

AWS—Solutions Architect -Associate

Course: ITI535 85 Hours
\$1,100 + \$500 fee = \$1,600; NMR add \$800

Amazon Web Service AWS - Certified Solutions Architect Exam Prep

Course: ITI536 24 Hours
\$250 + \$200 fee = \$450; NMR add \$225

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

IV. Computer Basics

Non-Credit Continuing Education Program Description:

New to computers or need to refresh your skills? Start here! The skills taught in these courses are also a necessary foundation for more advanced courses

Courses:

- Mastering Windows Fundamentals
- Networking Basics
- Cloud Introduction
- Mastering Windows Fundamentals
- IT Foundations

Length of Training:

Varies

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. Some classes are offered online.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon successful completion of each course, students will:

- Be able to identify the main components of a typical computer system and the basic elements of the Windows interface

- Know how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows.
- Browse the Web and how to protect their computers from malware.
- Receive a certificate of completion.
- Have access to a Continuing Education academic record (transcript).

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Cloud—Introduction

Course: ITI284 **8 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

Mastering Windows Fundamentals

Course: ITI499 **12 Hours**
\$100 + \$95 fee = \$195; NMR add \$120

Networking Basics

Course: ITI338 **6 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

IT Foundations

Course: ITI519 **6 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

V. Cybersecurity

Non-Credit Continuing Education Program Description:

The following course sequence provides the foundation for a career in cybersecurity. These courses also provide the skills for entry-level positions such as Helpdesk Support Technician, Computer Support Specialist, and Network and Computer System Administrators

.Courses:

- IT Foundations
- Cybersecurity Practitioner*
- CISSP Test Preparation
- CYSA+ Practitioner**

- Security + Certification Exam Prep*

Possible Certifications:

- CompTIA Security + Certification
- CompTIA Cybersecurity Analyst (CYDA+) Cert.

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. Some classes are offered online.

Information Sessions/Orientations(if applicable):N/A

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops>

Prerequisites:

Most courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class. We recommend that the courses are taken in the order shown on the course information table.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon successful completion of each course, students will:

- Be able to identify and explain basic computer components, set up a basic workstation, conduct basic software installation, and use basic network services.
- Students will be knowledgeable to the most common security threats, will gain basic understanding of best security practices and will learn how to prevent basic computer security problems and risks.

- Ability to identify vulnerabilities and defend web applications against hackers and malicious crafted input. Manage code debuggers, unexpected data threats, password administration, information leakage, token generation and life cycle protection.
- Develop skills to protect web databases and defend against browser attacks.
- Have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$109,610 depending on the position.
- About 380 job openings are posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change. Not all classes are offered every term.

Cybersecurity Practitioner

Course: ITI493 **100 Hours**
\$1,250 + \$1,250 fee = \$2,500; NMR add \$1,075

CYSA+ Practitioner

Course: ITI533 **81 Hours**
\$600 + \$675 fee = \$1,275; NMR add \$650

Security+ Certification Training and Exam Prep

Course: ITI532 **42 Hours**
\$249 + \$455 fee = \$704; NMR add \$350

Schedule and registration information can be found at
<https://www.montgomerycollege.edu/wdce/course-schedule>

VI. Data Analysis

Non-Credit Continuing Education Program Description:

Data is growing exponentially, and so is the demand for IT professionals that possess the skills to handle it. Some of the positions that large and small companies are looking for are Data Analysts, Data Engineers, Data Consultant, and among others. The courses in this sequence will help you learn the initial skills to enter this field.

Courses

- Data Analytics Practitioner - Introduction
- Data Analytics Practitioner*
- Data+ Certification Exam Prep*
- Mastering Tableau
- Power BI - Introduction
- Power BI Certified Data Analyst
- Intro to Generative Artificial Intelligence (GenAI)

Possible Certifications:

- Analyzing Data with Microsoft Power BI exam to earn Microsoft Certified Data Analyst Associate Certification
- CompTIA Data+ Certification

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses. Some classes are offered online.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops>

Prerequisites:

Most courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon successful completion of each course, students will have the following:

- Ability to create analytics directly using Excel and Power BI applications and integrate large datasets using Power Query, combining data from any data source. Create interactive dashboards and build custom dashboards to answer business questions.
- A robust portfolio of projects showcasing their capabilities as a proficient data analyst.
- A certificate of completion and Access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current salary range for Business Intelligence Analysts is from \$65,000 to \$119,000, depending on the position.
- About 220 job openings are within 50 miles of Rockville, Maryland

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term

Power BI—Introduction

Course: ITI462 12 Hours
\$99 + \$100 fee = \$199; NMR add \$120

Power BI Certified Data Analyst

Course: ITI542 30 Hours
\$199 + \$249 = \$448; NMR add \$225

Data Analytics Practitioner—Intro (12 hrs)

Course: ITI470 12 Hours
\$50 + \$49 fee = \$99; NMR add \$50

Data Analytics Practitioner

Course: ITI469 100 Hours
\$600 + \$650 fee = \$1,250; NMR add \$650

Data Fundamentals

Course: ITI517 42 Hours
\$199 + \$405 fee = \$604; NMR add \$300

Data+ Certification Exam Prep

Course: ITI537 42 Hours
\$249 + \$455 fee = \$704; NMR add \$350

Intro to Generative Artificial Intelligence (GenAI)

Course: ITI524 6 Hours
\$24 + \$50 fee = \$75; NMR add \$50

Mastering Tableau - Introduction.

Course: ITI420 30 Hours
\$600 + \$650 fee = \$1,250; NMR add \$650

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

VII. Networking

Non-Credit Continuing Education Program Description:

Virtually all laptops, tablets, and smartphones can connect to networks ranging from local area networks in offices to the Internet. Many IT network specialists help businesses and organizations create, maintain, and improve these networks.

Courses:

- IT Foundations
- IT Help Desk Practitioner
- Networking Practitioner
- Network+ Certification Exam Prep*
- Cisco CCNA Complete & CCNA Lab*

Possible Certification:

- CompTIA Network+ Certification
- Cisco Certified Network Associate (CCNA) Certification

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville and Takoma Park/Silver Spring campuses.:

Prerequisites:

Most courses require prerequisite skills or training. It is essential students meet course prerequisites. Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class. We recommend that the courses are taken in the order shown on the course information table.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Students will be able to sit for recognize IT certifications and start a career in the information technology field.

Certifying Professional Association:

- <https://www.comptia.org/certifications>
- <https://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html>

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$86,760 depending on the position.
- About 200 job openings are posted monthly within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

IT Foundations

Course: ITI519 **6 Hours**
\$45 + \$80 fee = \$125; NMR add \$120

Networking Practitioner

Course: ITI530 94 Hours
\$550 + \$724 fee + \$1,274; NMR add 650

Network+ Certification Exam Prep

Course: ITI531 **42 Hours**
\$500 + \$599 fee = \$1,099; NMR add \$650

Cisco CCNA Complete

Course: ITI277 **100 Hours**
\$800 + \$1,005 fee = \$1,805; NMR add \$800

Cisco CCNA Complete Lab

Course: ITI300 **40 Hours**
\$15 + \$55 fee = \$70; NMR add \$50

IT HelpDesk Practitioner Training

Course: ITI474 **30 Hours**
\$200 + \$249 fee = \$449; NMR add \$225

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

VIII. Programming/Software Development

Non-Credit Continuing Education Program Description:

Programmers write, test, and maintain codes to create computer programs. Programmers are needed in almost all sectors of the economy; they often become system engineers and project managers. The course sequence will help you start a career in this field.

Courses:

- IT Foundations
- Programming Fundamentals
- Python - Certified Entry Level Programmer*
- Python - Certified Associate Level Programmer*

Possible Certifications:

- *Python Certified Entry-Level Programmer Certification (PCEP)
- *Certified Associate in Python Programming Certification (PCAP)

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) or are offered online.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops>

Prerequisites:

Be sure to check each course description for course prerequisites before registering.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon completion of this course, students should be able to:

- Write simple programs using decision and iteration constructs
- Write programs using object-oriented notation

- Implement Java Software Development Kit (J2SDK) and create development of simple Web applications and stand-alone applications in Java.
- Receive a certificate of completion of the training, given upon successful completion of all courses and hours.
- Have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$92,136
- 733 annual job openings are posted within 50 miles of Rockville, Maryland.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Programming Fundamentals

Course: ITI454 18 Hours

\$99 + \$205 fee = \$304; NMR add \$160

Certified Python Programmer–PCEP

Course: ITI491 54 Hours

\$650 + \$400 fee = \$1,050; NMR add \$650

Certified Associate Python Programmer–PCAP

Course: ITI510 54 Hours

\$650 + \$400 fee = \$1,050; NMR add \$650

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

IX. Web and Mobile Design

Non-Credit Continuing Education Program Description: Learn how to build sophisticated and interactive websites and start your career as a web developer. Students who complete the training develop a portfolio of web-based projects designed, developed, and deployed to a live World Wide Web portfolio of their work.

Courses:

- HTML & CSS3
- Java Script & JQuery
- XML/JSON/AJAX
- Responsive Web Design

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville Campus

Registration Process:

Some classes require attendance at the Information/ Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops>

Prerequisites:

Be sure to check each course description for course prerequisites before registering. Failure to meet course prerequisites may result in being transferred from the class.

Skills for Success:

The successful participant should be comfortable working with computers and have the ability to study 2-4 hours per week on their own time in addition to time spent in class.

Successful Completion:

Upon completion of this course, students should be able to:

- Create basic building blocks of designing and creating websites optimized for modern computers, tablets, and mobile phones using HTML5 and CSS.
- Build core technologies developed for defining XML documents, validating their structure, and formatting, and delivering them via the Web.
- Use jQuery, a JavaScript library, to add interesting, interactive features to a website.
- Create secure web sites.
- A certificate of completion of the training will be given upon successful completion of all courses and hours.
- Students will have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$77,761
- 704 annual job openings are posted within 50 miles of Rockville, Maryland.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term

HTML & CSS3

Course: ITI431 **24 Hours**
\$199 + \$200 fee = \$399; NMR add \$160

JavaScript & JQuery

Course: ITI432 **24 Hours**
\$199 + \$200 fee = \$399; NMR add \$160

Responsive Web Design

Course: ITI434 **18 Hours**
\$99 + \$200 fee + \$299; NMR add \$140

XML/JSON/AJAX

Course: ITI433 **12 Hours**
\$99 + \$100 fee = \$199, NMR add \$120

Contact Information

Computer Technology / Informational Technology Institute

Sue Kim, Program Manager
sue.kim@montgomerycollege.edu
240-567-5510

Hong Zhang, Program Coordinator,
hong.shang@montgomerycollege.edu
240-567-1842

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

COSMETOLOGY

Nail Technician

Non-Credit Continuing Education Program Description:

The Nail Technician Program provides instruction in preparation for licensure from the Maryland Board of Cosmetologists. Our 250-hour program provides you the needed theory and practical coursework in a three course series.

Maryland Board of Cosmetologists' nail technician exam to become a licensed nail technician.

Courses:total hours 250

- Nail Technician I
- Nail Technician II
- Nail Technician III

Upon completion of the entire series of courses, participants would fulfill the 250 hours of training required by the state and would receive a college sealed Eligibility/Examination Registration Form as required by the Maryland Board of Cosmetologists and their exam provider, PSI Services. Student exam fees are not included as a part of cost of the courses in this series.

