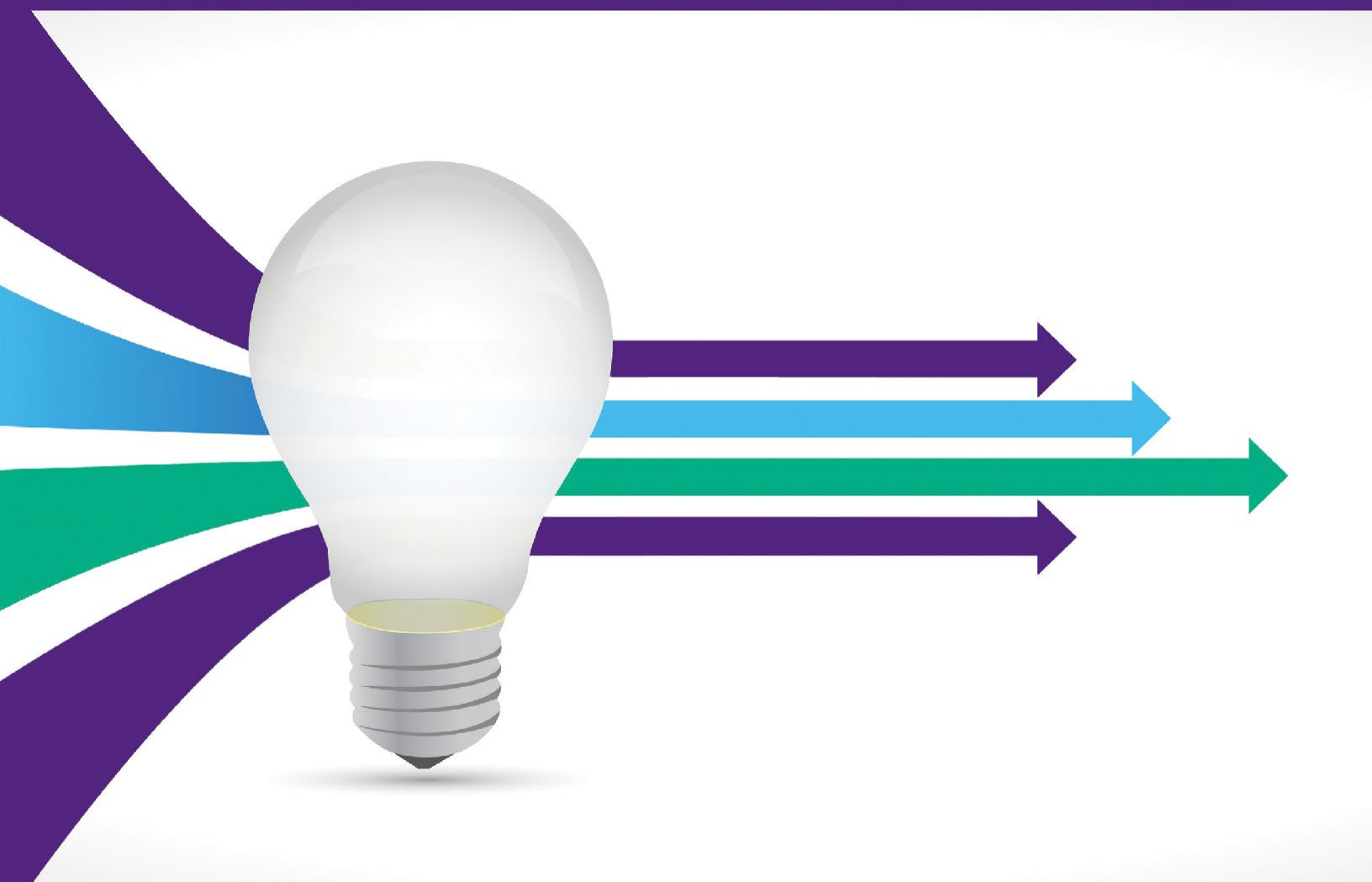


MONTGOMERY COLLEGE

Career Preparation and Training Resource Guide



Workforce Development and Continuing Education |

montgomerycollege.edu/wdce | 240-567-5188

Ofrecemos clases en español



Workforce Development and Continuing Education (WDCE) Career 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.

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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
- Computer Literacy
- Refugee Programs
- WorkPlus! (ESOL and job skills for entry-level jobs in trades, healthcare, and customer service)

WorkPlus!

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, MI-BEST Certificate, 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.

- Our Vocational ESOL classes prepare students to either get ready for work in the job field and/or join our Job Training for English Language Learners program in that field. At the end of each Vocational ESOL course, students will have in-depth knowledge about the job area and be ready for next steps with Montgomery College's other college credit courses or prepare for industry certificate exams and potential jobs.

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 those whose English language skills are at least high intermediate. Upon successful completion of the test, you will be prepared to take nationally recognized certification.

Programs include:

- Certificate in Apartment Maintenance technician (CAMT)
- Pharmacy or Phlebotomy Technical Training for ESOL Students
- Certified Nursing Assistant (CNA) / Geriatric Nursing Assistant (GNA)
- Early Childhood Education Training for ESOL Students
- IT Network Training for ESOL Students

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.

Information Sessions/Orientations (if applicable):

Many courses have information sessions and orientations. See this link for more information. <http://www.montgomerycollege.edu/wdce/aelg/>

Course Information:

See website for details and schedules.

Prerequisites:

Some classes may have additional entry requirements.

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).

Additional Expenses:

Students may be asked to purchase their own textbooks.

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

Mayson Hussein Fawzi 240-567-8839
CitizenshipProgram@montgomerycollege.edu

Refugee Programs

Adaora Nwigwe 240-567-2394
rtc@montgomerycollege.edu

Work Plus!

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

TESOL Training

Kristen Lindstrom 240-567-7386
kristen.lindstrom@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.

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>
Germantown: 240-406-5485
Wheaton: 301-929-6880

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 (if applicable):

Two orientation sessions will be held one per year and they are mandatory for entrance into the program. Dates are assigned for the orientation and advertised via the schedule and program website.

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 take a **MANDATORY** assessment test **(is offered only in the summer)** and pass with a 70% or higher to be accepted into the program. Students must attend a mandatory orientation and be at least 18 years of age prior to the beginning of the Veterinary Assistant Program.
- Students are required to submit a volunteer form prior to the assignment of a clinical externship. Students must be able to lift 40 lbs. and able to stand for long periods of time.

