WD&CE classes are offered year round at dozens of sites throughout Montgomery County, Maryland. This is a compilation of noncredit classes that are offered in the area of Health Sciences. Many of these classes provide training for entry level jobs in the field of healthcare. Visit the program web page for more information.

Not all of these classes are offered each term. Please check the Course Schedule for information about current class schedules: http://www.montgomerycollege.edu/wdce/courseschedule. Or you may visit the web page listed for each Program. New classes may be added to the schedule throughout the year.
Certified Nursing Assistant Classroom (CNA)

AHT 028

This is Part I of the Certified Nursing Assistant Program. Certified Nursing Assistant Clinical (AHT029) is Part II of the Certified Nursing Assistant Program. 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. The Hebrew Home requires a background check and TB test before class. If you are interested in this course, please follow the steps below:

1. Register first.
2. After you register, you must attend the mandatory reading test and orientation as noted beneath each CRN below.
3. Upon successful completion of the mandatory reading test, you will receive the textbook, workbook, and orientation.
4. If you do not successfully complete the mandatory reading test, you will not be able to stay for orientation, and a refund will be issued (allow 4-6 weeks).
5. Additional fees for a TB test ($10 for skin test at Asbury only, and fees vary for chest x-rays), CPR training ($25), CNA application ($20), GNA application ($95), fingerprinting ($37.25), and uniforms will be discussed at orientation.
6. When you register, you must register for a clinical held at the same place you take your classroom portion in order to use the tuition installment plan.

Course Outcomes:

1. Identify the certified nurse assistant’s role in relation to the healthcare workplace, especially in relation to the performance of delegated nursing functions.
2. Demonstrate the use of infection control techniques.
3. Position, transfer and assi

Certified Nursing Assistant Clinical (CNA)

AHT 223

This is the clinical component to complete the Certified Nursing Assistant program. Students will be supervised in a clinical facility on basic nursing skills including vital signs assuring patient safety. Certified nursing assistant students will be under the license of an RN.

Course Outcomes:

1. Function in a Healthcare environment utilizing professional standards of conduct.
2. Provide individualized care to meet the needs of the client.
3. Assist clients with activities of daily living.
4. Provide an environment that promotes safety and well being for clients, caregivers and others.
Computed Tomography Imaging

AHT 206

This course is designed to provide a foundation useful for expanding knowledge in Computed Tomography and as a preparation for the CT examination. Content covered will include a comprehensive coverage of the physical principles of CT and clinical applications, contrast media administration, parameters affecting CT image quality, quality control measurements, image reconstruction and post-processing, image display, artifacts and radiation safety and dosimeters.

Course Outcomes:

1. Describe CT System operation and components.
2. Exhibit knowledge of contrast media administration and responses for adverse reactions.
3. Identify factors that adversely affect image quality and techniques utilized to eliminate them.
4. Recognize various CT imaging artifacts and how to reduce them.
5. Utilize image reconstruction and post-processing techniques.

Computed Tomography Imaging Clinical Practicum

AHT 210

This course is designed to prepare registered radiographers to perform Computed Tomography exams under the direct supervision of a registered technologist. Documentation of 125 CT studies in specific categories is required for the ARRT Computed Tomography Registry Examination. The student will be assigned for no more than 100 hours to an off campus clinical site to perform a variety of computed tomography exams and may or may not accumulate the 125 exams. Students will be required to maintain their own records of signatures for these exams.

Course Outcomes:

1. Demonstrate appropriate patient preparation, assessment, care and communication for all computed tomography exam.
2. Perform a variety of imaging procedures effectively and efficiently.
3. Demonstrate proper knowledge of radiation safety and dosimetry for all exams.
4. Demonstrate knowledge of CT equipment and components including maintenance.
5. Demonstrate optimum image quality and recognize and reduce exam artifacts.

Computed Tomography Physics Registry Review Course

AHT 228

This course will support technologist’s studying for the Computed Tomography registry by providing an overview of the Computed Tomography physics and instrumentation. Topics will primarily include the ARRT listed criteria for physics and instrumentation and touch one the criteria for patient care and imaging procedures.

Course Outcomes:

1. Describe CT tube, generators and transformers.
2. Discuss detector configuration.
3. Demonstrate an understanding of data acquisition systems.
4. Describe radiation safety and dosimetry measures including collimation.
5. Discuss quality control and equipment maintenance.
Contrast Administration and Computed Tomography Imaging
AHT 209

This course will provide an overview of the knowledge, guidelines, standards, and skills required for contrast media administration for Computed Tomography technologists. The topics covered will comply with the requirements for the ARRT computed tomography examination which will include: patient preparation, patient assessment, IV procedures, and types, administration, special considerations and adverse reactions involved with contrast agents.