Cont Ed

The Maryland Board of Cosmetologists now requires Cosmetology licensees to complete approved continuing education. Effective January 1, 2026, The State Legislature- HB 1600, requires Licensees to complete six hours of approved continuing education as a condition of license renewal. For details about continuing education and specific COMAR subsections, please review the Maryland Board of Cosmetologists webpage for Continuing Education.

Required Topic Hour Courses (2 hours)

- Occupational Health and Safety in Cosmetology

Required Elective Topics Hours courses (4 Hours)

- Ethics and Professional Standards in Cosmetology
- Sanitation and infection Control in Your Salon

Typical Location of Courses:

The courses to complete this program are typically held

at Montgomery College's Takoma Park/Silver Spring campuses and online using Blackboard and Zoom

Information Sessions/Orientations:

Are held in the spring and summer semesters.

Registration Process:

Some classes require attendance at the Information/Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Prerequisites:

Students must complete the courses in sequential order; COS004 Nail Technician I, COS005 Nail Technician II, and COS006 Nail Technician III. Students are required to bring a nail tech kit and textbooks to class.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Certificates of completion will be provided once students complete COS006 Nail Technician III.
- Students will be qualified to sit for the Maryland Board of Cosmetologists'
- Students will have access to a Continuing Education academic record (transcript).
- Certifying Professional Association:
- Maryland Board of Cosmetologists

The current Job Outlook in the Montgomery County/Washington Metropolitan area, includes:

- Current Median Salary for this career is \$23,897
- 597 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the Nail Technician Program is to adequately prepare students to pass the State Board of Cosmetologists Nail Technician: Practical and Theory exam to become a licensed nail technician.

Physical Requirements:

Sufficient strength and mobility to sit for long periods

of time, consistent bending, good vision and be able to use their hands, fingers, and wrists to make repeated movements quickly and effectively.

Interpersonal Skills and Professionalism:

Good communication and interpersonal skills are essential.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment by having the ability to evaluate the condition of the client's nails and be able to provide appropriate services. To know how to properly sanitize client's hands and tools to minimize the risk of infection.

Environment Requirements:

Students are exposed to a variety of chemicals including acrylates, solvents, glues, and biocides such as dusts or vapors

Textbook Information and Additional Fees:

Textbooks are provided and are mandatory for the series of courses

Course Information:

Tuition and Fees are subject to change.

Nail Technician I

Course: COS004 50 Hours
\$200 + \$500 fee = \$700 NMR add \$350

Nail Technician II

Course: COS005 100 Hours
\$400 + \$850 fee = \$1,250; NMR add \$650

Nail Technician III

Course: COS006 100 Hours
\$400 + \$850 fee = \$1,250 NMR add \$650

Contact Information

Cosmetology

John Amoroso, Acting, Project Manager
john.amoroso@montgomerycollege.edu
240-567-3825

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

EARLY CHILDHOOD EDUCATION

Our program provides child care training services including certification courses, continuing education, and onsite-training to meet the education requirements of operating a family center-based child care facility, earn clock hours and CEUs as part of your licensing requirement, or prepare you for applying for the CDA and/or MSDE credentials. MSDE requires lead teachers to have a high school diploma or GED, be at least 19 years old, and have one year of experience working under supervision

Early Childhood Education MSDE Categories in English

- Child Development
- Community
- Curriculum
- Special Needs
- Health, Safety, and Nutrition
- Professionalism

Clases de Educación Infantil (MSDE) in Spanish

- Currículo
- Desarrollo Infantil
- Necesidades Especiales
- Comunidad
- Profesionalidad
- Salud, Seguridad y Nutrición
-

Early Childhood Certificates

These courses meet the Maryland State Department of Education (MSDE), Division of Early Childhood established requirements. MSDE requires lead teachers to have a high school diploma or GED, be at least 19 years old, and have one year of experience working under supervision. For CDA (National Child Dev. Associate Credential) visit www.cdacouncil.org

Lead Teacher Preschool Child Care

ECH205 Child Growth and Development

ECH170 Communication Skills for Child Care Professionals

ECH377 Basic Health & Safety and Breastfeeding

ECH207 Planning Curricula for Child Care

CPR090 CPR and First Aid

Lead Teacher Infant and Toddler Child Care

ECH205 Child Growth and Development

ECH208 Infant and Toddler Development and Curriculum Planning

ECH170 Communication Skills for Child Care Professionals

ECH377 Basic Health & Safety and Breastfeeding

CPR090 CPR and First Aid

Lead Teacher School-Age Child Care

ECH205 Child Growth and Development

ECH365 School-Age Child Care

ECH170 Communication Skills for Child Care Professionals

ECH377 Basic Health & Safety and Breastfeeding

CPR090 CPR and First Aid

Family Child Care Provider

Please call MSDE, Region V (Montgomery County) at 240-314-1400 to schedule an orientation and find out other requisites.

ECH197 Family Child Care Pre-service Module Series (This class can be substituted by ECH205 and ECH207)

ECH257 Medication Administration

ECH172 Emergency Preparedness

ECH377 Basic Health & Safety and Breastfeeding
CPR090 CPR and First Aid

Family Child Care Provider

Please call MSDE, Region V (Montgomery County) at 240-314-1400 to schedule an orientation and find out other requisites.

Non-Credit Continuing Education Program Description:

This program will prepare you to operate a family childcare facility. You will learn the principles of child growth, curriculum development, special needs, community, emergency preparedness, professionalism, and health, safety and nutrition required by the state of Maryland to open your own family childcare. The program is approved by the Maryland State Department of Education (MSDE) Division of Early Childhood Licensing. This program provides 34 classroom hours to fulfill the family childcare pre-service training requirements.

Length of Training:

- 55 hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville campus or online.

Information Sessions/Orientations (if applicable):

Prospective students must attend an orientation with the Maryland State Department of Education (MSDE) Office of Child Care Licensing. Schedule an appointment by calling (240) 314-1400.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

- To be approved as a family childcare provider, an individual shall be 18 years old or older and adhere to the requirements established under the Code of Maryland Regulations (COMAR). The requirements to open a family childcare facility are outlined in Title 13A Subtitle 15 State Board of Education under the (COMAR). <https://earlychildhood.marylandpublicschools.org/office-child-care>

- Operate a family childcare facility, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge, child development, curriculum, health, safety and nutrition, special needs, professionalism, and community.

Additional Expenses:

Course textbooks and materials are included in the cost of each course.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of these courses you will receive a certificate

Certifying Professional Association:

Maryland State Department of Education, Office of Child Care Licensing

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current wage information varies based on the scope of services
- Jobs in this area are generally home-based businesses.

Technical Standards

The primary goal of the Family Childcare Provider Early Childhood Education Program is to adequately prepare students to operate a family childcare facility.

Physical Requirements

Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism

Family childcare provider must understand children's emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to

Working with children can be frustrating, and family childcare providers should be able to respond calmly to overwhelming and difficult situations. Family childcare providers need good communication skills to tell parents

and colleagues about students' progress. They need good writing and speaking skills to convey this information effectively.

Environment Requirements

- Family childcare providers work in their own homes. Providers may work long or unusual hours to fit parents' work schedules. Childcare providers may offer evening and overnight care to meet the needs of families.
- Family childcare programs are open year-round, with long hours of operation. The state of Maryland limits the number of children that each family childcare can care for based on the children's age.

Textbook Information and Additional Fees:

For most Early Childhood courses, the textbooks and materials are included in the cost of each course.

Course Information:

Tuition and Fees are subject to change. Not all courses are offered each term

Family Child Care: Pre-Service Module Series

Course: ECH197 28 Hours

\$115 + \$115 fee = \$230; NMR add \$140

(This class can be substituted by ECH205 and ECH207)

Communication Skills for Child Care Professionals

Course: ECH170 9 Hours

\$40 + \$55 fee = \$95; NMR add \$50

Medication Administration Training

Course: ECH257 6 Hours

\$41 + \$54 fee = \$95; NMR add \$50

Supporting Breastfeeding in Child Care

Course: ECH292 1 Hour

\$24 + \$13 fee = \$37; NMR add \$25

Emergency Preparedness Training

Course: ECH172 6 Hours

\$20 + \$50 fee = \$70; NMR add \$50

Including All Children and the ADA

Course: ECH271 3 Hours

\$21 + \$34 fee = \$55; NMR add \$50

Health and Safety Training

Course: ECH305 5 Hours

\$20 + \$40 fee = \$60; NMR add \$50

Planning Curricula for Child Care

Course: ECH207 45 Hours

\$125 + \$225 fee = \$350; NMR add \$160

CPR, AED & Basic First Aid Course

Course: CPR090

6 Hours

\$142 + \$40 fee = \$182; NMR add \$120

Infant and Toddler Teacher

Non-Credit Continuing Education Program Description:

This program will prepare you to become a lead teacher in an infant & toddler classroom setting. You will learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. The program also provides the curriculum planning for programs serving children from infancy through age three. This program provides the 90 classroom hours needed to become a teacher in programs licensed by the Maryland State Department of Education (MSDE) Division of Early Childhood Licensing. This program includes 99 hours of classroom lecture.

Length of Training:

- 108 hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg, Business Training Center, Rockville, Takoma Park/ Silver Spring, Germantown, and community engagement center location(s). Or Structured Remote

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Prerequisites:

- To qualify as a lead teacher in an infant & toddler classroom setting, an individual shall be 19 years old or older, hold a high school diploma and/or a certificate of high school equivalence, and one (1) year of experience working under supervision primarily with infants in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider caring for preschoolers or one (1) year of college, or a combination of experience and college that together are equivalent to one (1) Year.
- To be eligible for the 45-hour course ECH208, Infant and Toddler Development and Curriculum Planning, you must successfully complete the 45-hour course ECH205, Child Growth and Development. Students will be required to take a final examination for each

course.

- For employment in an infant & toddler classroom setting, students are also required to complete CPR and First Aid Certification. To maintain licensure, students are required to complete continuing education training hours. The College offers a selection of courses based on the cores of knowledge, child development, curriculum, health, safety and nutrition, special needs, professionalism, and community.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of these courses, students will receive a certificate and be eligible to work in a day care center as an infant and toddler teacher

Certifying Professional Association:

Maryland State Department of Education, Office of Child Care Licensing

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$31,200/yr.
- 6,824 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the Infant and Toddler Teacher Program is to adequately prepare students to work in a childcare center as lead infant and toddler teachers.

Physical Requirements

Working with children can be physically taxing, so preschool teachers should have a lot of energy.

Interpersonal Skills and Professionalism

Lead teachers must understand children's emotional needs and be able to develop good relationships with parents, children, and colleagues.

Intellectual Ability and Emotional Stability to

Working with children can be frustrating, and lead teachers should be able to respond calmly to overwhelming and difficult situations. Teachers need

good communication skills

to tell parents and colleagues about students' progress. They need good writing and speaking skills to convey this information effectively. They must also be able to communicate well with small children.

Environment Requirements

Childcare centers are open year-round, with long hours of operation. Some centers employ full-time and part-time staff with staggered shifts to cover the entire day. The state of Maryland limits the number of children that each family childcare is allowed to care for based on the children's age.

Textbook Information and Additional Fees:

For most Early Childhood courses, the textbooks and materials are included in the cost of each course. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.bkstr.com/montgomerycollegestore/home>.

Course Information:

Tuition and Fees are subject to change.