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 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Veterinary Assistant Assessment Exam

Course: VET008 2 Hours

\$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 46 Hours

Care. Course: VET055

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

Contact Information**Animal Care**

Tracy Singleton, Program Director
tracy.singleton@montgomerycollege.edu
240-567-2599

John Amoroso, Program Coordinator
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)

Administrative Office Support and Microsoft Applications

Non-Credit Continuing Education Program**Description:**

This course sequence will train students for a successful career in administrative office settings. Instruction includes knowledge of basic computer concepts and the main Microsoft Office applications such as Word, Excel, Access, PowerPoint, and Outlook.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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), 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/registration-information/index.html>

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.

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, you 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

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>

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

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>

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, you 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 their data.
- Have the ability to share information and foster collaboration, organize information and manage documents.
- Create and manage sites, libraries, surveys, and discussion boards, and work with wikis and blogs.
- Receive a certificate of completion.
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

N/A

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

- Current median salary and average monthly job posting in Montgomery County, Maryland for following career are as follows:
 - a bookkeeping/account clerk is \$48,970 with 460 open positions.
 - an accountant is \$78,050 with 351 open positions.
 - a project manager is \$71,445 with 110 open positions.

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](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.

Microsoft SharePoint

Course: ITI508 **9 Hours**
\$95 + \$100 fee = \$195; NMR add \$120

Microsoft Project

Course: ITI509 **18 Hours**
\$175 + \$150 fee = \$325; NMR add \$160

QuickBooks Online

Course: ITI429 **12 Hours**
\$99 + \$100 fee = \$199; NMR add \$120.

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

Cloud Technologies

Non-Credit Continuing Education Program Description:

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

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>

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.

Skills for Success:

- Experience with servers or the command line and Networking knowledge.

Successful Completion:

Upon successful completion of each course, you will:

- 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 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 range 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:

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.

Amazon Web Service AWS—Cloud Practitioner

Course: ITI489 21 Hours
\$125 + \$120 fee = \$245; NMR add \$140

Introduction to AWS Cloud Engineering

Course: ITI492 85 Hours
\$1,050 + \$450 fee = \$1,500; NMR add \$800

Amazon Web Service AWS—Certified Solutions Architect Exam Prep

Course: ITI488 24 Hours
\$200 + \$150 fee = \$350; NMR add \$160

Schedule and registration information can be found at:

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

Computer Basics

Non-Credit Continuing Education Program Description:

This course sequence will provide the basic computer skills that are a necessary foundation for more advanced courses.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>

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.

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, you 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).

Certifying Professional Association:

N/A

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.

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>

Cybersecurity**Non-Credit Continuing Education Program Description:**

The need for cybersecurity professionals continues to grow. The 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 Administrator.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>

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.

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, you will:

- Be able to identify and explain fundamental computer components, set up a basic workstation, conduct simple software installations, and use essential network services.
- Be knowledgeable about the most common security threats, understand best security practices and learn how to prevent fundamental computer security problems and risks.
- Be able to identify vulnerabilities and defend web applications against hackers and maliciously 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.
- Receive a certificate of completion.
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

N/A

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 monthly within Montgomery County, 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.

CISSP Test Preparation

Course: ITI380 42 Hours
\$400 + \$697 fee = \$1,097; NMR add \$650

Cybersecurity Practitioner

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

Digital Forensics—Hands-On

Course: ITI447 18 Hours
\$99 + \$190 fee = \$289; NMR add \$190

Digital Forensics—Introduction

Course: ITI446 6 Hours
\$45 + \$80 fee = \$125; NMR add \$80

Security+ Certification Training and Exam Prep Course:

ITI240 40 Hours
\$199 + \$405 fee = \$604; NMR add \$300

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

Data Analysis

Non-Credit Continuing Education Program Description:

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

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>.

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.

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, you will have

- The ability to create analytics directly 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.
- Receive a certificate of completion.
- Access to a Continuing Education academic record (transcript).

Certifying Professional Association:

N/A

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 posted monthly within Montgomery County, 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.

Power BI—Introduction

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

Data Analytics Practitioner—Introduction

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

Schedule and registration information can be found at:

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

Networking

Non-Credit Continuing Education Program Description:

Computer networks are the communications backbone of large and small businesses, and production stops for these businesses once the system goes down. Computer Networking is usually the starting point for careers in IT. Some of the positions in computer networking are Network Administrator, Network Engineer, Network Analyst, Help Desk Support Technician, and Computer Support Specialist. Some of these courses prepare the students for recognized IT industry certifications.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.:

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/registration-information/index.html>

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.

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:

You 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 Montgomery County, 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.

Networking Fundamentals

Course: ITI441 **18 Hours**
\$65 + \$139 fee = \$204; NMR add \$140

Network+ Certification Training and Exam Prep

Course: ITI241 **42 Hours**
\$199 + \$405 fee = \$604; NMR add \$300

ITI Networking Academy

Course: ITI294 **94 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>

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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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.

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/registration-information/index.html>

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.

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, you 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.
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

N/A

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

- Current median salary for this career is \$75,510, depending on the position.
- About 507 job openings are posted monthly within Montgomery County, 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.

Programming: Java Track

Programming Fundamentals

Course: ITI454 18 Hours
\$99 + \$205 fee = \$304; NMR add \$160

Java Programming—Introduction

Course: ITI418 18 Hours
\$145 + \$205 fee = \$350; NMR add \$160

Web App Development: Java Spring Boot

Course: ITI502 36 Hours
\$350 + \$300 fee = \$650; NMR add \$300

Programming: Python Track

Programming Fundamentals

Course: ITI454 18 Hours
\$99 + \$205 fee = \$304; NMR add \$160

Certified Python Programmer–PCEP

Course: ITI491 54 Hours
\$600 + \$350 fee = \$950; NMR add \$400

Web and Mobile Design

Non-Credit Continuing Education Program Description:

Web Designers handle the graphical and technical aspects of a website. Organization in all sectors of the economy need web designers to develop and maintain their websites.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship
- Employer/Sponsor Paid Tuition

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 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/registration-information/index.html>.

