

# UDC

UNIVERSITY OF THE DISTRICT OF COLUMBIA

THE LAND GRANT UNIVERSITY OF THE DISTRICT OF COLUMBIA

**COMMUNITY OUTREACH AND EXTENSION SERVICES**

*Hot Deals in Continuing Education*



Spring/Fall  
[2005-2006]

## **Continuing Education Workforce and Professional Development Programs**

*Offering non-credit continuing education courses, workforce development and life long learning opportunities for DC area residents*

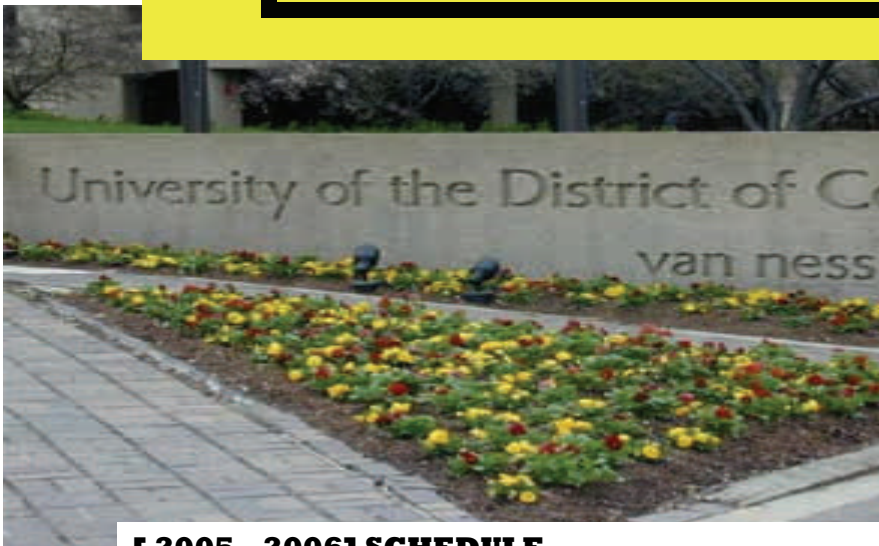
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THE LAND GRANT UNIVERSITY OF THE DISTRICT OF COLUMBIA  
**THE UNIVERSITY OF THE DISTRICT OF COLUMBIA**

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# Community Outreach and Extension Services

## CONTINUING EDUCATION COURSES [ 2005 - 2006 ]



### **[ 2005 - 2006 ] SCHEDULE**

- General Office Skills
- Computer Technology Training
- Professional, Business Development
- Occupational Skills
- Customer Service



## *Division of Continuing Education*

### **A Message from the Director...**

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On behalf of the Division of Continuing Education and the University community, I am pleased to present our class schedule for the Spring/Fall 2005-2006 school year. The Division of Continuing Education (DCE) team of professionals have worked diligently to bring together a comprehensive array of courses and programs in continuing education. This listing contains a range of course offerings, many for the first time, available to Washington, D.C. area residents who are seeking new opportunities for professional development, occupational skills training and, in general, the ability to succeed and prosper in today's rapidly-changing and highly-competitive global marketplace.

Consider your job skills. Are you prepared for the ever-changing marketplace? Can you offer proof that your knowledge is as deep as you claim? Do you have what government, business and industry need? If you answered "No" to any of these questions, then DCE is the place you want to begin building the critical skills you need to succeed on the job and in life. Right now, there are employers looking for people with the right skills to fill exciting positions in today's high demand occupations.