Child Growth and Development

Course: ECH205 **45 Hours**
\$125 + \$225 fee = \$350; NMR add \$160

Infant and Toddler Development and Curriculum Planning

Course: ECH208 **45 Hours**
\$125 + \$225 fee = \$350; NMR add \$160

Communication Skills for Child Care Professionals

Course: ECH170 **9 Hours**
\$40 + \$55 fee = \$95; NMR add \$50

Supporting Breastfeeding in Child Care

Course: ECH292 **1 Hour**
\$24 + \$13 fee = \$37; NMR add \$25

Including All Children and the ADA

Course: ECH271 **3 Hours**
\$21 + \$34 fee = \$55; NMR add \$50

Health and Safety Training

Course: ECH305 **5 Hours**
\$20 + \$40 fee = \$60; NMR add \$50

CPR, AED & Basic First Aid Course

Course: CPR090 **6 Hours**
\$142 + \$40 fee = \$182; NMR add \$120

We also offer

Lead Teacher Preschool Child Care

ECH205 Child Growth and Development
 ECH170 Communication Skills for Child Care Professionals
 ECH292 Supporting Breastfeeding in Child Care
 ECH271 Including All Children and the ADA
 ECH305 Health and Safety Training
 ECH207 Planning Curricula for Child Care
 CPR090 CPR and First Aid

Lead Teacher School-Age Child Care

ECH205 Child Growth and Development
 ECH365 School-Age Child Care
 ECH170 Communication Skills for Child Care Professionals
 ECH292 Supporting Breastfeeding in Child Care
 ECH271 Including All Children and the ADA
 ECH305 Health and Safety Training
 CPR090 CPR and First Aid

Clases de Educación Infantil

- Curriculo
- Desarrollo Infantil
- Necesidades Especiales
- Comunidad
- Profesionalidad
- Salud, Seguridad y Nutricion

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

Contact Information

Early Childcare Education

Nelida Andres, Project Manager
 nelida.andres@montgomerycollege.edu
 240-567-3827

Carolina Fernandez, Program Coordinator
 carolina.fernandez@montgomerycollege.edu
 240-567-2550

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

schedule

This program is also offered in Spanish. See our website for details.

<https://www.montgomerycollege.edu/wdce/early-childhood-education/>

HOSPITALITY

Food Safety Management

Non-Credit Continuing Education Program Description:

Serve-Safe Certification course, by the National Restaurant Association Education Foundation.

Length of Training:

- 16 Hours (includes the exam)

Typical Location of Courses:

These courses are typically held at Montgomery College's, Rockville Campus.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

None

Skills for Success:

Food Managers work in restaurants, hotels, and concessions. The primary goal of the Food Safety classes is to adequately prepare students to obtain the National SERVSafe Manager's certification and the Allergen Awareness-Aller Train certification. Successful Food Managers are detail oriented, have strong team working skills and organizational skills, and are able to coordinate kitchen activities and schedules.

Successful Completion:

Upon successful completion of this course,

- Students will be eligible to take and prepared to pass the SERVSafe Manager's exam, by the National Restaurant Association Education Foundation and the AllerTrain, Allergen Awareness exam by MenuTrinfo.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

ServSafe, National Restaurant Association and AllerTrain, MenuTrinfo.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$55,225
- 783 annual job openings are posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

Successful completers can present \$50 payable to Department of Health of Montgomery County to obtain the licensed food manager's cards.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Food Service Certification (ServSafe, National Restaurant Association)

Course: HOS013 16 Hours

\$85 + \$110 fee = \$195; NMR add \$120

Certificación para Manipulación de Alimentos

Course: HBI191 16 Hours

\$85 + \$110 fee = \$195; NMR add \$120

Food Service Recertification

Course: HOS049 8 Hours

Allergan Awareness

Course: HOS053 4 Hours

\$75 + \$100 fee = \$175; NMR add \$120

TIPS Alcohol Certification, On-premise

Course: HOS036 5 Hours

\$35 + \$40 fee = \$75; NMR add \$50

Contact Information

Hospitality

Program Director

SBEL@montgomerycollege.edu

240-567-1895

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

SMALL BUSINESS

Home Improvement Pre-License

Non-Credit Continuing Education Program Description:

Any business earning income from home improvements and remodeling requires a state license. Home improvement work includes alteration, remodeling, repair or replacement of a building or part of a building used as a residence. Home improvement also includes work done on individual condominium units. Home improvement does not include work done on commonly owned areas of condominiums or buildings that contain four or more single-family units.

- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880

Length of Training:

- 12 hours' classroom education
- Courses offered in the summer, fall, and spring.

Typical Location of Courses:

The course is typically held at Montgomery College's Rockville location.

Information Sessions/Orientations (if applicable):

None scheduled at the time.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

High School Diploma or GED

Skills for Success:

- Previous work-related skill, at least two years of experience in home improvement work, construction and/or related education; proof of financial solvency based on the scope and size of their business in relation to total assets, liabilities, credit rating and net worth; contractors representing a corporation, articles of incorporation and a certificate of good standing from the Department of Assessments and

Taxation must be submitted.

- A contractor using a trade name must first check with the Commission to make sure the name is available for use with the Commission and then register the name with the Department of Assessments and Taxation; A certificate of trade name registration must be submitted with the license application; Proof of current \$50,000 liability insurance must be filed with the application for licensure.
- Detail-oriented; dependability, ability to follow safety rules, ability to follow directions; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

Successful Completion:

- Successful completers will receive additional tools to assist in successfully passing the state exam.

Certifying Professional Association:

The Maryland Home Improvement Commission

[The current Job Outlook in the Montgomery County/](#)

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Home Improvement: MHIC Exam Preparation

Course: SMB034 18 Hours

\$100 + \$175 fee = \$275; NMR add \$140

Home Inspection Principles for Pre-Licensing SMB036

Home Inspection Continuing Ed. Part I, SMB967

\$225 + \$120 fee = \$210; NMR add \$140

Home Inspection Continuing Ed. Part II, SMB 968

\$225 + \$120 fee = \$210; NMR add \$140

Contact Information for Small Business

Small Business

Program Director

SBEL@montgomerycollege.edu

240-567-1895

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

HEALTH SCIENCES

Topics & Certifications Include:

I. Basic Cardiac Life Support, CPR and AED, and Basic First Aid

Basic cardiac Life Support for Healthcare Providers CPR007, Advanced Cardiovascular Life Support (ACLS) Full Course CPR099, Advanced Cardiovascular Life Support (ACLS) Heartcode Skills check-Off CPR100, Heartcode BLS Skills Check Off CPR098, Heartsaver CPR, AED & First Aid Skills Check-Off CPR094 (Course Cards from American Heart Association)

II. Clinical Medical Assistant (CMA)

- Clinical Medical Assistant Program HHS112 with CMA Labs & Clinical Externship HHS126*
- *Eligible to sit for National Healthcareer Assoc. (NHA) Certified Clinical Medical Asst. (CCMA) National Exam.

III. Certified Nursing Assistant (CNA) / Geriatric Nursing Assistant (GNA)

- Nursing Asst/Geriatric Nursing Assistant AHT244 with CNA/GNA Clinical AHT244*
- (*CNA Certification through the Maryland Board of Nursing and be eligible to take GNA certification specialized exam.)

IV. Health Career Training

- Dialysis Technician
- EKG Technician
- Healthcare Access and Registration Professional Program* (Eligible to take National Healthcareer Association Exam)
- Pharmacy Technician Certification* (Eligible to take PTCB exam)
- Phlebotomy Technician* (Eligible to take National Phlebotomy Assoc.: Phlebotomy Certification exam)
- Physical Therapy and Occupational Therapy Aide Training
- Sterile Processing Technician* (Eligible for National Certified Registered Central Service Technician (CRCST) provisional certification, and additional 400 hours of clinical experience within six month is required for full certification)

V. Health Sciences Medicine Aid Update

- Medicine Aide Update AHT248* (Recertification from Maryland Board of Nursing)

VI. Nursing Related Programs for RNs & LPNs to maintain or re-establish their active license

- Nurse Refresher Classroom NUR078 + Nursing Lab NUR023 + Nursing Refresher Clinical NUR007

I. Basic Cardiac Life Support, CPR and AED, and Basic First Aid

Non-Credit Continuing Education Program Description:

These courses teach basic life support to healthcare professionals and individuals who do not work in healthcare but who desire or require having CPR, AED (automated external defibrillator), and first aid knowledge and skills in order to respond to emergencies. There are specific classes for the healthcare professional and classes for non-healthcare providers such as camp directors, counselors, school bus drivers, child-care workers, teachers, parents, babysitters).

Length of Training:

- 4-6 Hours (Depending on the course)

Course Information:

Tuition and Fees are subject to change. Not all courses are offered every term.

Basic Cardiac Life Support for Healthcare Providers

Course: CPR007 **6 Hours**

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

Heartcode BLS Skills Check Off

Course: CPR098 **6 Hours**

\$55 + \$15 fee = \$70; NMR add \$50

Heartsaver CPR, AED & First Aid Skills Check-off

Course: CPR094 **4 Hours**

\$55 + \$15 fee = \$70; NMR add \$50

Advanced Cardiovascular Life Support (ACLS) Full Course

Course: CPR099 **15 Hours**

\$224 + \$75 fee = \$299; NMR add \$140

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

Course: CPR100 **7 Hours**

\$75 + \$65 fee = \$140; NMR add \$120

Contact Information for Basic Cardiac Life Support, CPR and AED, and Basic First Aid:

healthcareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>. For more detailed course information visit:
<https://www.montgomerycollege.edu/wdce/health-sciences/cpr-first-aid/index.html>

II. Clinical Medical Assistant (CMA)

Non-Credit Continuing Education Program Description:

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 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 (HHS112), plus a 90-hour hands-on lab and clinical externship opportunity (HHS126). YOU MUST REGISTER FOR BOTH CLASSES TOGETHER.

CMA Classes:

Clinical Medical Assistant Program HHS112*

must take both classes

Clinical Medical Assistant - Labs and Clinical Externship HHS126

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- These classes are available for the TIP plan, an

Job Outlook in Washington Metropolitan area, includes:

- Current Median Salary for this career is \$49, 649 with 618 job postings within 50 miles of Rockville, Maryland.

installment plan for payment.

Length of Training:

- 96 Hours for Clinical Medical Assistant Program and 90 Hours for Clinical Medical Labs and Clinical Externship

Information Sessions/Orientations (if applicable):

You must register for HS112 and HHS126 at the same time.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

There are no prerequisites for course registration for HHS112 Classroom. To be eligible for the 90-hour clinical rotation, you must successfully complete the 96-hour classroom course, submit to a thorough background check and drug screening, and meeting other requirements.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of both courses, you would be eligible to sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

National Health Career Association (NHA) www.nhanow.com

For Additional Career Opportunities and Information, please visit:

- For related Montgomery College Credit and Non-Credit Programs, visit Montgomery College Industry Certification Licensure Preparation Programs at: <https://www.montgomerycollege.edu/wdce/job-skills/>
- Student careers and employer services by

logging onto Ejobs and registering at www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/#ejobs

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$37,295
- 1,361 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector's License can be found on the State of Maryland Department of Labor, Licensing and Regulation website: <https://www.dlrr.state.md.us/license/reahi/>
- Students will have access to a Continuing Education academic record (transcript.)

- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bedrest
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>

The cost of all medical testing, background check, drug screening, is paid by the students. An estimate of these costs is \$850. Medical Assistant exam cost: \$155.

Course Information:

Tuition and Fees are subject to change.