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.

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, you 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.
- Receive a certificate of completion.
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

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

- Current median salary for this career is \$87,100, depending on the position.
- About 195 job openings are posted monthly within, Montgomery County, 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.

Front End Web Development Certification

Course: ITI481 **94 Hours**
\$635 + \$500 fee = \$1,135; NMR add \$650

Building an Online Website

Course: ITI427 **16 Hours**
\$100 + \$75 fee = \$175; NMR add \$75

Contact Information:

Computer Technology/Informational Technology Institute

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

Schedule and registration information can be found at:

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

COSMETOLOGY

Nail Technician

Non-Credit Continuing Education Program Description:

This course will teach students manicure and pedicure techniques, electric filing, how to apply nail tips and wraps. Students will review anatomy and physiology of the hand and nails. Instruction includes theory, demonstration, practical application, and safety protocol. Students will also learn state laws, regulations, and explore career opportunities and discuss salon management. This course provides 250 hours of instruction and will prepare you to take the Maryland Board of Cosmetologists' nail technician exam to become a licensed nail technician.

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
- Workforce Development Sequence Scholarship
- Governor's Emergency Education Relief Fund (GEER)

Length of Training:

- 250 Hours

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 (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:

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:

Upon completion of this course, you should:

- Receive a certificate of completion once you have completed COS006 Nail Technician III.
- Be qualified to sit for the Maryland Board of Cosmetologists'
- 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 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Nail Technician I

Course: COS004 50 Hours
\$200 + \$500fee = \$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

Tracy Singleton, Project Manager
tracy.singleton@montgomerycollege.edu
240-567-2599

Schedule and registration information can be found at:

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

EARLY CHILDHOOD EDUCATION

Early Childhood Certificates

These courses meet the Maryland State Department of Education (MSDE), Division of Early Childhood established requirements. MSDE requires teachers to have a high school diploma or GED, be at least 19 years old, and have one year of experience working under supervision.

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. This program provides the classroom hours needed to fulfill the family childcare pre-service training requirements.

Possible Financial Aid and Payment Options:

- 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
- WDCE scholarships when available

Length of Training:

One semester

Typical Location of Courses:

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

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, in person, or fax. For specific instructions, go to: <https://www.montgomerycollege.edu/wdce/registerops.html>

Prerequisite:

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). http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat.html

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 typically 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 of completion.

Certifying Professional Association:

Maryland State Department of Education, Division of Early Childhood.

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 child care facility.

Physical Requirements

Working with children can be physically taxing, so family child care providers should have a lot of energy.

Interpersonal Skills and Professionalism

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

Intellectual Ability and Emotional Stability to

Work with children family childcare providers should be able to respond calmly to overwhelming and challenging situations. Family childcare providers need good writing and speaking skills to communicate to parents and colleagues the students’ progress. They must also be able to communicate appropriately with small children.

Environment Requirements

- Family child care 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 child care 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.

Please contact the ECE Department at 240-567-2550 or send an email to: ECE@montgomerycollege.edu

Course Information:

Tuition and Fees are subject to change.

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**

\$50 + \$77 fee = \$127; NMR add \$120

Medication Administration Training

Course: ECH257 **6 Hours**

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

Supporting Breastfeeding in Child Care

Course: ECH292 **1 Hour**

\$5 + \$10 fee = \$15; NMR add \$25

Emergency Preparedness Training

Course: ECH172 **6 Hours**

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

Including All Children and the ADA

Course: ECH27 **3 Hours**

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

Health and Safety Training Course:

Course: ECH305 **5 Hours**

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

Child Care Center Teacher

Non-Credit Continuing Education Program Description:

This program will prepare you to become a teacher in a child care center 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 eight. 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.

Possible Financial Aid and Payment Options:

- 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
- WDCE scholarships when available

Length of Training:

- Two semesters

Typical Location of Courses:

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

Information Sessions/Orientations (if applicable):

N/A

Registration Process:

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

Prerequisites:

- To qualify as a teacher in a child care center 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 in a licensed child care center, nursery school, church-operated school, or similar setting, or as a registered family child care provider.
- For employment in a child care center 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 core of knowledge areas (child development, curriculum, health, safety and nutrition, special needs, professionalism, and community.)

Successful Completion:

Upon successful completion of these courses, you will receive a certificate and be eligible to work in a day care center as a teacher.

Certifying Professional Association:

Maryland State Department of Education, Division of Early Childhood, Office of Child Care Licensing.

The current Job Outlook in the Montgomery County area according to The Career and Program Explorer of Montgomery College:

- Current Median Salary for this career is \$38,165/year.
- Projected job growth of 1.3% over the next year.

Technical Standards

The primary goal of the Early Childhood Program is to adequately prepare students to work in a childcare centers as a teacher.

Physical Requirements

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

Interpersonal Skills and Professionalism

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

Work with children teachers should be able to respond calmly to overwhelming and challenging situations. Early childhood teachers need good writing and speaking skills to communicate to parents and colleagues the students' progress. They must also be able to communicate appropriately 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 center is allowed to care for.

Textbook Information and Additional Fees:

For most Early Childhood courses, the textbooks and materials are included in the cost of each course. Please contact the EC department at 240-567-2550 or send an email to: ECE@montgomerycollege.edu for more information.

Infant and Toddler Teacher

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

\$50 + \$77 fee = \$127; NMR add \$120

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 + \$4 fee = \$55; NMR add \$50

Health and Safety Training

Course: ECH305 5 Hours

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

Preschool Teacher

ECH205 ChildGrowthandDevelopment

ECH170 CommunicationSkillsforChildCareProfessionals

ECH292 SupportingBreastfeedinginChildCare

ECH271 IncludingAllChildrenandtheADA

ECH305 HealthandSafetyTraining

ECH 207 Planning Curricula for Child Care - 45 hours

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

CPRandFirstAid

All these courses are offered in SPANISH!

Contact Information:

Early Childcare Education

Nelida Andres, Program Director

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/_documents/workforce-development-continuing-education/early-childhood/early-childhood-education-brochure.pdf

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.

Possible Financial Aid and Payment Options:

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

Length of Training:

- ServSafe - 16 Hours (includes the exam)

Typical Location of Courses:

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

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

Additional Requirements:

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,

- You 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.
- You 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.bkstr.com/montgomerycollegestore/home>.