In this "era of quantum change," for more than three decades, the University of the District of Columbia, Division of Continuing Education has been responding to the life long learning and workforce development needs of District of Columbia area adult learners. This schedule of classes has been reviewed and updated to ensure the programs and course offerings deliver the skills necessary for today's work place professionals. As a participant in our skills development training, you will have the opportunity to take advantage of five areas of work-based training including:

- General Office Skills
- Computer Technology Training
- Professional & Business Development
- Occupational Skills
- Customer Service

Our programs are scheduled to be responsive to the needs and expectations of the community and the students we serve. We can provide you with flexible class arrangements that will fit your specific needs, your budget, and your schedule. Our goal is to help you achieve your career and learning objectives by providing you access to quality and affordable education and employment skills training. Please complete and return the enclosed "*Continuing Education Registration Form*" to receive specifics on class time, dates, and location prior to the start of classes. You may contact us at 202.274.6663 or get general program information by visiting: [www.udc.edu](http://www.udc.edu).

Lucious Anderson

Acting Director

Division of Continuing Education

University of the District of Columbia



***Division of Continuing Education***

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### *Division of Continuing Education*

## General Office Skills

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### **Fundamental/Basic Skills**

The fundamental skills curriculum covers introductory through intermediate level courses in oral and written communication, vocabulary and reading, math, and conversational Spanish. The Fundamental Skills Series includes the following courses:

#### **CE001 Vocabulary and Reading Development**

##### Description

This course is designed to enable participants to acquire a better understanding of what they read and hear, and to develop a more extensive vocabulary. Participants learn how to approximate a definition of a new word by using context clues, how to use context clues to determine specific definitions of words within sentences, and how to identify root words and meanings based on word parts. Participants also learn spelling patterns and commonly misspelled words while building dictionary, vocabulary and basic writing skills. Words will be presented in meaningful context. The participants learn to extract the main idea, identify supporting ideas and summarize what they have read.

- Objectives
- Improve reading comprehension.
  - Increase ability to summarize.

##### Competencies

##### Communication

##### Who Should Attend

Those who wish to enhance their reading and vocabulary skills.

1.8 CEU

18 hours

Fees

\$220

Dates

TBA

#### **CE002 Basic Writing Skills I**

##### Description

This course, an introduction to basic writing skills, is designed to help individuals apply the principles of grammar and writing techniques to achieve effective and concise documents. Course content will include punctuation, capitalization, word usage, spelling and syntax, as well as organizing and editing material in memos, reports, and correspondence.

- Objectives
- Understand the writing process.
  - Identify the purpose for writing.
  - Create a sample draft.
  - Demonstrate the skills needed to revise written materials.

##### Competencies

##### Communication

##### Who Should Attend

Those who wish to improve their basic writing skills

1.8 CEU

18 hours

Fees

\$220

Days

TBA

***Division of Continuing Education***



**CE003 Basic Writing Skills II**

Description

This course is designed to apply the techniques learned in Basic Writing Skills I. It reviews the basic writing process and provides participants the opportunity to plan, draft and revise written materials commonly developed in the workplace.

- Objectives
- Write with a purpose.
  - Identify the audience and tailor content to the reader.
  - Understand context and grammar to achieve balance and cohesiveness.
  - Draft the product, revise paragraphs and sentences, and write collaboratively.

Competencies	Communication
Who Should Attend	This course is recommended for those who have completed Basic Writing Skills I.
1.8 CEU	18 hours
Fees	\$220
Dates	TBA

**CE004 Conversational Spanish I**

Description

This course places special emphasis on Spanish vocabulary and on listening to and comprehending spoken Spanish. The content empowers participants in delivering information and services to Spanish-speaking clients and improves relationships with the Spanish-speaking community.

- Objectives
- Respond appropriately in Spanish.
  - Read and write commonly used terms and phrases.

Competencies	Communication
Who Should Attend	Open to all participants.
3.6 CEU	36 hours
Fees	\$220
Dates	TBA

***Division of Continuing Education***

**CE005 Conversational Spanish II**

Description

This course, a continuation of Conversational Spanish I, emphasizes everyday usage of language and grammar. Effective techniques are used to make each class a pleasant, enjoyable experience.

Objectives • Enhance ability to assist the Spanish-speaking client.

Competencies Communication

Who Should Attend This course is recommended for those who have completed Conversational Spanish I.