Clinical Medical Assistant Program

Course: HHS112 96 Hours

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

Clinical Medical Assistant—Labs and Clinical Externship

Course: HHS126 90 Hours

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

Contact Information for Clinical Medical Assistant:

healthcareers@montgomerycollege.edu

240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

III. Certified Nursing Assistant/Geriatric Assistant Program (CNA/GNA)

Non-Credit Continuing Education Program Description:

Through lecture, discussion, and hands-on practice, you will learn basic nursing skills such as taking vital signs, assuring patient safety, and caring for patients with Alzheimer's disease and related disorders. After successful completion of the classroom and clinical portions you will receive an attendance award from Montgomery College. You may then apply to take the Geriatric Nursing Assistant Licensing examination.

This program includes 88 hours of classroom lecture & lab practice (AHT243 or 244 or NUR076), plus a 60-hour hands-on clinical opportunity (AHT223). YOU MUST REGISTER FOR BOTH CLASSES TOGETHER

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan eligible (TIP Plan)

Length of Training:

88 Hours for Nursing Assistant Classroom and 60 Hours for Nursing Assistant Clinical.

Information Sessions/Orientations (if applicable):

You must attend the free orientation session which includes a mandatory reading and math test. You must obtain at least 80% on each test in order to register. After

successfully passing both tests, you will receive a signed authorized registration form. You must register for AHT028 and AHT223 at the same time.

Registration Process:

Mandatory attendance at the Information/Testing session prior to registration. Enrollment / registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

- You must attend the free orientation session which includes a mandatory reading and math test. You must obtain at least 80% on each test in order to register.
- You must be 18 years of age and have a social security number.
- A physical examination by your Health care provider.
- Up to date immunizations (MMR, Varicella, Hep B, TDap, Influenza).
- CPR Heath Provider certification before the start of midterm.
- A negative TB skin test (PPD) or chest x-ray.
- A criminal background check and fingerprinting will be arranged by your instructor after the class begins.
- Must carry health insurance during the duration of your clinical practicum.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Eligible to apply for certification as a nursing assistant.
- Upon successful completion of both courses, you would be eligible to sit for Maryland Board of Nursing Geriatric Nursing Assistant Licensing examination for CNA/GNA combined course.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$33,279
- 158 current job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned

periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>.

There will be additional fees for TB test, Immunizations, COVID 19 vaccines and boosters, Physical, CPR training, CNA application, GNA application, fingerprinting, and uniforms. Vendor charge for upload of these documents. See online CNA/GNA online orientation.

Course Information:

Tuition and Fees are subject to change.

This course is VA-approved for GI Bill benefits.

Nursing Assistant/Geriatric Nursing Assistant Classroom (In-person)

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

Certified Nursing Assistant Clinical (CNA)

Course: AHT223 **60 Hours**
\$8500 + \$155 fee = \$1,005; NMR add \$650

Contact Information for Certified Nursing Assistant/ Geriatric Assistant Program:

healthcareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at <https://www.montgomerycollege.edu/wdce/course-schedule>

IV. Health Career Training Programs:

1. Dialysis Technician HHS064

2. EKG Technician HHS051*

3. Healthcare Access and Registration Professional Program HHS108*

4. Pharmacy Technician Certification HHS105*

5. Phlebotomy Technician HHS034 and Clinical HHS115*

6. Physical Therapy and Occupational Therapy Aide Training HHS041

7. Sterile Processing Technician AHT250*

* Upon successful completion of these programs student are eligible to take the exam to earn National Certifications for their chosen field.

1. Dialysis Technician

Non-Credit Continuing Education Program Description: This program will provide you with the knowledge and skills required 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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP)

Length of Training:

- 50 Hours

Information Sessions/Orientations (if applicable):

None

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Successful Completion:

- Upon successful completion of this course you would be eligible to work as a dialysis technician.
- Students will have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$50,701
- 107 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to

perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with

other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bedrest
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explain procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>
There may also be additional fees for certification exams if applicable.

Course Information

Tuition and Fees are subject to change.

Dialysis Technician Program

Course: HHS064

50 Hours

\$1,230 + \$800 fee = \$2,030; NMR add \$1,050

Contact Information Dialysis Technician:

healthcareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

2. EKG Technician Program

Non-Credit Continuing Education Program Description:

This program will provide you with the knowledge and

skills required 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 for 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. You will learn the function and proper use of the EKG machine and the Holter Monitor and demonstrate lead placement for a 12-lead electrocardiogram. You will compare normal and abnormal EKG printed readings and measure various "peaks and troughs."

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP)

Length of Training:

- 50 Hours

Prerequisites:

- High School diploma or GED

Skills for Success:

See Technical Standards

Successful Completion:

- Upon successful completion of this course you would be eligible to take the Electrocardiograph (EKG) Technician exam offered by the American Society of Phlebotomy Technicians (ASPT).
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

ASPT

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$62,502
- 115 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods

- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bedrest
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change. **EKG**

Technician Course: HHS051 50 Hours

\$1,330 + \$700 fee = \$2,030; NMR add \$1,050

Contact Information for EKG Technician Program:

healthcareers@montgomerycollege.edu

240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

3. Health Care Access and Registration Professional

Non-Credit Continuing Education Program Description:

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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP Plan)

Length of Training:

- 90 Hours

Registration Process:

.Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion and Certifying Professional Association:

- Students who complete this program will be eligible to sit for the National Health Career Association (NHA), the Certified Healthcare Access Associate (CHAA) national certification exams, depending upon your professional experience level and other factors.
- Students will have access to a Continuing Education academic record (transcript).

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$30,279
- 698 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems. Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods

Tactile ability sufficient to identify patient's problems.

Strength and mobility sufficient to perform patient care activities and emergency procedures.

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and containers

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Healthcare Access and Registration Professional Program

Course: HHS108 **90 Hours**

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

Contact Information for Health Care Access and Registration Professional:

healthcareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

4. Pharmacy Technician

Non-Credit Continuing Education Program Description:

This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's (PTCB) examination. 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 define 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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP Plan)

Length of Training:

- 72 Hours

Skills for Success:

See Technical Standards

Successful Completion:

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.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$30,279
- 698 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity

Hearing ability

Read and interpret medical terminology to pharmacy and prescriptions.

Be able to learn medicine dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions,

Be able to: manage inventory control, and billing and reimbursement

Ability to communicate and, explain procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

Course Information:

Tuition and Fees are subject to change.

Pharmacy Technician Certification

Course: HHS105 **72 Hours**

\$1,380+ \$700 fee = \$2,080; NMR add \$1,050

Contact Information for Heartcode BLS Skills Check Off:

healthcareers@montgomerycollege.edu
240-567-5507

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

5. Phlebotomy Technician

Non-Credit Continuing Education Program Description:

Non-Credit Continuing Education Program Description: 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. And

take a clinical Internship at a local healthcare provider.

Students must enroll in both Phlebotomy Technician HHS034 classroom (90 Hours) and Phlebotomy Technician - Clinical Internship HHS115.(40 Hours)

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP Plan)

Length of Training:

- 130 Hours

Registration Process:

N/A

Prerequisites:

- Successfully complete the classroom portion of Phlebotomy Technician. prior to taking the Phlebotomy Technician Clinical Internship.
- Submit to a thorough background check and meet other requirements. Costs for these are not included in the tuition and fees for the class.
- Special requirements:

Include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity statutes: Varicella Zoster IgG Ab; Rubella IgG; Rubeola IgG Ab; and Mumps IgG Ab.

- Information concerning these requirements will be provided the first night of class.

Skills for Success:

See Technical Standards.

Successful Completion:

Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- Students will be eligible to take the National Phlebotomy Association Phlebotomy Certification Exam

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$39,746
- 634 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile ability sufficient to identify patient's problems.

Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Turn and position patients as needed to prevent complications due to bedrest
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.
- Ability to read, interpret, and communicate relevant data

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Phlebotomy Technician

Course: HHS034 **90 Hours**
\$1,580 + \$750 fee = \$2,330; NMR add \$1,050

Phlebotomy Technician - Clinical Internship

Course: HHS115 **40 Hours**
\$210 + \$180 fee = \$390; NMR add \$160

Contact Information for Heart Saver CPR, AED and First Aid Skills Check Off:

healthcareers@montgomerycollege.edu
240-567-5507

Schedule and registration information can be found at
<https://www.montgomerycollege.edu/wdce/course-schedule>

6. Physical Therapy and Occupational Therapy Aide Training

Non-Credit Continuing Education Program Description:

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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP plan)

Length of Training:

- 50 Hours

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

- Upon successful completion of this course, you would be eligible to maintain or re-establish your active RN or LPN license.
- Students will have access to a Continuing Education academic record (transcript).

Technical Standards

All individuals, including persons with disabilities, who wish to participate in the program, must be able to perform specific technical functions with or without reasonable accommodations.

Visual acuity sufficient to evaluate patients and their environments the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Collect data from recording equipment and measurement devices used in patient care

Hearing ability sufficient to evaluate patients and their environments Examples of relevant activities:

- Communicate effectively with patients and with other members of the health care team

Olfactory ability sufficient to identify patient's problems. Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods

Tactile ability sufficient to identify patient's problems. Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Palpate pulses

Strength and mobility sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed
- Safely ambulate patients
- Perform cardiopulmonary resuscitation

Fine motor skills sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Manipulate small equipment and container
- Physical endurance sufficient to complete assigned periods of clinical practice

Ability to communicate sufficiently to teach others, explains procedures, interact effectively with others, and convey information in writing.

Examples of relevant activities:

- Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication.

Emotional stability to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities and to withstand human suffering.

Cognitive ability to collect information and knowledge to promote positive patient outcomes. Examples of relevant activities:

- Ability to prioritize tasks to meet patient needs
- Ability to use long-term and short-term memory to provide safe, effective nursing care

Course Information:

Tuition and Fees are subject to change.

Physical Therapy and Occupational Therapy Aide Training

Course: HHS041 **50 Hours**

\$1,350 + \$650 fee = \$2,000; NMR add \$1,050

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>.

Contact Information:

healthcareers@montgomerycollege.edu

240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

7. Sterile Processing Technician

Non-Credit Continuing Education Program Description:

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).

Possible Financial Aide and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Installment Plan (TIP Plan)

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

Prior to registering, prospective students must have a high school diploma or a GED.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

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.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$49,474
- 270 annual job openings are posted within 50 miles

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.bkstr.com/montgomerycollegestore/home>.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Sterile Processing Technician:

Course: AHT250 **96 Hours**

\$1,400 + \$475 fee = \$1,875; NMR add \$800

Contact Information for Pharmacy Technician:

healthcareers@montgomerycollege.edu

240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

V. Medicine Aide Update

Non-Credit Continuing Education Program Description:

This program will update your Certified Medicine Aide training and teach you about new medications, procedures, and protocols. You will get the necessary training to satisfy recertification requirements for Medicine Aides.

Length of Training:

- 9 Hours

Registration Process:

. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

- Applicants must present a current Medicine Aide Certificate and Geriatric Nursing Assistant license on the first day of class.
- Students may only register 90 days before their certificate expires, or within 30 days after expiration of their certificate. Please check your expiration date before registering for this course.

Successful Completion:

- Upon successful completion of this course you will be eligible to apply for recertification of your current Certified Medicine Aide license.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

License must be updated every two years.

Course Information:

Tuition and Fees are subject to change.

This course is VA-approved for GI Bill benefits.

Medicine Aide Update

Course: AHT145 **9 Hours**

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

Contact Information for Certified Medicine Aide Update:

healthcareers@montgomerycollege.edu

240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

VI. Nurse Refresher Programs for RNs and LPNs

These courses are for RNs & LPNs wishing to maintain or re-establish their active license.