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

\$45 + \$50 fee = \$95; NMR add \$50

We also offer Additional Food Certification Courses:

- HOS053 Allergen Awareness;
- HOS036 TiPS Alcohol Certification, On-Premise

Contact Information for Hospitality

Alejandra Isaia, Program Director
Alejandra.Isaia@montgomerycollege.edu
240-567-3837

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.

Possible Financial Aid and Payment Options:

Length of Training:

- 18 hours
- Courses offered in the summer, fall, and spring.

Typical Location of Courses:

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

Information Sessions/Orientations (if applicable):

None scheduled at the time.

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:

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/ Washington Metropolitan area, includes:

- Current Median Salary for Laborer in this career is \$32,728 for Construction Manager in this career is \$84,736
- 1,028 Construction Managers and 4,409 Construction Laborers 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.bkstr.com/montgomerycollegestore/home>.

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 + \$195 fee = \$295; NMR add \$140

Contact Information:

Alejandra Isaia, Program Director
SBEL@montgomerycollege.edu
240-567-3837

Schedule and registration information can be found at:

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

Home Inspector Pre-Licensing and Continuing Education

Non-Credit Continuing Education Program Description:

Home inspectors conduct inspections of newly built or previously owned homes, condominiums, townhomes, manufactured homes, apartments and, at times, commercial buildings. They inspect a home's systems, components, and structure. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing, house exterior, attached garage or carport, foundation, interior, plumbing, and electrical, heating, and cooling systems. This program fulfills the educational requirements for the Maryland Home Inspector license, which is one-step in achieving a Maryland Home Inspector license. Topics include structural and internal systems; professional standards for home inspectors, Maryland minimum Standards of Practice and Maryland Code of Ethics, and inspection report writing.

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:

- Pre-licensing 72 hours
- Continuing Education 30 hours

Typical Location of Courses:

The courses to complete this course are held at Montgomery College’s Rockville location.

Information Sessions/Orientations (if applicable):

one at the moment

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:

- High School Diploma or GED
- This program fulfills the educational requirements 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.dlir.state.md.us/license/reahi/>

Skills for Success:

- Business skills; self-discipline.

Contact Information:

Alejandra Isaia, Program Director
SBEL@montgomerycollege.edu
 240-567-3837

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

Successful Completion:

Upon successful completion of this course:

- Those who complete this pre-licensing course will meet the educational requirements for the Maryland Home Inspector License. Students will be awarded a Montgomery College Continuing Education Certificate for Home Inspectors.
- You will have access to a Continuing Education academic record (transcript.)

Certifying Professional Association:

- Maryland Real Estate Appraisers & Home Inspectors Commission. This course is a step in obtaining a Maryland Home Inspection License. Students successfully completing this course fulfill the educational requirements for the Maryland Home Inspector License.

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

- Current Median Salary for this career is \$59,589
- 651 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Pre-Licensing

Home Inspection: Principles for Pre-licensing
Course: SMB036 72 Hours
 \$480 + \$515 fee = \$995; NMR add \$400

Continuing Education

Home Inspection Continuing Education
 Part I
Course: SMB967 15 Hours
 \$90 + \$120 fee = \$210; NMR add \$140

Home Inspection Continuing Education
 Part II
Course: SMB968 15 Hours
 \$90 + \$120fee = \$210; NMR add \$140

HEALTH SCIENCES

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 works, teachers, parents, babysitters.

Possible Financial Aid and Payment Options:

- 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:

- 4-6 Hours (Depending on the course)

Information Sessions/Orientations (if applicable):

None

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:

Must be 16 years old in order to participate in courses.

Skills for Success:

N/A

Successful Completion:

Upon successful completion of this course,

- You will receive an American Heart Healthcare provider card (BLS) and a card via an email link a few days after completion. This link will allow you to print your card.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- American Heart Association

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

Students may have to purchase textbooks and materials. Please visit the MC Bookstore.

Course Information:

Tuition and Fees are subject to change.

Basic Cardiac Life Support (BLS) 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

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

Clinical Medical Assistant

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.**

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:

- 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:

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:

There are no prerequisites for course registration. To be eligible for the 90-hour clinical rotation, you must successfully complete the 96-hour 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.
- You 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
- 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:

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.bkstr.com/montgomerycollegestore/home>.

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.

This course is VA-approved for GI Bill benefits.

Clinical Medical Assistant Program

Course: HHS112 96 Hours

\$1,680 + \$675 fee = \$2,355; 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:

Matt Wilson, Program Assistant, Nursing
matt.wilson@montgomerycollege.edu
 240-567-5508

Schedule and registration information can be found at:

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

Certified 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.

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:

- 9 Hours

Information Sessions/Orientations (if applicable):

None

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:

- 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.

Skills for Success: N/A

Successful Completion:

Upon successful completion of this course:

- You will be eligible to apply for recertification of your current Certified Medicine Aide license.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- Maryland Board of Nursing

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.bkstr.com/montgomerycollegestore/home>.

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: AHT248 9 Hours
\$110 + \$55 fee = \$165; NMR add \$140

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

Certified Nursing Assistant/Geriatric Assistant Program

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 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:

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.

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:

- 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 Health 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.

Successful Completion:

Upon successful completion of this course:

- You are eligible to apply for certification as a certified nursing assistant (CNA) through the Maryland Board of Nursing.
- Upon completion of both courses, you would be eligible to sit for Maryland Board of Nursing Geriatric Nursing Assistant Licensing examination for CNA/GNA.
- You 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 \$30,279
- 4,981 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.bkstr.com/montgomerycollegestore/home>. There may also be additional fees for certification exams if applicable. There will be additional fees for TB Test, immunizations, COVID 19 vaccines and boosters, Physicals, 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

Nursing Assistant Classroom—Hybrid (Online and Face to Face meetings)

Course: AHT243 88 Hours

\$840 + \$275 fee = \$1,115; NMR add \$650

Certified Nursing Assistant Clinical (CNA)

Course: AHT223 60 Hours

\$770 + \$155 fee = \$925; NMR add \$400

Hospital-Based Nursing Assistant Classroom—Hybrid

Course: NUR076 88 Hours

\$1,115 + \$275 fee = \$1,390; NMR add \$650

Hospital-Based Certified Nursing Assistant (CNA) Clinical

Course: NUR071 60 Hours

\$770 + \$150 fee = \$920; NMR add \$400

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

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 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:

- 50 Hours

Information Sessions/Orientations (if applicable):

None

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:

See Technical Standards

Successful Completion:

Upon successful completion of this course you will:

- Be eligible to work as a dialysis technician
- Have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- Board of Nephrology Examiners Nursing and Technology (BONENT)

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

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, 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.bkstr.com/montgomerycollegestore/home>.