3.6 CEU 36 hours

Fees \$220

Dates TBA

**CE006 Consumer Math**

Description

This course provides a review of basic math computations. Course content includes whole numbers, fractions (common, decimal and percent), and simple algebra.

Objective • Review Math and Algebra.

Competencies Job Knowledge, Operations Planning and Evaluating

Who Should Attend This course is recommended for those who wish to sharpen their basic math skills.

3.6 CEU 36 hours

Fees \$220

Dates TBA

**CE007 Keyboarding Fundamentals**

Description

This course introduces participants to keyboarding software used to develop fundamental microcomputer keyboarding skills.

Objectives:
 

- Demonstrate basic document formatting using Microsoft Word.
- Demonstrate, through touch typing, mastery of the alphabets, numbers, and special characters.
- Demonstrate proper typing techniques and posture at the keyboard.

Competencies Job Knowledge, Resource Usage

Who Should Attend Open to all audiences

3.6 CEU 36 hours

Fees \$275.00

Dates TBA

***Division of Continuing Education***

**Computer Technology Training**

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The computer technology curriculum covers introductory through advanced level courses in personal computer applications. The Computer Technology Series includes the following courses:

**CE100 Introduction to Personal Computers and Windows XP**

Description

Participants will learn the benefit of working with personal computers and-or using Windows 98/2000 to manage information, run programs and access the Internet.

- Objectives
- Use fundamental personal computing concepts and terminology.
  - Work with Windows desktop objects and Windows.
  - Navigate information stored on the computer.
  - Use Windows Explorer to manage files and folders.
  - Use common Windows program techniques by working with WordPad and Paint.
  - Customize the Windows desktop to best suit employee's needs.
  - Access the Internet and use the basic functions of the Internet Explorer environment.

Competencies	Job Knowledge, Resource Usage
Who Should Attend	Open to all participants.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE101 Microsoft Word XP (Basic)**

Description

Participants will learn the basic skills necessary to begin using Word XP.

- Objectives
- Create and save a document, open an existing document and use simple editing techniques.
  - Navigate within a large document by using the mouse and keyboard.
  - Edit a document by using more sophisticated techniques, including moving and coping text within a document and between documents.
  - Apply and remove character and paragraph formatting.
  - Use tabs and create and modify a table structure.
  - Adjust margins, add and delete page breaks, and create headers and footers.
  - Use Word's proofing tools, such as the spell checker and thesaurus, and print a document, envelope and labels.
  - Save an existing document as a web page and preview it in a browser.

Competencies	Job Knowledge, Resource Usage
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**Division of Continuing Education**

**Computer Technology Training (*Continued*)**

Who Should Attend	Open to all participants.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE102 Microsoft Word XP (Proficient)**

Description

Participants will learn intermediate features of Word XP.

- Objectives
- Use section breaks to format a document and format text in columns.
  - Create, modify and use tables as page-layout elements and sort table data.
  - Merge a document with data to make variations of one document.
  - Create, modify and use styles to affect the appearance of text.
  - Create and use templates, including the fax template.
  - Create, modify and use macros.
  - Discuss Internet and Web features, create and edit a Web document and preview a Web document in a browser.

Competencies                      Job Knowledge, Resource Usage

Who Should Attend	Participants with MS/Word XP Basic.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE103 Microsoft Word XP (Expert)**

Description

Participants will learn advanced features of Word XP.

- Objectives
- Use advanced techniques for working with styles.
  - Create and use templates and forms.
  - Enhance documents by drawing in a document and using clip art and WordArt.
  - Manage long documents by adding a table of contents, an index, bookmarks, cross references, and odd and even headers and footers, and by adjusting margins for document binding.
  - Manage document changes by creating different versions of a document, tracking document changes, adding comments, and accepting or rejecting document changes.
  - Prepare a document for intranet application by inserting hyperlinks, sound, a movie clip, and scrolling text into a web page.