Courses:

Nurse Refresher Classroom NUR078 +

Nursing Lab NUR023 +

Nursing Refresher Clinical NUR007

RN Case Manager Delegating Nurse Training For Assisted Living NUR080

Train the Trainer Preparing CNAs for Success NUR065

Nursing Refresher Series

The following three courses must be taken together.

Nurse Refresher Classroom +

Nursing Lab +

Nursing Refresher Clinical.

These are 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. The next in the series is the Nursing Lab which consists of a checklist of skills to determine competency. The third in the series is the Clinical experience in medical-surgical nursing which included patient assignments, teamwork, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided.

Total Hours:

168 for all three.

to renew their license with the Maryland Board of Nursing.

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-nursingrefresher.html>.

You must concurrently enroll in NUR078, NUR023, and NUR007

Possible Financial Aid and Payment Options:

- WDCE Career Path Scholarship
- Tuition Installment option for courses of more than \$900. (TIP Plan)

Registration Process:

- Fill out the WDCE Nurse Refresher Interest Indicator form (<https://www.montgomerycollege.edu/wdce/health-sciences/nurse-refresher/nursing-refresher-interest-indicator.html>)
- Read the Nurse Refresher Licensure Requirements (<https://www.montgomerycollege.edu/wdce/health-sciences/nurse-refresher/index.html>)
- Required documents and health forms.
- Basic Cardiac Life Support for Healthcare workers (BLS)
- A Complete Physical Exam
- Proof of Immunity to the following diseases: (mumps, Measles and Rubella, Varicella, Hepatitis B, Tetanus, Diphtheria, and Pertussis, Seasonal Influenza, Tuberculin skin test.)
- Background checks and drug and Alcohol screening, instructions will be provided.

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Successful Completion:

- After successful completion students should be able

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$97,9756
- 5,249 annual job openings are posted within 50 miles of Rockville, Maryland

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials.

Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.bkstr.com/montgomerycollegestore/home>.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Nurse Refresher Classroom

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

Nursing Lab

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

Nursing Refresher Clinical

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

Contact Information for Phlebotomy Technician:

healthcareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

Additional Nursing Related Courses:

RN Case Manager Delegating Nurse Training for Assisted Living NUR080

Topics covered include history of assisted living programs; regulations governing CM/DN practice; and overview of CM/DN role and responsibilities.

course:

RN Case Manager Delegating Nurse Training for

Assisted Living

Course: NUR007 16 Hours
\$310 + \$90 fee = \$400; NMR add \$225

Train the Trainer Preparing CNAs for Success

Train RNs to become CNA instructors who can teach the classroom and clinical portions of the CNA course

Course

Train the Trainer Preparing CNAs for Success

Course: NUR065 24 Hours
\$20 + \$80 fee = \$360; NMR add \$160

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship

Hispanic Business and Training Institute INSTITUTO HISPANO DE NEGOCIOS

El Instituto Hispano de Negocios y Entrenamiento es una entidad educativa público-privada diseñada para proporcionar programas, capacitación y cursos relevantes a la comunidad hispana del Condado de Montgomery. El objetivo principal es mejorar el desarrollo económico de los futuros y establecidos propietarios de pequeñas empresas, brindar desarrollo profesional a los empleados y desarrollar una apreciación de la lengua y la cultura entre las partes interesadas relacionadas. El Instituto Hispano de Negocios y Entrenamiento ofrece clases innovadoras, seminarios de negocios, capacitación en habilidades a corto plazo y capacitación personalizada por contrato para agencias, organizaciones y empleadores, impartida en todo el Condado.

Automotriz

Entrenamiento para Técnico Automotriz (Auto 101)

¿Está usted interesado en ser mecánico de automóviles? Adquiera los conocimientos fundamentales y técnicas para reparar automóviles y obtener un empleo en este área.

Course: HBI300 80 Hours
\$449 + \$500 fee = \$949; NMR add \$400
Hybrid (Online & Face to Face)

Computación

Computación para el trabajo de oficina—Nivel I

Este curso ayudará a desarrollar habilidades básicas para el empleo en un entorno de oficina y está diseñado para principiantes. Algunos de los temas a tratar incluyen fundamentos de los programas de Microsoft Office, el uso eficiente de correos electrónicos y administración de archivos.

Course: HBI202 24 Hours
\$80 + \$145 fee = \$225; NMR add \$140
Rockville Campus

Computación para el trabajo de oficina—Nivel II

Aprenderá a usar herramientas de computación en la nube desarrollo de archivos y documentación de oficina, fórmulas en Excel, a diseñar presentaciones en PowerPoint y optimizar el espacio en disco trabajando en la nube.

Course: HBI222 24 Hours

\$80 + \$145 fee = \$225; NMR add \$140

Rockville Campus

Construcción

Lectura de Planos

Aprenderá a analizar e interpretar símbolos, gráficos, abreviaturas y elementos que se utilizan en los planos

arquitectónicos. Este conocimiento le ayudará a implementar importantes estrategias de construcción, así como a estimar correctamente los proyectos de renovación.

Course: HBI154 33 Hours

\$100 + \$225 fee = \$325; NMR add \$160

Online: Structured Remote

Preparación para el examen de Home Improvement

Prepárese para tomar el examen de licenciamiento MHIC con esta clase, que se imparte en español. Obtendrá conocimientos sobre remodelación de viviendas, normas de seguridad en el lugar de trabajo, pago de salarios, derechos y obligaciones del propietario / contratista, por nombrar algunos; debe aprobar el examen para obtener una licencia. Libro de texto obligatorio: NASCLA Guía sobre finanzas, Legislación y Gestión de Proyectos para Contratistas—6th Edition, disponible en www.psonlinestore.com

Course: HBI195 30 Hours

\$95 + \$200 fee = \$295; NMR add \$140

Online: Structured Remote

Contabilidad

Quickbooks

Este curso de contabilidad computarizada es para todos los interesados en aprender a trabajar con el programa de Quickbooks online. Información de

clientes y proveedores, trabaje con transacciones bancarias y de tarjetas de crédito, genere y personalice informes, administre y copie archivos, cree facturas y presupuestos, trabaje con estados financieros, y procesos básicos de nómina. Se requieren conocimientos básicos de contabilidad e informática.

Course: HBI227 30 Hours

\$150 + \$175 fee = \$325; NMR add \$160

Electricidad

Electricidad I, Teoría

Aprenda los fundamentos de la electricidad desde un enfoque teórico, desde la generación hasta su uso en instalaciones eléctricas residenciales. Los conceptos enseñados son del libro del Código Eléctrico Nacional (NEC). Podrá identificar varios componentes eléctricos y familiarizarse con la terminología de la industria. Libro de texto obligatorio: NFPA 70 NEC 2023.

Course: HBI219 30 Hours

\$100 + \$205 fee = \$305; NMR add \$160

Electricidad II, Práctica

Los estudiantes desarrollarán la capacidad de analizar los procesos, materiales y herramientas utilizados en instalaciones eléctricas residenciales. Se enseñarán y utilizarán prácticas de seguridad que permitirán al estudiante manejar la electricidad de manera segura.

Course: HBI135 20 Hours

\$125 + \$350 fee = \$475; NMR add \$225

Electricidad III, Práctica

Los estudiantes aplicarán conceptos teóricos y prácticos a través del desarrollo de instalaciones eléctricas. Aprenderá las diferentes conexiones de instalación para enchufes, luces e interruptores. Los estudiantes deben demostrar la capacidad de realizar instalaciones eléctricas básicas a través de las prácticas desarrolladas en el aula-taller.

Course: HBI136 20 Hours

\$125 + \$350 fee = \$475; NMR add \$225

Electricidad IV, Práctica

Aplicarás los conocimientos obtenidos de módulos anteriores para realizar instalaciones eléctricas residenciales de 120-240. Practique vatios e instalar un panel de control. Practique varias habilidades aprendidas de módulos anteriores, todo de acuerdo con NEC y las especificaciones de la industria. Requisito previo Módulos I-III, Libro de texto obligatorio NFPA 70 NEC 2020.

Course: HBI220 30 Hours

\$125 + \$350 fee = \$475; NMR add \$225

Negocios

Conviértase en Asistente Virtual

Descubre el mundo del trabajo remoto y conviértete en un asistente virtual. Aprende cómo ofrecer y desarrollar servicios de apoyo administrativo para negocios. Desarrolla habilidades en comunicación digital, gestión, uso de herramientas en línea y oferta de servicios y tarifas.

Course: HBI229 18 Hours

\$100 + \$175 fee = \$275; NMR add \$140

Quickbooks Avanzado

Administre las finanzas de su negocio de manera eficiente utilizando las características avanzadas de QuickBooks Online. Mantenga control de ingresos y gastos, el inventario, conciliación de cuentas, facturación e informes financieros de su empresa.

Course: HBI228 45 Hours

\$150 + \$250 fee = \$400; NMR add \$225

Redes Sociales para Emprendedores

Aprenderás herramientas estratégicas y técnicas para seleccionar, crear, planificar y administrar redes sociales. Determine cómo desarrollar y publicar contenido, así como decidir qué aplicación de redes sociales es la más adecuada para su negocio. Los estudiantes deben tener un conocimiento práctico de las redes **sociales**.

Course: HBI224 12 Hours

\$40 + \$69 fee = \$109; NMR add \$120

Seguridad alimentaria

Certificación para Manipulación de Alimentos (Food Safety)

Este curso cumple con las 16 horas requeridas por el Departamento de Salud e Higiene Mental del Estado de Maryland. Los temas que se cubrirán incluyen enfermedades transmitidas por alimentos, higiene y hábitos personales, procedimientos para manipular alimentos, utensilios y equipos, entre otros. Los estudiantes deben aprobar el examen con un puntaje mínimo del 75%; El examen se administrará el último día de clase. Libro de texto requerido: Libro del administrador de ServSafe, 7ª edición, en español, con hoja de respuestas al examen.

Course: HBI191 16 Hours

\$85 + \$110 fee = \$195; NMR add \$120

Typical Location of Courses:

These courses are typically held at Montgomery College's Rockville Campus or online

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Skills for Success:

Detailed oriented, willing to continue studying and the

Contact information for:

Hispanic Business Institute / Instituto Hispano de Negocios:

Program Director
SBEL@montgomerycollege.edu
240-567-1895

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

INCOME TAX

Income Tax Preparation

Non-Credit Continuing Education Program Description:

This program will train you to prepare individual tax returns filed with the Internal Revenue Service including forms 1040EZ, 1040A, basic itemized returns and more complicated long forms. Instruction will prepare students to sit for the Maryland Board of Individual Tax Preparers exam. Successful completion of the exam will qualify students for registration as an individual tax preparer in Maryland. This program includes 54 hours of classroom lecture.

Length of Training:

- 54 Hours

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Gaithersburg Business Training Center (GBTC) and the Rockville Campus and online Structured Remote.

Prerequisites:

- There are no prerequisites for course registration. Students interested in becoming registered individual tax preparers in Maryland must have a valid Preparer Tax Identification Number (PTIN) from the Internal Revenue Service. Find out more about the IRS-PTIN. <https://www.irs.gov/tax-professionals/ptin-requirements-for-tax-return-preparers>;
- To remain active in the industry, individual tax preparers are required to complete continuing professional education. The College offers TAX006 Maryland Individual Tax Preparer Continuing Education to meet the requirement. The course content also covers the topics required for the voluntary IRS annual filing season program. Montgomery College is an IRS approved continuing education provider.
- The College offers TAX002 Individual Tax Preparer Exam Test Prep for experienced individual tax preparers who need to pass the Maryland Board of Individual Tax Preparers exam. Students enrolled in the TAX002 and TAX006 courses are expected to be familiar with the industry and only require an update

on current tax year forms.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course:

- Students will be prepared to sit for the Maryland Board of Individual Tax Preparers exam.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Individual Tax Preparers

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$43,188
- 338 annual job openings are posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Textbooks are mandatory for many classes.

Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: **www.montgomerycollege.edu/bookstore**.

There may also be additional fees for certification exams if applicable.

Students should be prepared to pay fees related to acquiring the PTIN, taking the Maryland Board of Individual Tax Preparers exam, and registering as an individual tax preparer in Maryland.

Course Information:

Tuition and Fees are subject to change.

Income Tax Preparation

Course: TAX003 **54 Hours**
\$300 + \$299 fee = \$599; NMR add \$250

Individual Tax Preparer Exam Test Prep

Course: TAX002 **4 Hours**
\$299 + \$199 fee = \$399; NMR add \$160

Maryland Individual Tax Preparer Continuing Education

Course: TAX006 **17 Hours**
\$200 + \$179 fee = \$379; NMR add \$160

Contact information for Income Tax Preparation:

Laura Weihrauch, Program Manager
laura.weihrauch@montgomerycollege.edu
240-567-1862

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

MANAGEMENT AND LEADERSHIP

Topics Include:

1. Coaching Certification (ICF Accredited Coaching Education)

2. Human Resources Manager (Human Resources Manager (SHRM-CP®/SHRM-SCP® Certification)

3. Project Management (Certified Associate in Project Management (CAPM)®/ Project Management Professional (PMP)®)

I. Coaching Certification

Non-Credit Continuing Education Program Description:

The International Coaching Federation (ICF) defines coaching as partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. Further, coaching is a specific process of interaction designed to help clarify and achieve business/personal vision, goals or desires. Coaching helps break through limitations and obstacles that hold a client back and develop the strategies, attitudes and actions needed to attain the results.

Coaching Program & Required Courses, These courses must be taken in the following order:

1. Coaching - Introduction to
2. Coaching Clinic - Introduction
3. Coaching Essentials, Competencies, Practice
4. Coaching Practicum
5. Coaching Mastery
6. Mentor Coaching

Length of Training

- 53 hours

Typical Location of Courses:

The course to complete this program is typically held Online / Structured Remote

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Skills for Success:

While coaching is a stand-alone skill set, the skills can also be integrated with many other skill sets (ex.

teaching, facilitating, counseling, consulting, mentoring, etc.). In addition, students can expect to develop improved listening, questioning and other communication skills. Learning to coach also provides students with the ability to facilitate a coaching conversation and the ability to apply numerous independent coaching techniques in professional and personal communications.

Successful Completion:

Upon successful completion of this course:

- Completion of this certification program takes two semesters. Certificates are also awarded for each course. To earn course certificates, and the overall program certificate, you must attend 100% of the scheduled class hours as well as complete all the requirements set by the instructor.
- For participants interested in becoming an ICF credentialed coach, the curriculum is an approved ICF Level 1 accredited coach training program.

Certifying Professional Association:

International Coaching Federation, (ICF) Level 1 Accreditation

Course Information:

Tuition and Fees are subject to change.

1. Coaching, Introduction to

Course: MGT714 **3.5 Hours**
\$50 + \$59 fee = \$109; NMR add \$120

2. Coaching Clinic- Introduction to

Course: MGT715 **15 Hours**
\$300 + \$385 fee = \$685; NMR add \$300

3. Coaching Essentials, Competencies, and Practices

Course: MGT716 **15 Hours**
\$300 + \$385 fee = \$685 NMR add \$300

4. Coaching Practicum

Course: MGT581 **15 Hours**
\$599 + \$619 fee = \$1,218; NMR add \$650

5. Coaching Mastery

Course: MGT625 **15 Hours**
\$599 + \$619 fee = \$1,218; NMR add \$650

6. Mentor Coaching

Course: MGT767 **10 Hours**
\$325 + \$950 fee = \$1,275; NMR add \$650

The SHRM Learning System for SHRM-CP® and SHRM-SCP® Certification Preparation Course

Course: MGT603 **36 Hours**
\$599 + \$619 fee = \$1,218; NMR add \$650

Contact Information Human Resource Manager:

Noel Lazaro, Program Coordinator
noel.lazaro@montgomerycollege.edu
240-567-2563

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

II. Human Resources Manager (SHRM-CP®/SHRM-SCP® Certification)

Non-Credit Continuing Education Program Description:

Enrich your HR Skills and Competencies to Succeed! The SHRM-CP/SHRM-SCP certification prep course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. Earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential establishes you as a recognized expert in the HR field.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880

Length of Training:

- 36 hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Gaithersburg location.

Information Sessions/Orientations (if applicable):

N/A

Registration Process:

Some classes require attendance at the Information/Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Prerequisites:

None

Skills for Success:

Must show work in an HR role for more than 1,000 hours within a calendar year, which equates to one year

of experience. Good planning and organizational skills, strong oral and written communication skills, strong interpersonal skills, good problem-solving skills.

Successful Completion:

Upon successful completion of this course:

- Students will be eligible to sit for the SHRM certification exam.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Society for Human Resource Management (SHRM)

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$60,000
- 17 annual job openings are posted within 50 miles of Rockville, Maryland.

Credentials

Less than a Bachelor's Degree		
	HR-Related Degree	Non-HR Related Degree
SHRM-CP	3 yrs. in HR role	4 yrs. in HR role
SHRM-SCP	6 yrs. in HR role	7 yrs. in HR role

Bachelor's Degree		
	HR-Related Degree	Non-HR Related Degree
SHRM-CP	1 yr. in HR role	2 yrs. in HR role
SHRM-SCP	4 yrs. in HR role	5 yrs. in HR role

Graduate Degree		
	HR-Related Degree	Non-HR Related Degree
SHRM-CP	Currently in HR role	1 yr. in HR role
SHRM-SCP	3 yrs. in HR role	4 yrs. in HR role

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Cost to take the exam \$300 (SHRMmembers) / \$400 (SHRM non-members).

Course Information:

Tuition and Fees are subject to change.

The SHRM Learning System for SHRM-CP® and

SHRM-SCP® Certification Preparation Course

Course: MGT603

36 Hours

\$599 + \$619 fee = \$1,218; NMR add \$650

SHRM Essentials® of Human Resources:

Qualifies for Rertification Hours

Course: MGT718

18 Hours

\$260 + \$335 fee = \$595; NMR add \$250

Contact Information Human Resource Manager:

Noel Lazaro, Program Coordinator
noel.lazaro@montgomerycollege.edu
240-567-2563

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

PROJECT MANAGEMENT

III. Certified Associate in Project Management (CAPM)® and Project Management Professional (PMP)®

Non-Credit Continuing Education Program Description:

This program will prepare students for the internationally recognized Certified Associate in Project Management (CAPM)® certification exam or the Project Management Professional (PMP)® certification exam.

Designed for experienced project managers who want to increase skills and apply a standards-based approach to project management.

To qualify to sit for the CAPM® exam, students need a H.S. degree, AA degree or higher, and take 23 hours of project management education.

To qualify to sit for the PMP® certification exam, students need a degree, and must complete a minimum of 4,500 to 7,500 hours leading and directing a project. As well as completing 35 hours of project management education or have CAPM Certification. For more detailed requirements visit: <https://www.montgomerycollege.edu/wdce/management-leadership/project-management/>

Length of Project Management education Training:

- 106 Hours

Typical Location of Courses:

The courses are usually online structured remote.

Registration Process:

Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisites:

Completion of the following courses Project Management Education Courses:

- PM101: Methodologies Overview (PMC036)
- PM102: Practical Application of Predictive (Traditional) Project Management (PMC037)
- PM103: Practical Application of Agile Project Management (PMC038)
- PM104: Project Management Leadership (PMC042)
- *Elective choice. Students must complete two (2) elective courses. Electives are shared on the website.*

Skills for Success:

Have at least 4500 hours of documented project work experience. Strong self-discipline, ability to work both independently and in groups, strong management, and interpersonal skills, and should be self-motivated.

Successful Completion:

Upon successful completion of this course:

- Students will be eligible to sit for the Project Management Professional (PMP)® certification exam.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Project Management Institute

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$80,00
- 20 annual job openings are posted within 50 miles of Rockville, Maryland.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Students who plan to take the PMP® exam should submit a Verification of Hours form to the Project Management Institute (PMI®). This form is available at www.pmi.org. Cost to take the PMP® exam \$405.

Course Information:

Tuition and Fees are subject to change.

PM 101: Methodology and Overview

Course: PMC036 15 Hours
\$175 + \$200 fee = \$375; NMR add \$160

PM102: Practical Application of Predictive (Traditional) Project Management

Course: PMC037 28 Hours
\$350 + \$365 fee = \$715; NMR add \$350

PM103: Practical Application of Agile Project Management

Course: PMC038 28 Hours
\$350 + \$365 fee = \$715; NMR add \$350

PM104: Project Management Leadership

Course: PMC042 8 Hours
\$75 + \$130 fee = \$205; NMR add \$140

Certified Associate in Project Management (CAPM)® Certification Prep

Course: PMC046 **24 Hours**
\$354 + \$305 fee = \$659; NMR add \$300
Project Management Professional® (PMP)
Certification Prep
Course: PMC040 **35 Hours**
\$800 + \$699 fee = \$1,499; NMR add \$650

Contact Information Project Management Professional::

Noel Lazaro, Program Coordinator
noel.lazaro@montgomerycollege.edu
240-567-2563

Schedule and registration information can be found at
<https://www.montgomerycollege.edu/wdce/course-schedule>

NONCREDIT ONLINE COURSES

Non-Credit Online Courses for Career

Development

Non-Credit Online Courses Program Description:

Workforce Development & Continuing Education offer a wide variety of noncredit online courses from Ed2Go®, and UGotClass® courses. Don't have time to come to campus? Online classes may be the solution. There are hundreds of classes available monthly. These noncredit online classes are instructor led, available 24/7, and are totally online.

Available classes and programs include

- Accounting and Finance
- Business and Management Skills
- Career Exploration
- Career and Communications Skills
- Computer Applications
- Explore a Career Series of classes
- Human Resources
- Social Media for Business
- Teacher Training and Education
- Test Preparation

- Technology

Additional programs and classes may become available throughout the year. Please visit <http://www.montgomerycollege.edu/wdce/noncredit-online-courses> for more information.

Application / Enrollment Process:

- Students should visit: <http://www.montgomerycollege.edu/wdce/noncredit-online-courses> and click on the course link for any of the two vendors to find a course.
- Follow the instructions to enroll in the desired course and fill out the Online Montgomery College Registration / Payment form.
- For Ed2Go students, during the enrollment process they will create a username and password, which will enable them to access the Classroom.
- For UGotClass students, they will be issued a username and key code via email one week before the start of the class, which will enable them to access the Classroom.
- Students paying by check or Employer Voucher need to follow instructions for alternate payment options on the web page: <http://www.montgomerycollege.edu/wdce/noncredit-online-courses>

Prerequisites:

In general, there are no pre-requisites, although some advanced level courses assume a certain skill level of prior knowledge prior to taking the classes.