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:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

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

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 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:

- 50 Hours

Information Sessions/Orientations (if applicable):

None

Prerequisites:

None.

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).
- You 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:

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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

EKG Technician

Course: HHS05 I **50 Hours**
\$1,330 + \$650 fee = \$1,980; NMR add \$1,050

Contact Information:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

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 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:

- 90 Hours

Information Sessions/Orientations (if applicable):

None

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:

See Technical Standards at the end of this document.

Successful Completion and Certifying Professional Association:

Upon successful completion of this course you 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.
- You 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
- 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:

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.bkstr.com/montgomerycollegestore/home>.

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 + \$675 fee = \$2,225; NMR add \$1,050

Contact Information:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

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

Heartcode BLS Skills Check Off

Non-Credit Continuing Education Program Description:

This course is designed for the healthcare worker who has completed the online American Heart Association, Heartcode BLS session – <https://shopcpr.org>. Students must bring proof of online session. Students must demonstrate the hands-on skills session through Montgomery College WDCE to obtain a course completion card.

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:

- 6 Hours

Information Sessions/Orientations (if applicable):

N/A

Registration Process:

N/A

Prerequisites:

Completed the online American Heart Association, Heartcode BLS session, <https://shopcpr.org>.

Skills for Success: N/A

Successful Completion:

- Upon successful completion of this course you will: have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

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

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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.
Heartcode BLS Skills Check Off

Course: CPR098 6 Hours
\$55 + \$15 fee = \$70; NMR add \$50

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

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

Heart Saver CPR, AED and First Aid Skills Check Off

Non-Credit Continuing Education Program Description:

This course is designed for the general public who have completed the Heartsaver First Aid CPR AED eLearning portion online through the American Heart Association – <https://shopcpr.org>. Students must bring proof of completed online session. Students must demonstrate the hands-on skills session through this course.

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:

- 4 Hours

Information Sessions/Orientations (if applicable):

N/A

Registration Process: N/A

Prerequisites:

Complete the Heartsaver First Aid CPR AED eLearning portion online through the American Heart Association – <https://shopcpr.org>

Skills for Success: N/A

Successful Completion:

- Upon successful completion of this course you will: have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

American Heart Association

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

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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Heartsaver CPR, AED & First Aid Skills Check-off

Course: CPR094 4 Hours

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

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

Nurse Refresher

Non-Credit Continuing Education Program Description:

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

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:

- Classroom—100 Hours
- Clinical—60 Hours Nursing
- Lab—8 Hours

Information Sessions/Orientations (if applicable):

Mandatory. Usually 1 month prior to the start of the program. See MC Brochure or MC website for the date, time, and location.

<http://www.montgomerycollege.edu/wdce/health-sciences>

Information Sessions/Orientations (if applicable):

Mandatory. Usually 1 month prior to the start of the program. See MC Brochure or MC website for the date, time, and location.

<http://www.montgomerycollege.edu/wdce/health-sciences>

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>

www.montgomerycollege.edu/wdce/registerops.html

Prerequisites:

- Applicants must have a current inactive RN or LPN license with a current expiration date, a temporary RN or LPN license, or an active RN or LPN license.
- White uniform (pants, top, white shoes with rubber bottom), Watch with a second hand, and stethoscope.
- Cost of Maryland Board of Nursing Fee to activate license after successfully completing the entire program.

Skills for Success: N/A

Successful Completion:

Upon successful completion of this course:

- You would be eligible to maintain or re-establish your active RN or LPN license.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Maryland Board of Nursing.

Course Information:

Tuition and Fees are subject to change.

Nurse Refresher Classroom—Hybrid Live

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

Nursing Refresher Lab

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

Nursing Refresher: Clinical

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

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.bkstr.com/montgomerycollegestore/home](https://www.bkstr.com/montgomerycollegestore/home).

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

Cost of CPR Certification required immunizations and TB test, together with any medical professional charges related thereto

Contact Information:

HealthCareers@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

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 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:

- 72 Hours

Information Sessions/Orientations (if applicable):

None.

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:

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:

Upon successful completion of this course:

- You will be prepared to apply to take the PTCB examination.
- After successful completion of the PTCB examination, Pharmacy Technicians work
- in hospitals, home infusion pharmacies, community pharmacies, and other health care settings – working under the supervision of a registered pharmacist.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

Pharmacy Technician Certification Board (PTCB)
 The current Job Outlook in the Montgomery County/ Washington Metropolitan area, includes:

- Current Median Salary for this career is \$33,474
- 1,198 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:

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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Pharmacy Technician Certification

Course: HHS105 72 Hours

\$1,380 + \$650 fee = \$2,030; NMR add \$1,050

Contact Information:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

Phlebotomy Technician

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. This class must be taken with Phlebotomy Technician Clinical Internship (HHS115). You must register for both courses at the same time. The Clinical Internship includes a 40-hour clinical opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this internship you must have completed or currently be enrolled in Montgomery College’s 90- Hour Phlebotomy Technician program. Additionally, you must submit to a thorough background check and meet other requirements. These costs are not included in the tuition and fees for this class. Special requirements Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola IgGAb Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

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:

- Classroom-90 Hours and Clinical – 40 Hours.

Information Sessions/Orientations (if applicable):

None.

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://](https://www.montgomerycollege.edu/wdce/registerops.html)

www.montgomerycollege.edu/wdce/registerops.html.

Prerequisites:

- To be eligible for the clinical internship, you must have completed or currently be enrolled in Montgomery College's 90-Hour Phlebotomy Technician program.
- You must register for HHS034 and HHS115 at the same time. You will be in class two nights a week, as well as in daytime clinical for one 40-hour week, Monday–Friday as part of the clinical internship. Additionally, you must submit to a thorough background check and meet other requirements. Special requirements include Hepatitis B immunization, negative tuberculosis test, and blood test to check immunity status; Varicella Zoster IgGAb; Rubella IgG; Rubeola, IgGAb Mumps IgGAb. Information concerning these requirements will be provided the first night of class.