Course Outcomes:
1. Demonstrate knowledge of patient preparation and assessment in the CT environment and consent forms for constrast administration.
2. Demonstrate knowledge of taking a proper patient history and how to utilize that information to communicate accurate patient education to the patient.
3. Perform patient scheduling and screening process.
4. Demonstrate knowledge of contrast media administration and responses to adverse reactions.
5. Compare administration routes and uses for the different types of contrast media utilized for Computed Tomography.

Cross Sectional Anatomy for CT and MRI Imagining Specialists
AHT 195

This course is designed to provide an understanding of cross sectional anatomy for diagnostic imaging specialists. It will provide the student with the knowledge and understanding of content specifically necessary for Magnetic Resonance and Computed Axial Tomography imaging and ARRT specialty exams. The course will cover sectional anatomy for the entire human body which include head and neck, spine, thorax, abdomen, pelvis, musculoskeletal and vascular and will introduce students to common pathologies identified on imaging studies.

Course Outcomes:
1. Distinguish how anatomical structures are seen in the three orthogonal planes (Axial, Sagittal and Coronal).
2. Distinguish how anatomical structures are seen in the Oblique imaging plane.
3. Describe the appearance of various tissue and membranes.

English TEAS Prep Course
AHT 224

This course is designed as an intensive overview for students preparing to take the English and Language Usage section of the Test of Essential Academic Skills (TEAS). Classroom activities will include a diagnostic test and a battery of practice tests which will familiarize students with the format of the exam and support their review of grammar, mechanics, punctuation, spelling, and vocabulary. Instruction will be given in how to answer each type of question. Students will have an opportunity to discuss their responses to practice test questions.

Course Outcomes:
1. Describe the format and scope of the English and Language Usage section of the TEAS test.
2. Explain general test-taking techniques for standardized tests.
3. List concepts being tested in English and Language Usage.
4. Employ appropriate responses to questions testing grammar, mechanics, punctuation, spelling, and vocabulary.
5. Take timed tests, making judgments about their use of time in answering the questions.
First Aid—Basic

AHT 011

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

Course Outcomes:
1. Recognize life threatening situations that require advance care.
2. Recognize a medical emergency/sudden illness.
3. Demonstrate proper bandaging and splinting procedures for bleeding and immobilizing injured limbs.

Health Unit Coordinator

AHT 071

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

Course Outcomes:
1. Identify the health unit coordinator’s role in relation to the healthcare workplace, especially in relation to the performance of delegated health unit coordinator functions.
2. Demonstrate order transcription procedures, including written and com

Magnetic Resonance Imaging Physics

AHT 202

This course is designed to provide the students with the knowledge and understanding of content specifications required by the ARRT examination in Magnetic Resonance. The content will include the risks and safety concerns related to MRI, MR signal production, T1 and T2 relaxation, relationship between tissue and image contrast, data acquisition, pulse sequences, sequence parameters and options, data manipulation, instrumentation, artifacts, and quality control.

Course Outcomes:
1. Demonstrate proper patient screening, assessment and monitoring.
2. Demonstrate proper personnel and patient safety precautions.
3. Identify biologic considerations specific to Magnetic Resonance Imaging.
4. Perform appro
Math TEAS Prep Course

AHT 230

This course is designed as an intensive overview and review for students preparing for the math section of the Test of Essential Academic Skills (TEAS). Instruction will be given in how to answer each type of question and will include one or more practice diagnostic tests. Students will have the opportunity to ask questions about specific problems.

Course Outcomes:

1. Implement test taking strategies and stress management skills.
2. Solve linear equations in one variable including those with fractional coefficients.
3. Demonstrate knowledge of addition, subtraction, multiplication, division and fractions.
4. Interpret data correctly from a variety of graphs.
5. Solve problems involving percents, decimals and money.

Math: TEAS Prep Course: Math

AHT 216

This course is designed as an intensive overview and review for students preparing for the math section of the Test of Essential Academic Skills (TEAS). Instruction will be given in how to answer each type of question and will include one or more practice diagnostic tests. Students will have the opportunity to ask questions about specific problems.

Course Outcomes:

1. Describe the format and scope of the math section of the TEAS exam.
2. Solve linear equations in one variable including those with fractional coefficients.
3. Demonstrate knowledge of addition, subtraction, multiplication, division and fractions.
4. Interpret data correctly from a variety of graphs.
5. Solve problems involving percents, decimals and money.