Course Information:

- Course Descriptions, Course Outlines, course dates, and Instructor Biographies are available online.
- Classes are online, available 24/7, instructor led, with a discussion board for questions and comments from classmates and instructors.
- For Ed2Go Classes visit: <http://www.ed2go.com/mcdistance/>
- There are 12 lessons, two per week, quizzes, and a final exam. New: select courses are available as self-guided for three months.
- For UGotClass courses visit: <http://yougotclass.org/catalog-complete.cfm/montgomerycollege>

- There are four weeks of lessons released at the beginning of the course with examinations after each week.
- Schedules and pricing for online courses vary; see web pages for details and schedules.

Skills for Success:

Online classes are convenient; however, they require a certain amount of self-discipline to be able to set aside classroom and study time to take the class and pass the examinations.

Successful Completion:

- Students successfully completing the examination will receive a Noncredit Certificate of Completion
- Students will have access to a Continuing Education academic record (transcript)

Textbook Information and Additional Fees:

The majority of the classes have all of the materials available online with the course syllabus. There are several exceptions such as the Medical Coding CPT and ICD-10-CM Manuals.

Contact Information for Non-Credit Online Courses:

Janet Lane
240-567-6938

- Web: <http://www.montgomerycollege.edu/wdce/noncredit-online-courses>
- Ed2Go@montgomerycollege.edu

SKILLED TRADES AND INDUSTRIAL TRAINING

Gudelsky Institution for Technical Education (GITE):

The Gudelsky Institute for Technical Education (GITE) offers a wide range of training in the areas of Automotive, Building and Construction, Construction Management, Computer Repair, Welding, Environmental Horticulture & Sustainable Agribusiness, and Basic Repairs. Students have the option of taking these classes for credit (working toward a College Degree) or noncredit (without the worry of grades) - through Workforce Development and Continuing Education (WDCE). Many of these classes prepare you for Industry Recognized Certification exams.

Automotive Maintenance and Light Repair Specialist

Non-Credit Continuing Education Program Description:

This program will train you to perform basic maintenance services on modern vehicles. It will also train you to diagnose and repair failures in automotive brake, suspension, and steering systems. Successfully completing this program prepares you for ASE Automobile Certification Exams G1 Maintenance and Light Repair, A4 Suspension & Steering and A- 5 Brakes.

Length of Training:

- 270 Hours

Typical Location of Courses:

The courses to complete this program are held at Montgomery College's Rockville Campus in the Gudelsky Institute for Technical Education.

Registration Process:

Some classes require attendance at the Information/ Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this program, you would be eligible to:

- Sit for the ASE Automobile Certification Exams G1, A4, and A5.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Auto Service Excellence (ASE)

For Additional Career Opportunities and Information, concerning related Montgomery College Credit and Non-Credit Programs, such as:

- Automotive Technology AAS
http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=225
- Automotive Electrical Systems Specialist Certificate
http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=226
- Engine Performance Specialist Certificate
http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=227
- Powertrain Specialist Certificate
http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=228
- Undercar Specialist Certificate
http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=207
- Montgomery College Industry Certification Licensure Preparation Programs
<https://www.montgomerycollege.edu/wdce/job-skills/>
- Student careers and employer services by logging onto Ejobs and registering at www.montgomerycollege.edu/life-at-mc/student-career-and-employment-services/#ejobs

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$50K
- 2,081 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the Automotive Technology Program is to adequately prepare students to work as auto repair technicians and earn Auto Service Excellence certification.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>.

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

ASE A-1 Engine Repair Prep

Course: TTG434 **75 Hours**
\$536 + \$183.20 fee = \$719.20; NMR add \$1,180.80

ASE A-4 Suspension and Steering Prep

Course: TTG435 **87.5 Hours**
\$670 + \$229 fee = \$899; NMR add \$1,476

ASE A-5 Brakes Prep

Course: TTG436 **87.5 Hours**
\$670 + \$229 fee = \$899; NMR add \$1,476

Automotive Electricity I

Course: TTG437 **75 Hours**
\$536 + \$183.20 fee = \$719.10; NMR add \$1,180.80

Basic Engine Performance

Course: TTG439 **75 Hours**
\$536 + \$181.80 fee = \$719.20; NMR add \$1,180.80

Battery/Starting/Charging

Course: TTG438 **50 Hours**
\$402 + \$137.40 fee = \$539.40; NMR add \$885.60

Engine Performance II

Course: TTG440 **75 Hours**
\$536 + \$183.20 fee = \$719.20; NMR add \$1,180.80

Introduction to Auto Tech

Course: TTG433 **50 Hours**
\$402 + \$137.40 fee = \$539.40; NMR add \$885.60

Contact Information for Automotive Maintenance:

Michael P. Carretta, Program Director
michael.carretta@montgomerycollege.edu
240-567-4121

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of each course:

- Students will receive a Montgomery College completion certificate.
- Students will have access to a Continuing Education

academic record (transcript).

Certifying Professional Association:

- HVAC students will sit for the EPA 608 CFC Recovery Certification Exam in TTG375.
- Electrical students who choose TTG 521 as an elective will be eligible to sit for the NABCEP Photovoltaic (PV) Associate Exam.

The current Job Outlook in the Montgomery County/ Washington Metropolitan area includes:

Carpenter

- Current Median Salary for this career is \$47,584
- 2,889 annual job openings are posted within 50 miles of Rockville, Maryland.

Electrician

- Current Median Salary for this career is \$60,722
- 2,733 annual job openings are posted within 50 miles of Rockville, Maryland.

HVAC Technician

- Current Median Salary for this career is \$63,112
- 1,113 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the Building and Construction Technology Program is to adequately prepare students for employment in skilled construction trades.

Physical Requirements:

Sufficient strength and mobility to lift up to 50 pounds operate hand and power tools.

Interpersonal Skills and Professionalism:

Have the ability to communicate effectively with colleagues and residents.

Building Trades Technology

Non-Credit Continuing Education Program Description:

Prepare for an apprenticeship or other entry-level positions in construction and related fields. Students will be prepared to enter carpentry, electrical or HVAC as a helper or to enter an apprenticeship program, depending on area of specialization.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition
- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880

Length of Training:

- Carpentry: 6 courses, 337.5 hours' total day, evening, and accelerated sections available
- Electrical Wiring: 6 courses, 293-350 hours total; day, evening, and accelerated sections available
- HVAC: 7 courses, 350 hours total; day, evening, and accelerated sections available

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville location.

Registration Process:

Some classes require attendance at the Information/ Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Intellectual Ability and Emotional Stability to:

Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:

Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Carpentry

Introduction to the Building Trades

Course: TTG010 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Building Trades Blueprint Reading

Course: TTG008 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Fundamentals of Carpentry

Course: TTG477 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Building Codes and Standards

Course: TTG379 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Remodeling and Interior Finishing

Course: TTG380 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Advanced Framing and Exterior Finishing

Course: TTG480 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Contact Information for Carpentry and General Construction Advising:

Peter McNally

peter.mcNally@montgomerycollege.edu
240-567-4089

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

Electrical Wiring

In addition to the 4 core courses, students must choose 2 electives.

Core courses:

Introduction to the Building Trades

Course: TTG010 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Building Trades Blueprint Reading

Course: TTG008 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Fundamentals of Electrical Wiring

Course: TTG478 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Residential Electrical Wiring

Course: TTG481 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Elective Courses:

Commercial Electrical Wiring

Course: TTG381 75 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

National Electrical Code

Course: TTG579 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Solar PV Design and Installation

Course: TTG521 50 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Solar PV Design—Advanced

Course: TTG537 25 Hours

\$264 + \$90.80 fee = \$354.80; NMR add \$580.80

Wind Generator Systems

Course: TTG522 30 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Contact Information for Electrical, Renewable Energy, and General Program Advising:

John Phillips, Program Director

john.phillips@montgomerycollege.edu
240-567-7942

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

HVAC

Introduction to the Building Trades

Course: TTG010 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Building Trades Blueprint Reading

Course: TTG008 37.5 Hours

\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Fundamentals of Refrigeration

Course: TTG373 62.5 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

HVAC Electricity

Course: TTG374 62.5 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

HVAC Technician Development

Course: TTG375 25 Hours

\$264 + \$90.80 fee = \$354.80; NMR add \$580.80

Heating Systems

Course: TTG383 62.5 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Air Conditional and Heat Pump Systems

Course: TTG384 62.5 Hours

\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Contact Information for HVAC Advising:

MuRim Martin Kang, Department Chair
gerald.williamson@montgomerycollege.edu
240-567-7235

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. CAMT includes 105 hours of training, leading to an Apartment Maintenance Technician Certificate. Graduates, upon successful exam completion, will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI).

Possible Financial Aid and Payment Options:

- Continuing Education Career Path
- Scholarship Partial Payment Option
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880

Length of Training:

- 83 hours, day and evening sections offered

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Rockville location.

Information Sessions/Orientations (if applicable):

N/A

Registration Process:

Some classes require attendance at the Information/Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course:

- Students will sit for the NAAEI CAMT exam.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Certificate for Apartment Maintenance Technicians (CAMT)

Non-Credit Continuing Education Program Description:

This program will prepare you for an entry-level position in the apartment maintenance industry. In this series of

- National Apartment Association Education Institute (NAAEI) www.naahq.org
- NAAEI's curriculum has been accredited by the American National Standards Institute (ANSI): www.ANSI.org
- Environmental Protection Agency www.epa.gov

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$46,223
- 3,478 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the Apartment Maintenance Technician Certificate Program is to adequately prepare students for employment as building maintenance technicians.

Physical Requirements:

Sufficient strength and mobility to lift up to 50 pounds operate hand and power tools.

Interpersonal Skills and Professionalism:

Have the ability to communicate effectively with colleagues and residents.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment in assessing technical problems, troubleshooting.

Environment Requirements:

Being exposed to construction-type environments, dust, dirt, outdoors, paints and cleaners.

Textbook Information and Additional Fees:

Students may have to purchase textbooks and materials. There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Apartment Maintenance Technician Certificate

Course: TTG500 **83 Hours**

\$195 + \$800 fee = \$995; NMR add \$400

Contact Information for Apartment Maintenance:

John Phillips, Program Director
john.phillips@montgomerycollege.edu
240-567-7942

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

Skilled Trades Apprenticeship Opportunities at GITE:

Earn While You Learn Apprenticeship Programs:

- Automotive
- Electrical
- HVAC

Montgomery College, in partnership with local employers, offers "earn while you learn" apprenticeship programs in high-demand fields. These programs combine on-the-job experience with related technical instruction provided by the college. Applicants must have a high school diploma or GED.

For more information about apprenticeship opportunities visit: <https://www.montgomerycollege.edu/wdce/gite/index.html>

TESOL TRAINING INSTITUTE

Teacher of English to Students of Other Languages (TESOL)

Non-Credit Continuing Education Program Description:

The purpose of the TESOL Certificate program is to provide a high-quality innovative educational experience that will enable you, in a supportive and challenging environment, to become a highly competent instructor of adult ESOL. Bringing together a community of lifelong learners who aspire to the highest standards of instructional excellence, the program seeks to support a career pathway to instructional leadership, service, and success at English language programs at nonprofits, businesses, and overseas organizations. The program will provide you with structured opportunities to obtain:

- Theoretical and practical training in TESOL.
- An understanding of the principles of linguistics and

language pedagogy that underpin quality instruction.

- Practical training that includes the requirement in each class for participants to engage in classroom observations and/or volunteer or professional teaching.