Skills for Success:

- See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course:

- You will have received important clinical experience and will be ready to apply for employment as a Phlebotomy Technician.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- National Phlebotomy Association

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, 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:

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.bkstr.com/montgomerycollegestore/home>.

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

Student will be responsible for obtaining background check and required medical tests prior to the first day of class.

Course Information:

Tuition and Fees are subject to change.

Phlebotomy Technician

Course: HHS034 90 Hours
\$1,580 + \$700 fee = \$2, 280; NMR add \$1,050

Phlebotomy Technician—Clinical Internship

Course: HHS115 40 Hours
\$210 + \$160 fee = \$370; NMR add \$160

Contact Information:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

Schedule and registration information can be found at:

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

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 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:

- 50 Hours

Information Sessions/Orientations (if applicable):

None

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:

See Technical Standards at the end of this document.

Successful Completion:

Upon successful completion of this course:

- You will be eligible to apply for employment as a Physical Therapy and/or Occupational Therapy Aide
- You 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 \$26,932
- 275 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:

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.bkstr.com/montgomerycollegestore/home>.

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

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

Contact Information:

Matt Wilson, Program Assistant
matt.wilson@montgomerycollege.edu
240-567-5508

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

RN Case Manager/Delegating Nurse Training for Assisted Living

Non-Credit Continuing Education Program Description:

This 16-hour course, approved by the Maryland Board of Nursing, provides a basic foundation for nursing practice of the registered nurse who delegates nursing functions in the assisted living setting. This includes medication administration and teaching medication administration to the medication technician in assisted living. Topics to be covered include history of assisted living programs; regulations governing CM/DN practice; overview of CM/ DN role and responsibilities; teaching medication administration to the medication technician; case management principles; delegation of nursing practice; communication; adult learning principles legal, ethical, and business issues.

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:

- 16 hours

Information Sessions/Orientations: 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:

Must be a Registered Nurse with a current license

Skills for Success: N/A.

Successful Completion:

Upon successful completion of this course:

- You will have access to a Continuing Education academic record (transcript)

Certifying Professional Association:

- Maryland Board of Nursing

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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

RN Case Manager Delegating Nurse Training for Assisted Living

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

Contact Information:

HealthCareers@montgomerycollege.edu

240-567-5508 **Schedule and registration information can be found at:** <https://www.montgomerycollege.edu/wdce/course-schedule>

Hispanic Business and Training Institute INSTITUTO HISPANO

Computation: Accounting and Payroll (48 Hours)

Non-Credit Continuing Education Program Description:

These short programs will train students for an entry-level position to work in an accounting office as a payroll employee. The program contains 3 courses. Para información en español comunicarse con institutohispano@montgomerycollege.edu Ph. 240-567-3823.

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:

- 48 Hours

Typical Location of Courses:

These courses are typically held at Montgomery College, Gaithersburg Business Training Center-(GBTC).

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:

The primary goal of the Accounting and Payroll Program is to adequately prepare students for entry position as payroll employees. Individuals must like numbers and be detail oriented. Payroll employees compile and record employee time and payroll data. They may compute wages and deductions and prepare payroll checks. Strong computer skills and QuickBooks knowledge.

Successful Completion:

Upon successful completion of this course:

- You will be able to work as a payroll employee or as an accounting clerk.

Certifying Professional Association:

N/A

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

- Current Median Salary for this career is \$52,269
- 462 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Contabilidad Computarizada (QuickBooks)

Course: HBI153 18 Hours
\$100 + \$150 fee = \$250; NMR add \$140

Contabilidad Computarizada (QuickBooks II)

Course: HBI211 15 Hours
\$95 + \$120 fee = \$215; NMR add \$140

Computación para el trabajo de oficina

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

Contact information:

Alejandra Isaia, Program Director
Alejandra.Isaia@montgomerycollege.edu
240-567-3837

Schedule and registration information can be found at:

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

Electricity (Residential 100 Hours) Electricidad Residencial

Non-credit Continuing Education Program Description:

This course will train students for an entry-level position with an electrical company. Students will have 30 hours of theory course and 70 hours in a practice lab. This training offer student's skills in residential electricity. Para información en español comunicarse coninstitutohispano@montgomerycollege.edu. Ph: 240-567- 3823.

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:

- 100 Hours

Typical Location of Courses:

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

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:

Detailed oriented, willing to continue studying and learning about NEC updates.

Successful Completion:

Upon successful completion of this course:

- This training does not grant you a license, but an entry-level position with an electrical company.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association: N/A

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

- Current Median Salary for this career is \$54,773
- 2,720 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Electricidad I, Teoria

Course: HBI219 **30 Hours**
\$100 + \$205 fee = \$305; NMR add \$160

Electricidad II, Práctica

Course: HBI135 **20 Hours**
\$125 + \$350 fee = \$475; NMR add \$225

Electricidad III, Práctica

Course: HBI136 **20 Hours**
\$125 + \$350 fee = \$475; NMR add \$225

Electricidad IV

Course: HBI220 **30 Hours**
\$125 + \$350 fee = \$475; NMR add \$225

Preparación para el examen de Master Electrician

Course: HBI216 **40 Hours**
\$165 + \$210 fee = \$375; NMR add \$160

Preparación para el examen de Journeyman

Electrician Course: HBI215 **30 Hours**
\$100 + \$175 fee = \$275; NMR add \$140

Contact information:

Alejandra Isaia, Program Director
Alejandra.Isaia@montgomerycollege.edu
240-567-3837

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

Food Safety Management Certificación para Manipulación de Alimentos

Non-Credit Continuing Education Program Description:

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

Possible Financial Aid and Payment Options:

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

Length of Training:

- 16 Hours (includes the exam)

Typical Location of Courses:

These courses are typically held at Montgomery College's, Westfield Training Campus, Rockville and Germantown Campus.

Information Sessions/Orientations (if applicable):

N/A

Registration Process:

Some classes require attendance at the Infor 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

Additional Requirements:

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:

- You 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.
- You 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:

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.