Medical Terminology

AHT 050

This course is designed to help students develop a base knowledge of medical terms. It includes identification and dissection of words—prefixes, suffixes, root words, medical abbreviations, medical terms, pronunciation and spelling of terminology for each human body system, and other specialized areas of medicine. Terminology will be introduced by providing a working knowledge of macro/micro anatomy and physiology of the human body.

Course Outcomes:

1. Discuss the four parts of medical terms (root words, combining forms, prefixes, and suffixes).
2. Describe appropriate medical terms for each body system and common diseases and disorders of each system.
3. State the rules for determining singular and plural endings.
4. Use medical terminology to identify medical conditions and procedures.
5. Match medical specialists with their correct descriptions.
**Medicine Aide (CMA) Classroom**

**AHT 037**

This is part one of a two-part course that trains licensed, certified geriatric nursing assistants to become certified to administer medications to nursing home clients. You must pass a written final exam with a grade of 80 percent or higher in order to continue to the clinical portion of the class. Prerequisites: You must present upon arrival on the first day of class a current CNA and GNA license and recommendation letter from your current employer stating employment of 12+ months or equivalent in a long-term care facility. You must successfully complete a math and reading assessment test on the first day of class. You must register for a clinical held at the same place you take your classroom portion in order to use the tuition installment plan.

**Course Outcomes:**

1. Identify the role of the Medicine Aide and the limitations of this role as a member of the health team.
2. Explain the rationale and demonstrate selected pre and post administration patient care procedures necessary for safe administration of select

**Medicine Aide (CMA) Clinical**

**AHT 226**

This course is designed for licensed, certified geriatric nursing assistants to become certified to safely prepare, administer, and chart non-parenteral (oral, topical) medication to nursing home clients.

**Course Outcomes:**

1. Identify the role of the Medicine Aide and the limitations of this role as a member of the health team.
2. Explain the rationale and demonstrate selected pre and post administration patient care procedures necessary for safe administration of selected oral-topical medications.
3. Identify the major drug categories, names, representative examples, common side effects, and usual dosages.
4. Identify common drug interactions.
5. Accurately count a radial and apical pulse and identify alternative pulse measurement sites.

**Medicine Aide Update**

**AHT 145**

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

**Course Outcomes:**

Upon completion of this course, the participants will be able to:

1. Discuss the role of the Medicine Aide.
2. Describe the responsibilities of the Medicine Aide.
3. Identify resource material available to the Medicine Aide.
4. Discuss current trends
Reading TEAS Prep Course

AHT 214

This course is designed as an intensive overview for students preparing to take the reading section of the Test of Essential Academic Skills (TEAS). Classroom activities will include one or more diagnostic tests and exhaustive practice questions with discussion to help familiarize students with the format of the exam and support their review of topics in reading comprehension and informational source comprehension. Instruction will be given on how to answer each type of reading question as well as how to increase confidence and speed. Students will have an opportunity to ask questions on specific problems.

Course Outcomes:

1. Describe the format and scope of the reading section of the TEAS exam.
2. Explain general test-taking techniques for standardized tests and the mechanics of the test.
3. List and describe concepts being tested in reading.
4. Employ appropriate responses to questions testing paragraph and passage comprehension, inferential skills and informational source comprehension skills.
5. Take timed tests, making judgments about their use of time in answering the questions.

Science TEAS Prep Course

AHT 215

This course is designed as an intensive overview for students preparing to take the science section of the Test of Essential Academic Skills (TEAS). Classroom activities will include diagnostic tests and exhaustive practice questions with discussion to help familiarize students with the format of the exam and support their review of topics in Human Body Science, Life Science, Earth and Physical Science and Scientific Reasoning. Instruction will be given in how to answer each type of question and students will have an opportunity to ask questions on specific problems.

Course Outcomes:

1. Describe the format and scope of the science section of the TEAS exam.
2. Explain general test-taking techniques for standardized tests and the mechanics of the test.
3. Demonstrate an understanding of appropriate responses to questions testing knowledge in Human Body Science.
4. Employ appropriate responses to questions testing knowledge in Life Science.
5. Employ appropriate responses to questions testing knowledge in Earth and Physical Science.
## Science TEAS Prep Course

### AHT 229

This course is designed as an intensive overview for students preparing to take the science section of the Test of Essential Academic Skills (TEAS). Classroom activities will include diagnostic tests and exhaustive practice questions with discussion to help familiarize students with the format of the exam and support their review of topics in Human Body Science, Life Science, Earth and Physical Science and Scientific Reasoning. Instruction will be given in how to answer each type of question and students will have an opportunity to ask questions on specific problems.

### Course Outcomes:

1. Demonstrate general test-taking techniques for standardized tests and the mechanics of the test.
2. Employ the application of scientific reasoning to select appropriate test question responses.
4. Implement test taking and stress management strategies.