The program provides 200 hours of instruction (TED 001, 006, 007, 008, 009)

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880
- Montgomery Coalition for Adult English Literacy
www.mcael.org

Length of Training:

Each course is 40 hours and to obtain the Certificate of Completion, students must complete a minimum of 4

courses, totaling 160 hours.

Information Sessions/Orientations (if applicable):

It is advisable that interested parties attend an information session. Dates and times vary and can be found at <https://www.montgomerycollege.edu/wdce/english-language-skills/tesol/index.html>

Registration Process:

Some classes require attendance at the Information/Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>.

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Westfield South location.

Prerequisites:

- To be eligible for the program, you must have a bachelor's degree from an accredited institution in the

US. If you are a nonnative speaker of English, who does not possess a bachelor's degree from the U.S., you must show successful completion of the TOEFL test, with a score of 575, higher on the paper-based test, 90, or higher on the computer-based test.

- We ask that you have a deep commitment to providing quality instruction for ESOL learners and a significant willingness and preparedness to engage in challenging academic work.

Skills for Success:

See Technical Standards

Successful Completion:

- Upon successful completion of four courses, which must include TED 001, 006, 007 and either TED 008 or TED 009, you will be presented with a Certificate of Completion in TESOL. You must also obtain a grade 'B' or higher in each course and successfully complete a classroom observation in each course.
- Students will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

None

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$58,693
- 212 annual job openings are posted within 50 miles of Rockville, Maryland.

Technical Standards

The primary goal of the TESOL Training Institute is to adequately prepare learners to become highly competent instructors of adult ESOL who will significantly contribute to the highest standard of language teaching and teacher training in the field, by providing first- class innovative educational instruction in a supportive and challenging environment.

Physical Requirements:

Sufficient strength and mobility to be able to stand for long periods of time while teaching; ability to be able to

communicate orally with learners

Interpersonal Skills and Professionalism:

Have the ability to provide motivation for language learning and improved communication; set expectations and establish standards for learners; observe, listen, evaluate and offer feedback; recognize the importance of communicating clearly with learners; frame the approach to instruction clearly and respectfully; acknowledge the progress of learners; recognize and appreciate all aspects of multiculturalism

Intellectual Ability and Emotional Stability to:

Exercise independent judgment and accept responsibility for the education of learners who speak many different languages and represent many different cultures. Instructors must be able to interact with learners, peers, and supervisors in a courteous, professional, and respectful manner. They must be able to display flexibility and adaptability to changing classroom environments and be able to deliver instruction through a variety of modalities including, but not limited to, whole class, small group, pair work and individual study. Adult ESOL Instructors should also be able to contribute to collaborative, constructive learning environments; accept constructive feedback from learners, peers and supervisors and take personal responsibility for making appropriate positive changes to instruction or instructional methods.

Environment Requirements:

Being exposed to fluorescent lights in a classroom setting; possible exposure to toxic fumes from dry erase markers and/or chalk dust; possible classroom setting with minimal windows and minimal outside light; possible unfavorable room temperature.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at:

<https://www.montgomerycollege.edu/bookstore>

There may also be additional fees for certification exams if applicable.

Course Information:

Tuition and Fees are subject to change.

Core courses (Must take all 3):

Methods of Teaching English to Speakers of Other Languages

Course: TED001 40 Hours
\$275 + \$160 fee = \$435; NMR add \$225

Assessment and Evaluation in the ESOL Classroom

Course: TED006 40 Hours
\$275 + \$160 fee = \$435; NMR add \$225

Understanding Second Language Acquisition

Course: TED007 40 Hours
\$275 + \$160 fee = \$435; NMR add \$225

Elective courses (Must take 1):

Teaching Reading Skills to ESOL Learners

Course: TED008 40 Hours
\$275 + \$160 fee = \$435; NMR add \$225

Grammar and Linguistics—Rules for an Integrated Approach to Adult ESOL

Course: TED009 40 Hours
\$275 + \$160 fee = \$435; NMR add \$225

Contact Information for TESOL:

TESOLTrainingInstitute@montgomerycollege.edu
240-567-7386

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

TRANSPORTATION SAFETY INSTITUTE

CDL-B Commercial Driver License Class B

Non-Credit Continuing Education Program Description:

This program will train you to become a commercial vehicle operator of buses and other large passenger vehicles. This course is designed to teach the skills necessary to be a safe and efficient operator, attractive and sustainable to employers, and operate a Class B vehicle in a manner required to pass the MVA Commercial Drivers Licensure B examination. You will participate in assessments and practice testing to prepare for passing; test transport is available at an additional cost.

Students receive classroom, range and road instruction and are taught and tested on pre-trip inspection (exterior and interior), backing, parking, turning, acceleration, controlling vehicle motion and much more!

Prerequisites: CDL Learner Permit with airbrake, passenger and school bus endorsements, U.S. DOT card, ability to successfully pass a drug and alcohol screening, valid and very good driving record, positive attitude towards the learning process and willingness to exercise teamwork. Successful students will obtain a CDL B license with Passenger Endorsement & School Endorsements demonstrating licensure and skills to operate a transit bus, school bus, motor coach, dump truck and delivery truck.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Tuition Waiver for Senior Citizens and Individuals with Disabilities
- Employer/Sponsor Paid Tuition
- Transportation & Logistics Grant Division of Rehabilitation Services (DORS)
- Worksource Montgomery
<http://worksourcemontgomery.com>
Phone: Germantown: 240-406-5485
Phone: Wheaton: 301-929-6880

Length of Training:

- CDL-B: 4 weeks; 70 Hours
- Information Sessions/Orientations (if applicable):
- Call for dates. Contact: Sharon.maxwell@montgomerycollege.edu-Phone: 240-567-2589

Registration Process:

Some classes require attendance at the Information/Testing session prior to registration. Open enrollment registration can be by web, mail, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Typical Location of Courses:

Courses start monthly at Montgomery College Germantown Campus.ampus may vary each semester, please see up-to-date schedule on our website.

Prerequisites:

- Class-C Driver License
- CDL Class-B Learner Permit* with Airbrake, P (Passenger) & S (School Bus) Endorsements
- DOT (Department of Transportation) Medical Card
- Driving Record
- High School Diploma or GED (MOVE students only)
- Student must pass a drug and alcohol screen coordinated by the program within two weeks of course start.

Skills for Success:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course, students will:

- Be eligible to test for the Maryland Commercial Driver License, Class B with Passenger and School bus endorsements.
- Be awarded a Montgomery College Workforce Development and Continuing Education Certificate of Completion with recognition of practice in Defensive Driving, Distracted Driving and Health & Wellness.
- Students will have access to a Continuing Education academic record (transcript).
-

Certifying Professional Association:

None

The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$38,902
- 2,376 annual job openings are posted within 50 miles of Rockville, Maryland

Technical Standards

The primary goal of the CDL Program is to adequately prepare students to competently and confidently perform the safe and successful operation of a commercial class B bus or truck.

Physical Requirements:

Sufficient strength and mobility to load and unload trucks (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight; inspect the operating condition of truck or bus before, during and after delivery of cargo; lift, install, and remove vehicle equipment assist passengers of various weights and abilities.

The above tasks demand agility, the ability to bend and stoop the ability to maintain a crouching position to inspect the underside of the vehicle, and frequent entering and exiting of the vehicle.

Interpersonal Skills and Professionalism:

Have the ability to overcome several factors to maintain satisfactory performance in customer service, communication and driving, such as: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time and transporting passengers or hazardous materials may add to the demands on the commercial driver.

Intellectual Ability and Emotional Stability to:

Exercise independent judgment and use perceptual skills to monitor a sometimes- complex driving situation and the judgment skills to make quick decisions. Additionally,

the operator must have the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission and maneuver a vehicle in crowded areas.

Environment Requirements:

Being exposed to environmental conditions such as excessive vibration, noise, and extremes in temperature

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore website for up-to-date information and pricing regarding textbooks at: <https://www.montgomerycollege.edu/bookstore>.

There may also be additional fees for certification exams if applicable.

Other costs may include:

- Department of Transportation (DOT) Physical: \$60-100 (required to take Learner's Permit exam).
- Motor Vehicle Administration CDL Exam with airbrake, passenger, and school bus endorsements: \$90 upon successful completion of all 3 exams.
- Motor Vehicle Administration MD Driving Record: \$12

Course Information:

Tuition and Fees are subject to change.

CDL Learner Permit Prep

Course: CDL121 9 Hours

\$50 + \$55 fee = \$105; NMR add \$120

Commercial Driver License Class B (CDL B)

Course: CDL109 70 Hours

\$1,205 + \$995 fee = \$2,200; NMR add \$1,050

Contact Information for CDL:

Alison Stockman, Program Assistant,
alison.stockman@montgomerycollege.edu
240-ss0-8556

Schedule and registration information can be found at

<https://www.montgomerycollege.edu/wdce/course-schedule>

General Information

Textbooks and Materials

Textbooks are mandatory for some classes. For information about textbooks visit:

www.montgomerycollege.edu/bookstore

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. 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. Please note that not all classes qualify for tuition waiver.

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.

Key to Codes

TWA	Senior Tuition Waiver Applies
NMR	Non-Maryland Resident

Residential 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 on or after the day the class begins; you will not receive a refund.

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.

ESL students must email: esl-rockville@montgomerycollege.edu or call 240-567-2691 for refund/withdrawal instructions. Students enrolled in Ed2Go or UGotClass online courses must contact Ed2Go@montgomerycollege.edu for instructions.

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.

Scholarship Opportunities

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

Registration Options

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.–4:30 p.m. (M–F)

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.

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.

Academic Programs and Courses

Montgomery College offers more than 130 programs of study to enable you to achieve your goals. Our academic programs are designed to engage, inspire, and empower you to move forward. Are you a high school student looking to fulfill your early promise, or a high school graduate taking the next step? Are you an adult student looking to master a new discipline, or continue your training and grow your skill set in a specific field? Whether you are a transfer student or an international student, a military service member or senior student, MC has the program for you. Find out more about Montgomery College's Academic Affairs Division.

** General Studies: a flexible degree path emphasizing transfer in one of four academic cores: Humanities, Arts, Communications, and Languages (HACL); Science, Technology, Engineering, and Math (STEM); Social Sciences, Administration, and Health (SSAH); or Integrated Studies (INTG)*

Special Programs

Montgomery College is home to several special programs designed to enhance our students' learning experiences and better prepare them to enter a career or obtain a bachelor's degree.

- **The Achieving Collegiate Excellence and Success (ACES)** targets Montgomery County high school students and guides them through completion of a four-year degree.
- **The American English Language Program** prepares non-native speakers of English for successful college work in the United States.
- **The Global Humanities Institute** brings the world into our classrooms and helps prepare students for the global economy.
- **The Gudelsky Institute for Technical Education** prepares students for careers in automotive technology, building and construction, computer publishing, and other technical fields.
- **The Health Sciences Institute** prepares students for various health care careers, from diagnostic medical sonography to surgical technology.
- **The Hillman Entrepreneurs Program** supports and develops aspiring entrepreneurs, leaders, and scholars.
- **The International Education and Study Abroad Program** provides opportunities to study in other countries.
- **The Paul Peck Humanities Institute** facilitates internships at the Library of Congress, Smithsonian Institution, and United States Holocaust Memorial Museum.
- **The School of Art + Design** provides a portfolio-intensive, art school experience designed to transfer to premier art colleges.

For more information on Montgomery College and what WE have to offer, visit: www.montgomerycollege.edu

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**EXCEPTIONAL EDUCATION
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CAREER PREPARATION AND TRAINING RESOURCE GUIDE

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