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

Course Information:

Tuition and Fees are subject to change.

Certificación para Manipulación de Alimentos (Food Safety)

Course: HBI191 16 Hours
\$85 + \$110 fee = \$195; NMR add \$120

Food Service Recertification

Course: HOS049 8 Hours
\$45 + \$50 fee = \$95; NMR add \$50

Contact information:

Alejandra Isaia, Program Director
Alejandra.Isaia@montgomerycollege.edu
240-567-3837

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

Maryland Home Improvement Exam Prep. Preparación para el examen de "Home Improvement" de MD.

Non-Credit Continuing Education Program Description:

This 30-continuing education course will prepare students to take the MD home improvement contractor's exam. This course will offer the tools to manage a construction company. At least two years of experience in the field are needed to obtain the license. The exam is offered by the State of MD in Baltimore and in College Park. Upon passing the exam you have to send taxes, proof of insurance, certificate of good standing, etc. to the Home Improvement Commission in Baltimore. The commission is the government office that grants Home Improvement Licenses.

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: 301-929-688

Length of Training:

- 30 Hours

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.html>

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.

Successful Completion:

Upon successful completion of this course:

- You would be eligible to sit and take the Home Contractor's exam required by the State of Maryland.

Certifying Professional Association:

MD Home Improvement Commission

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

- Current Median Salary for Construction Laborer in this career is \$32,728
- . Current Median Salary for Construction Manager in this career is \$84,736
- 1,028 Construction Managers and 4,409 Construction Laborers, 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.bkstr.com/montgomerycollegestore/home>.

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

Students must pay \$50 to PSI, the company that administers the exam for the State of Maryland.

Course Information:

Tuition and Fees are subject to change.

Preparacion para el examen de Home Improvement

Course: HBI195 30 Hours

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

Contact Information:

Alejandra Isaia, Program Director
Alejandra.Isaia@montgomerycolleg.edu
 240-567-3837

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 Form 1040 and Schedules A (Itemized Deductions) B, C, D, and E, ethics, and Federal Tax Law. Instruction will prepare students to sit for the Maryland Board of Individual Tax Preparers exam. Successful completion of the exam will qualify you for registration as an individual tax preparer in Maryland. This program includes 54 hours of classroom lecture.

Possible Financial Aid and Payment Options:

- 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
- Workforce Innovation and Opportunity Act Fund (WIOA)
- Housing Opportunities Commission (HOC)

Length of Training:

- 54 Hours

Typical Location of Courses:

The courses to complete this program are typically held on the Rockville Campus or via structured remote.

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.html>

Prerequisites:

- There are no prerequisites for course registration. Students interested in becoming registered individual tax preparers in Maryland must acquire 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 or for those students who have completed TAX003. 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:

- You will be prepared to sit for the Maryland Board of Individual Tax Preparers exam.
- You 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 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.bkstr.com/montgomerycollegestore/home>.

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**
\$414 + \$135 fee = \$549; NMR add \$250

Individual Tax Preparer Exam Test Prep

Course: TAX002 **4 Hours**
\$219 + \$150 fee = \$369 NMR add \$160

Maryland Individual Tax Preparer Continuing

Education Course: TAX006 **17 Hours**
\$190 + \$115 fee = \$305; NMR add \$160

Contact information:

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

Tracy Ritenour, Program Coordinator
tracy.ritenour@montgomerycollege.edu
240-567-1807

Schedule and registration information can be found at:

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

MANAGEMENT AND LEADERSHIP**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 or Structured Remote.

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:

Individuals who perform general HR duties and wish to verify, validate, enhance, and/or expand their HR capabilities 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:

- You will be eligible to sit for the SHRM certification exam.
- You 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

The SHRM-CP certification is for individuals that perform general HR/HR-related duties; or for those pursuing a career in Human Resource Management. Candidates for SHRM-CP certification are not required to hold an HR title and do not need a degree or previous HR experience to apply; however, a basic working knowledge of HR practices and principles is recommended.

The SHRM-SCP is for individuals that have a work history of at least 3 years performing strategic level HR/HR-related duties; or for SHRM-CP credential holders who have held the credential for at least 3 years and are working in, or are in the process of transitioning to, a strategic level role. Candidates for the SHRM-SCP certification are not required to hold an HR title and do not need a degree to apply.

Textbook Information and Additional Fees:

Textbooks are mandatory for most classes.

The SHRM Learning System is included in the course cost and will be provided at the start of class.

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

Cost to take the exam \$335 for SHRM members/\$435 for 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 + \$690 fee = \$1,289; NMR add \$650

Contact Information:

Transcie Almonte-Sabio, Program Director
transcie.almonte@montgomerycollege.edu
240-567-3828

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.

Possible Financial Aid and Payment Options:

- Continuing Education Career Path Scholarship.
- Employer / Sponsor Paid Tuition.
- Length of Training:
- Most Ed2Go Courses run for six weeks for 24 classroom hours, with a possible 10-day extension.
- Most UGotClass Courses run for four weeks for about 16+ classroom hours, plus discussion board interaction with Instructor and classmates.
- Optional one-week extension available upon request.

Application / Enrollment Process:

- Students should visit: <https://www.montgomerycollege.edu/workforce-development-continuing-education/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
- 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:

Upon successful completion of this course:

- For those who successfully complete the exam, will receive a Noncredit Certificate of Completion
- Students will have access to a Continuing Education academic record (transcript)

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.bkstr.com/montgomerycollegestore/home>.

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

There are just a few classes in which students need to have access to, or purchase a reference book, for example the Medical Coding CPT and ICD-10-CM Manuals.

Contact Information:

Janet Lane
240-567-6938

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

PROJECT MANAGEMENT

Clinical Trial Project Management

Non-Credit Continuing Education Program Description:

Increase your skills needed to lead domestic and global clinical trials for optional performance. This course will cover drug development and the regulatory process, clinical trial application and protocol, project management, good clinical practices, human subject protection and informed consent, clinical trials monitoring, adverse event management, statistical design, and data management. Work as a team and apply techniques learned in the class for developing respective project plans that will be presented on the last week of class.

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:

- 39 Hours

Typical Location of Courses:

The course to complete this program is typically held at Montgomery College's Germantown campus.