## Sterile Processing Technician

### AHT 021

This intensive course is designed for healthcare individuals who require professional knowledge in the field of sterile processing. It prepares you for the Registered and Certification exams. The class is taught through lectures, audiovisual presentations, and some hands-on practice.

### Course Outcomes:

1. Describe the Sterile Processing Profession.
2. Identify the activities performed in the five major functional areas of a typical Sterile Processing Department (SPD).
3. Define the practice of infection control in Central Service (CS).
4. Describe

## TEAS English Prep

### AHT 233

This course is an intensive review to prepare students to take the English and Language Usage section of the Test of Essential Academic Skills (TEAS). Topics to include: diagnostic and battery of practice tests; review of grammar, mechanics, punctuation, spelling and vocabulary, sentence structure, and word meaning in context.

### Course Outcomes:

1. Demonstrate English grammar, mechanics, punctuation, spelling, and vocabulary, sentence structure, and word meaning in context.
2. Demonstrate how to answer test questions on grammar, punctuation, direct dialogue, and types of sentences provided.
3. Discuss test-taking strategies, such as process of elimination and time-management.
## TEAS Reading Prep

**AHT 232**

This continuing education course is designed for students interested in taking the reading section of the Test of Essential Academic Skills (TEAS). Topics to include: practice tests; practice questions with discussion to help familiarize students with the format of the exam and support of topics in reading comprehension and informational source comprehension; baseline practice TRAS assessment given to identify areas of weakness; annotation, summarizing skills and time management; instruction on how to answer each type of reading question.

### Course Outcomes:

1. Demonstrate reading comprehension and informational source comprehension.
2. Demonstrate computerized tests taking skills with simulated actual TEAS exam are provided,
3. Demonstrate annotation, summarizing skills, and time management skills in test taking.

## TEAS Science Prep

**AHT 231**

This continuing education course is an overview to prepare students to take the Science section of the Test of Essential Academic Skills (TEAS). Topics to include: Various Cell Differentiation and Replication; Animal Taxonomic Hierarchy; Genetics; Earth Sciences; All 11 Body systems; Organisms in Natural selection; Physical Sciences; Electromagnetism; Cellular anatomy & function; Scientific method; Chemical reactions, equations; Periodic Table; Phases of Meiosis & Mitosis; and Basic Chemistry. Students will be given sample tests and have time to discuss and ask questions on specific problems in order to increase confidence and speed.

### Course Outcomes:

1. To apply test-taking strategies and increase confidence and speed.
2. To demonstrate understanding of a multitude of science information.
3. To identify science topics that will require additional review.
Montgomery College, Workforce Development & Continuing Education
Noncredit Course Descriptions and Outcomes
Health Science Institute

CPR  Cardio Pulmonary Resuscitation
This program provides CPR training. Visit the link below for more information on this program.
http://cms.montgomerycollege.edu/wdce/hsi/healthsciencesinstitute.html

Basic Cardiac Life Support for Healthcare Providers
CPR 007
This course is designed for healthcare providers to learn skills for CPR and airway management for victims of all ages, using American Heart Association 2005 guidelines. Effective use of an AED will also be taught. An American Heart Association certification card is issued upon completion of practical skills and a written examination (84 percent or better) with a suggested retraining date of two years. Required text: BLS for Healthcare Providers is included in the course fees. Please call to pick up a book before class at the Health Sciences Center: 240-567-5507 or 240-567-5513.

Course Outcomes:
Outcomes are not available.

CPR and AED
CPR 084
This continuing education course is designed to instruct laypersons in the worksite and community environments how to help victims of cardiac arrest, due to sudden illness or accident and victims who are responsive and choking. The program is designed to meet the requirements for workplace CPR for victims of all ages. An American Heart Association certification card is issued upon successful completion of practical skills with a suggested retraining date of two years. Topics include: AHA Adult and Pediatric Chains of Survival; signs and symptoms of heart attack; cardiac arrest; stroke and choking in adults, children and infants.

Course Outcomes:
1. Activate the EMS system.
2. Demonstrate the proper skills for CPR for all ages of victims.
3. Demonstrate the proper use of an AED for an adult and child victim.

Heartsaver AED
CPR 005
This course teaches laypersons in the worksite and community environments how to help victims of cardiac arrest, due to sudden illness or accident and victims who are responsive and choking. The program is designed to meet the requirements for workplace CPR for victims of all ages. This course presents information about the AHA Adult and Pediatric Chains of Survival, signs and symptoms of heart attack, cardiac arrest, stroke, and choking in adults, children and infants. An American Heart Association certification card is issued upon successful completion of practical skills with a suggested retraining date of two years.