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:

- Students taking this course should at least have a bachelor's degree.

Skills for Success:

Successful candidates need strong self-discipline, the 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:

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

Certifying Professional Association:

N/A

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

- Current Median Salary for this career is \$75,000
- 5 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.bkstr.com/montgomerycollegestore/home>.

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

Course Information:

Tuition and Fees are subject to change.

Clinical Trial Project Management

Course: MGT392 39 Hours

\$410 + \$445 fee = \$855; NMR add \$400

Contact Information:

Transcie Almonte-Sabio, Program Director
transcie.almonte@montgomerycollege.edu
240-567-3828

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 Professional (PMP)[®]**Non-Credit Continuing Education Program Description:**

This program will prepare students for the internationally recognized Project Management Professional (PMP)[®] certification exam. It is designed for experienced project managers who want to increase skills and apply a standards-based approach to project management.

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:

- 106 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 and Takoma Park/Silver Spring campuses and via Structured Remote.

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:

Completion of the following courses:

- PM101: Methodologies Overview (PMC036)
- PM102: Practical Application of Predictive (Traditional) Project Management (PMC037)
- PM103: Practical Application of Agile Project Management (PMC038)

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:

- You will be eligible to sit for the Project Management Professional (PMP)[®] certification exam.
- You 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.

The PMP Certification Prep book is included in the course cost and will be provided at the start of class.

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

Project Management Professional[®] (PMP) Certification Prep
Course: PMC040 35 Hours
\$800 + \$799 fee = \$1,599; NMR add \$800

Contact Information:

Transcie Almonte-Sabio, Program Director
transcie.almonte@montgomerycollege.edu
240-567-3828

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>

SKILLED TRADES AND INDUSTRIAL TRAINING

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.

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:

- 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.

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 program, you would be eligible to:

- Sit for the ASE Automobile Certification Exams G1, A4, and A5.
- 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.bkstr.com/montgomerycollegestore/home>.

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

ASE A-4 Suspension and Steering Prep

Course: TTG435 87.5 Hours
\$660 + \$227 fee = \$887; NMR add \$1,452

ASE A-5 Brakes Prep

Course: TTG436 87.5 Hours
\$660 + \$227 fee = \$887; NMR add \$1,452

Automotive Electricity I

Course: TTG437 75 Hours
\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Basic Engine Performance

Course: TTG439 75 Hours
\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Battery/Starting/Charging

Course: TTG438 50 Hours
\$396 + \$136.20 fee = \$532.20; NMR add \$871.20

Engine Performance II

Course: TTG440 75 Hours
\$528 + \$181.60 fee = \$709.60; NMR add \$1,161.60

Introduction to Auto Tech

Course: TTG433 50 Hours
\$396 + \$136.20 fee = \$532.20; NMR add \$871

Contact Information:

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>

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
- 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:

- 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.

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 each course:

- You will receive a Montgomery College completion of certificate.
- You 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.

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.bkstr.com/montgomerycollegestore/home](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.

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:

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>

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 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:

- You will be eligible to sit for the NAAEI CAMT exam.
- You will have access to a Continuing Education academic record (transcript).

Certifying Professional Association:

- 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:

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.bkstr.com/montgomerycollegestore/home>.

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:

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>

TESOL TRAINING INSTITUTE

Teaching of English to Speakers 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):

Interested parties must attend an information session. Dates and times vary and can be found at <https://www.montgomerycollege.edu/workforce-development-continuing-education/english-language-skills/tesol/index.html>

Registration Process:

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

Typical Location of Courses:

The courses to complete this program are typically held at Montgomery College's Takoma Park/Silver Spring Campus.

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 the 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.
- You 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.

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; one test transport is included with class.

Students receive classroom, range and road instruction. Instruction includes 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

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.bkstr.com/montgomerycollegestore/home>.

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:

Kristen Lindstrom, Adult ESOL and Literacy Program Director
kristen.lindstrom@montgomerycollege.edu
 240-567-8213

Schedule and registration information can be found at:

<https://www.montgomerycollege.edu/workforce-development-continuing-education/english-language-skills/tesol/index.html>

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. Campus 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, you 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.
- 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 included.

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
\$1,425 + \$995 fee = \$2,420; NMR add \$1,050

Contact Information:

Sharon Maxwell, Program Director
sharon.maxwell@montgomerycollege.edu
240-567-2589

Anthony Fiora, Program Assistant
anthony.fiora@montgomerycollege.edu
240-240-8557

Schedule and registration information can be found at:

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

General Information

Textbooks and Materials

Purchase textbooks and/or course materials at the Campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELT), and off-Campus MCPS locations, please use the Rockville Campus MC Books & More; for classes at Westfield South use the Takoma Park/Silver Spring Campus MC Books & More. You do not need to go to a Campus store to make your purchase. You may purchase your textbooks/ course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College's MC Books & More website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WDCE, please visit our reference page at <http://www.bkstr.com/montgomerycollegestore/home/>. A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

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.

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.

If you are interested in using VA benefits for a Workforce Development and Continuing Education **VA-Approved** class, please contact va@montgomerycollege.edu.

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. APPE students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

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/workforce-development-continuing-education/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.–9 p.m. (M–R); 8:30 a.m.–4:30 p.m. (F)
8:30 a.m.–4 p.m. (S)

Germantown Campus Humanities and Social Sciences Building

Room 241 and/or 243
8:30 a.m.–5 p.m. (M–R); 8:30 a.m.–4:30 p.m. (F)

Rockville Campus 220 Campus Center

8:30 a.m.–5 p.m. (M–F); 8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus 230 CF, Customer Service

8:30 a.m.–5 p.m. (M–R); 8:30 a.m.–4:30 p.m. (F)

***Cash payments can only be made at the Cashier's Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses.

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

Providing Opportunities, Empowering You to Succeed!

Mission Statement

Our Mission

We empower our students to change their lives, and we enrich the life of our community.
We are accountable for our results.

Our Vision

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

Our Values

Excellence / Integrity / Innovation / Diversity / Stewardship / Sustainability



Career Preparation and Training Resource Guide

Workforce Development and Continuing Education | Fall 2023

www.montgomerycollege.edu/wdce

240-567-5188

Ofrecemos clases en español

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College's nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.