Course Outcomes:
1. Activate the EMS system.
2. Demonstrate the proper skills for CPR for all ages of victims.
3. Demonstrate the proper use of an AED for an adult and child victim.
Renewal Basic Cardiac Life Support (Healthcare Provider)

CPR 017

This course is for individuals currently holding a Healthcare Provider card that has not expired. This card must be either a Red Cross CPR for the Professional Rescuer card, an American Heart Association Healthcare Provider card, or the equivalent from another agency. This class is not for individuals who hold a Community CPR card or Heartsaver card.

Prerequisite: CPR class as described above. Card or a copy must be brought to class. Required Text: Basic Life Support for Healthcare Providers is included in the course fees. Please call to pick a book before class at the Health Sciences Center: 240-567-5507 or 240-567-5513.

Course Outcomes:

1. Review the risk factors for cardiovascular disease.
2. Discuss the rescue ABCs (Airway, Breathing, Circulation).
3. Perform adult one-man and two-man rescue.
4. Perform infant and child rescue.
5. Demonstrate proper management of conscious and unconscious patients.
HHS Health and Human Services

These classes focus on healthcare access, medical terminology and coding, as well as patient records. Visit the link below for more information on this program.

http://cms.montgomerycollege.edu/wdce/hsi/healthsciencesinstitute.html

Clinical Medical Assistant Program

HHS 112

This course is designed for prospective entry-level allied health students and provides instruction on how to assist physicians on functions related to the clinical responsibilities of a medical office. Topics include: professional workplace behavior and ethics; preparing patients for examination and treatment; diagnostic testing; phlebotomy; pharmacology; vital signs; and cardiology including proper lead placements.

Course Outcomes:

1. Demonstrate preparing patients for examination and treatment.
2. Demonstrate taking and documenting vital signs: Temperature, pulse, respiration and blood pressure.
3. Demonstrate proper phlebotomy technique and proper lead placement for 12 lead EKG.
4. Articulate professional workplace behavior, ethics and legal aspects of healthcare.

Clinical Medical Assistant–Labs and Clinical Externship

HHS 126

This course includes the required lab (40 hours) and clinical externship (50 hours) part of the Clinical Medical Assistant Program. Topics include: the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physician’s office visit; review and administration of medications, allergies and other pharmacology related items; laboratory procedures; phlebotomy and the proper techniques to collect specimens for laboratory analysis; cardiology and the proper placement of leads when taking a 12 lead EKG. You must have completed or currently be enrolled in the 96 hour Clinical Medical Assistant program.

Course Outcomes:

Demonstrate patient intake skills and take vital signs in a doctor's office
Demonstrate routine laboratory procedures, EKG and Phlebotomy procedures on patients
Document vital signs and medication administration
Dental Radiology Certification Exam Preparation

HHS 067

This course prepares employed dental assistants in the theory and skills necessary to pass the Dental Radiation Health and Safety Certification Examination (DANS) in Maryland. Topics include dental anatomy and physiology, proper placement of inter-oral and extra-oral dental exposure techniques, identification of acceptable and unacceptable radiographs, the nature of ionizing radiation and its biologic effects on human tissue, the understanding of x-ray film processing, and procedures for operating and maintaining a dark room and automatic film processor. All clinical practice takes place at the student's place of employment including bringing some x-rays to class. Course Requirements: Dental Assistant must be currently employed in a dental office to sit for the Dental Radiation Health and Safety Certification Examination in Maryland. Students must be 18 years of age, have a high school diploma or equivalency, and obtain the signature of employing dentist in a letter verifying employment and the commitment to clinical supervision.

Course Outcomes:
1. Discuss the nature and production of ionizing radiation.
2. Articulate the biologic effects of ionizing radiation on human tissue relating these concepts to clinical dental radiology.
3. Demonstrate an understanding of film processing.

Dialysis Technician Program

HHS 064

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

Course Outcomes:
1. Explain renal physiology and the pathology of renal failure.
2. Perform and record physical measurements including weight and vital signs.
3. Explain basic body chemistry, fluid and electrolyte balance.
4. Prepare dialyzer reprocessing and delivery.
EKG Technician

HHS 051

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

Course Outcomes:

1. Define the role of the EKG Technician and the function of an EKG department in a variety of settings.
2. Discuss anatomy of the heart, conduction system, circulation of the heart and blood vessels as they relate to the electrical conduction system.

Electronic Health Record Management Program

HHS 110

This 96-hour Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Doctors now have access to a patient’s medical history, surgeries, allergies to medicines, and recent doctor’s visits all at the press of a button. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.

After the successful completion of this program, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

Course Outcomes:

1. Demonstrate an entry level knowledge of the health care delivery system and medical terminology.
2. Demonstrate an understanding of the transition to an Electronic Health Record (EHR).
3. Demonstrate the ability to maintain patient flow within a physician’s office.
4. Identify personal health record content, the types of personal health record applications, and identify barriers to the implementation of personal health record.
5. Demonstrate proper usage of passwords, access levels, and the park feature, components of the main practice partner screen, identify components of the dashboard feature, and the proper application of patient registration information.
Employment Support Professional (ESP) Training - Community Research & Job Development

HHS 131

This continuing education course is designed for the general public and prepares students for the national Certification Employment Support Professional (CESP) examination. The CESP certification is accredited by the National Commission of Certifying Agencies (NCAA). Topics include: core ethics, labor trends and data analysis, interview techniques, and resources for community support.

Course Outcomes:

1. Develop a job seeker's portfolio.
2. Demonstrate disability etiquette when dealing with clients.
3. Understand the impact of benefits on entitlement.
4. Demonstrate learned sensitivity in the workplace.

Health Information Management: Acute Care Environment

HHS 129

This course is designed for health information management students and provides an opportunity to practice health information management functions in a acute care environment. Topics include: Policies and procedures in auditing; management and supervisory processes; electronic records; acute facility coding instruction and IT procedures in a long term care facility.

Course Outcomes:

1. Demonstrate knowledge of acute care coding.
2. Demonstrate supervisory level functions in an acute care environment.
3. Analyze IT functions in an acute care unit.

Health Information Management: Alternate Care Environment

HHS 128

This course will prepare students for how to perform and assess health information functions in an alternate care environment i.e. long term care, mental health, ambulatory care, or government/professional organizations. Students will be exposed to basic statistical activities, and to the health record functions.

Course Outcomes:

Identify quality assurance techniques in an alternate care environment
Analyze health care records in an ambulatory care facility
Demonstrate knowledge of health information in an alternate care environment
Health Science Institute

Healthcare Access and Registration Professional Program

HHS 108

This comprehensive program will prepare students to handle patient encounters, patient customer service and other areas related to intake and the coordination of a patient’s healthcare experience. This program covers important background information on the healthcare profession including: interpersonal skills; patient confidentiality; medical ethics and law; medical terminology; basics of insurance billing and coding; telephone techniques; scheduling appointments and medical records management. Additional key program topics include: customer service; referral/transfer services; resource scheduling; patient check-in; admission; registration; revenue cycle & information systems; Statistical Reporting; customer satisfaction and retention; leadership and management and other relevant topics.

Students who complete this program would be eligible to sit for the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam; the National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Manager (CHAM) or the Certified Healthcare Access Associate (CHAA) national certification exams-- depending upon their professional experience level and other factors.

Course Outcomes:

1. Demonstrate customer service skills and sensitivity while obtaining patient admission information.
2. Identify customer needs, available resources, set appointments, directions around facility, and transport within the facility.
3. Demonstrate understanding of registration system, confidentiality, and healthcare payor systems.
4. Discuss patient data and activity interface across facility systems.

Personal Trainer Certification Review

HHS 132

This course is designed to prepare students to take the American College of Sports Medicine exam. Topics include: nutrition and wellness, principles and practices of health-related fitness, fitness assessment, exercise leadership and personal training techniques.

Course Outcomes:

Articulate the scientific principles of exercise programs
Identify the guidelines for nationally recognized exercise programs
Evaluate healthy individuals and determine baseline physical fitness
**Pharmacy Technician Certification**

**HHS 105**

This comprehensive 72 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

**Course Outcomes:**

- Demonstrate a basic understanding of how to determine the meaning of basic pharmaceutical terms.
- Demonstrate an ability to read and interpret prescriptions.
- Demonstrate an understanding of generic and brand names.
- Calculate dosage calculations, I.V. flow rates, drug compounding, dose conversions, and dispensing of prescriptions.
- Describe inventory control, billing, and reimbursement procedures.

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**Pharmacy Technician—Clinical Internship**

**HHS 125**

This course is designed for the graduates of the 72-hour pharmacy technician program at Montgomery College who also have successfully passed the Pharmacy Technician Certification examination and provides them an opportunity to intern for 40 hours at a local pharmacy. Topics include: clinical tasks such as interpreting prescriptions accurately, preparing accurate prescription labels for dispensing; patient information maintenance; and managing inventory.

**Course Outcomes:**

1. Demonstrate proper communication with customers in a pharmacy setting.
2. Practice safety procedures in a pharmacy clinical setting.
3. Organize medication and medical supply inventory.

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**Phlebotomy Technician**

**HHS 034**

Classroom work includes background medical terminology, anatomy, and physiology review; blood collection procedures; and specimen collection practice, processing, and handling. Laboratory operations are reviewed including safety, quality control, universal precautions, routine laboratory tests, confidentiality, and ethics.

**Course Outcomes:**

1. Define the role and functions of the phlebotomist in the laboratory.
2. Use proper terminology related to routine laboratory blood tests and blood typing.
3. Discuss anatomy and physiology related to the heart, the circulatory system, and the resp
Health Science Institute

**Phlebotomy Technician - Clinical Externship**  
**HHS 113**

This class includes a 40 hour clinical externship opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician - Clinical Externship class – you must have completed and or currently be enrolled in Montgomery College’s 90 hour Phlebotomy Technician Program.

**Course Outcomes:**

1. Demonstrate 100 successful blood draws in a clinical setting.
2. Apply sterile technique and infection control procedures.
3. Demonstrate proper communication with patients.

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**Phlebotomy Technician—Clinical Internship**  
**HHS 115**

This class includes a 40 hour clinical externship opportunity at a local healthcare provider. In addition to other requirements, to be eligible for this Phlebotomy Technician - Clinical Externship class – you must have completed and or currently be enrolled in Montgomery College’s 90 hour Phlebotomy Technician Program.

**Course Outcomes:**

1. Demonstrate 100 successful blood draws in a clinical setting.
2. Apply sterile technique and infection control procedures.
3. Demonstrate proper communication with patients.

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**Physical Therapy and Occupational Therapy Aide Training**  
**HHS 041**

This course prepares you to work under the direction of a registered physical therapist or licensed physician 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 HIPPPAA, oral and written communication in a healthcare setting, customer service, and anatomy and physiology focusing on the musculoskeletal system, assisting with treatment procedures, and review of common medical conditions particular to physical therapy.

**Course Outcomes:**

1. Implement physical therapy programs established by a registered physical therapist.
2. Keep required patient records and prepare reports.
3. Demonstrate proper ambulation training, routine follow-up exercises, application of hot or cold packs.
4.
NUR Nursing Refresher

This program provides training for entry level jobs in the field of healthcare including Certified Nursing Assistant Training, Nurse Refresher, and TEAS test preparation classes. For more information visit: http://cms.montgomerycollege.edu/wdce/hsi/health

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NCLEX Review for Foreign-Trained Nurses

NUR 052

Foreign-trained nurses who require preparation in order to successfully pass the NCLEX RN exam will get an overview of anatomy and physiology as they relate to the questions on the NCLEX exam. Emphasis will be on test-taking strategies and critical thinking. NCLEX questions will be practiced with rationales and explanations. In addition, transitional issues and pathways to success for foreign-educated nurses will be discussed.

Course Outcomes:

1. Apply the nursing process to clients with selected medical, surgical, pediatric, female reproductive and psychiatric conditions.
2. Describe pathophysiology related to selected conditions likely to be on the NCLEX RN exam
3. Discuss

Nurse Refresher Classroom

NUR 057

This course is designed for RNs and LPNs who desire to maintain or re-establish their active license to reenter the nursing field. Nursing experts will present topics to review systems anatomy and physiology, major disease pathology, current treatment strategies and legal issues, pharmacology, physical assessment, nursing process, documentation and current trends and end-of-life issues.

Course Outcomes:

1. Describe the current social factors, trends, and ethical dilemmas facing nursing.
2. Identify effective communication techniques utilized in the health care setting.
3. Describe the implementation of standard precautions when providing patient care.
4. Discuss various means of documentation in the health care setting.
5. Discuss legal aspects of nursing related to licensure, practice, documentation and prevention of lawsuits.
Nursing Lab

NUR 023

This lab is for registered or licensed practical nurses returning to the work force or wishing to refresh their clinical skills. Topics include nursing process, communication, nursing care and procedures, current trends in documentation, and pharmacology.

Course Outcomes:

1. Record a patient health history and perform physical assessments.
2. Create individualized patient care plan.
3. Identify and prioritize nursing diagnoses based on patient severity.
4. Use computerized nursing software.
5. Identify common medi

Nursing Refresher: Clinical

NUR 007

Practicing nurse experts supervise your 60 hours of clinical experience in medical-surgical nursing, which includes patient assignments, team work, completing documentation and care plans, and giving medication. Basic skills lab practice and emergency medicine review will be provided. The College will provide liability coverage to all students enrolled in the clinical portion of the Nursing Refresher course during scheduled clinical hours only. Prerequisite: Concurrent enrollment in NUR048 or permission from program director.

Documentation of the information below must be provided:

A. Nursing License: If your Maryland license has lapsed, you must apply for, pay for, and receive a temporary/inactive license. If you have an active license from any state other than Maryland, you must apply for and receive a Maryland license before starting your clinical. Maryland Board of Nursing, 4140 Patterson Avenue, Baltimore, MD 21215 (410-585-1913).

B. CPR Certification: This must be a healthcare provider-level course from American Heart Association or equivalent. Montgomery College provides this course at a special price for students. Please wait for information given out on the first day of class.

C. Complete physical exam within the last year (you must use the College form).

D. Blood work or evidence of immunity required:
   1. Mantoux Tuberculin Test
   2. Rubella immunity proof by one of the following:
      a. titer
      b. immunization
   3. MMR
      a. titer
      b. documentation of vaccine
   4. Tetanus booster within past 10 years
   5. Varicella

In addition:
The following Montgomery College forms will need to be signed the first night of class: Hepatitis B waiver/documentation form and medical expense waiver.

Course Outcomes:

Outcomes are not available.
RN Case Manager/Delegating Nurse Training for Assisted Living

NUR 014

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, including medication administration, and who teaches 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; and legal, ethical, and business issues.

Course Outcomes:

1. Explain the history of and role of assisted living programs in Maryland.
2. List documents that must be submitted to the MBON upon completion of the Medication Technician Training Program.
3. Discuss ethical and legal issues when delegating nursing functions as an independent contractor.
4. Outline business practices and the nurse's responsibilities to the resident and the assisted living provider.
5. Review effective teaching strategies for the adult learner in the classroom and clinical practice.

Train the Trainer: Preparing CNAs for Success

NUR 065

This course is designed to meet the Maryland Board of Nursing faculty requirements for teaching in CNA programs. This 18-hour program for RNs combines classroom learning, instructional technology, and a learning lab where you will demonstrate competency in applying knowledge of the principles of adult learning and methods of instruction. This class is for students who have at least two years' experience (one in long-term care) and a desire to instruct in an approved CNA program.

Course Outcomes:

1. Demonstrate an understanding of the knowledge and skills necessary to facilitate learning for the CNA.
2. Identify differences in learning styles and list strategies for addressing the adult learner's needs.
3. Demonstrate skills necessary for efficient management of up to 24 classroom participants of varying cultural backgrounds and levels of motivation.
4. Demonstrate a working knowledge of the principles of adult learning and methods of instruction.
5. Design goal-directed activities to enhance learning of complex material.
WEL  Wellness

This program provides training for entry level jobs in the field of healthcare including Certified Nursing Assistant Training, Nurse Refresher, and TEAS test preparation classes. For more information visit:
http://cms.montgomerycollege.edu/wdce/hsi/health
http://cms.montgomerycollege.edu/wdce/hsi/healthsciencesinstitute.html

Massage Therapy: Basic Fundamentals

WEL 021

Learn the fundamentals of Swedish massage, including at least five hands-on techniques. Explore credentialing and licensing requirements for massage therapy careers in the state of Maryland. Wear comfortable clothing; bring a pair of shorts, a short-sleeved shirt, and your favorite oils and lotions to each class. (You will remain fully clothed during massage practice sessions.) Mats will be provided.

Course Outcomes:

Upon completion of this course students should be able to:
1. Define massage.
2. Discuss the rich history and heritage of therapeutic massage.
3. Discuss the basic physiologic mechanism of massage therapy and why it is beneficial.
4. 

Massage Therapy: Basic Fundamentals Part II

WEL 066

This course is designed to increase your knowledge of the basic therapeutic massage techniques acquired in the Basic Fundamentals of Therapeutic Massage Part I. More emphasis is spent on the areas of the human body that generally require more therapeutic massage work, i.e. hands, feet, shoulders and back. Learn some basic reflexology. Learn the anatomy of the human body in more detail. This non-credit course does not meet the licensing requirements of the State of Maryland, Commonwealth of Virginia or District of Columbia, and completion of this course does not allow the student to sit for the national massage therapy exams; nor does this course permit students to practice therapeutic massage for compensation in any of those three states. The course is designed to teach how to safely and effectively create a basic therapeutic massage session for friends and family members.

Course Outcomes:

1. Identify anatomy and Physiology of body parts; hands, feet, shoulders and back.
2. Demonstrate basic massage skills of hands, feet, shoulders and back.
3. Identify proper body mechanics.
4. Discuss education and licensing requirements of the State of Maryland; Commonwealth of Virginia and the district of Columbia.