Competencies                      Job Knowledge, Resource Usage

Who Should Attend	Participants with MS/Word XP Proficient.
0.6 CEU	6 hours

***Division of Continuing Education*****Computer Technology Training (*Continued*)**

0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE104     Microsoft Excel XP (Basic)****Description**

Participants will learn basic spreadsheet skills and how to work with data in spreadsheets.

- Objectives**
- Identify the disadvantages of paper spreadsheets and the advantages of electronic spreadsheets.
  - Create a basic worksheet by entering text, values and formulas.
  - Create formulas by using Excel's built-in functions.
  - Move and copy data by using shortcut menus, drag-and-drop editing and toolbar buttons.
  - Change the appearance of worksheet data by using a variety of formatting techniques.
  - Prepare a document for printing by using the spell checking feature and a variety of printing options.
  - Use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.
  - Save an Excel workbook as a Web page.

<b>Competencies</b>	Job Knowledge, Resource Usage
<b>Who Should Attend</b>	Participants should understand how to use Windows XP.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE105     Microsoft Excel XP (Proficient)****Description**

Participants will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel XP.

- Objectives**
- Create charts that graphically represent worksheet data.
  - Modify charts.
  - Customize charts by applying formatting.
  - Enhance worksheets and charts by using the drawing tools to add graphic objects.
  - Sort information in a list by using the Data/Sort command.
  - Locate information quickly in a list that meets specified conditions by using the advanced filter feature.

***Division of Continuing Education***

## Computer Technology Training (*Continued*)

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Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants with MS Excel XP Basic.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

### CE106 Microsoft Excel XP (Expert)

**Description**

Participants will learn various advanced techniques for analyzing and manipulating data in Excel.

- Objectives**
- Customize toolbars and create styles and templates.
  - Create decision-making functions.
  - Analyze worksheet data by creating pivot tables.
  - Compare and contrast workbook files and file links.
  - Outline and consolidate worksheets and analyze worksheet data using the Scenario Manager.
  - Display and protect worksheet data by locking cells.
  - Record and modify macros by using the Visual Basic Editor.
  - Create and work with interactive Web documents.

Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants with MS Excel XP Expert.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

### CE107 Microsoft Access XP (Basic)

**Description**

Participants will learn the basic skills necessary to begin using Access XP. They will design and create data bases, tables, queries, forms, and reports. This course contributes to the Microsoft Proficiency Guidelines for Access XP.

- Objectives**
- Understand database concepts and terminology in Access XP.
  - Design and create tables.
  - Enter and manipulate data in tables.
  - Use Access queries to select and analyze information in a table.
  - Create data forms for viewing and inputting data.
  - Create reports that summarize and group data.
  - Perform database maintenance procedures.

**Division of Continuing Education****Computer Technology Training (*Continued*)**


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Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants should understand how to use Windows XP.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE108 Microsoft Access XP (Proficient)**

## Description

Participants will learn how to develop an application and tie the objects together into a cohesive system by using macros and Visual Basic for Applications code.

- Objectives
- Design an application by defining application objectives and requirements and by using external data sources.
  - Navigate from one form to another in data-entry mode by using a command button.
  - Automate a form designed as a dialog box by using a macro group.
  - Create and modify a Switchboard form by using the Switchboard manager.
  - Customize forms by creating custom toolbars and menus.
  - Create a form to use as a splash screen on application startup by setting properties and writing Visual Basic for application code.
  - Identify elements of Visual Basic for Applications syntax and decide where to place code by examining a standard function, a module-level function, and an event procedure, including an event procedure to display a Web page in a Web Browser control on a form.
  - Secure an application by defining application-level and file-level security, by creating a workgroup information file, and by setting a database password.

Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants with MS Access XP Basic.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE109 Microsoft Access XP (Expert)**

## Description

Participants will learn how to enhance their database designs by using the principles of normalization and table relationships as well as how to query multiple tables for data that is used in customized forms and reports. additionally, participants learn how to create data access pages to share data over an intranet or the internet.

- Objectives
- Normalize sample tables by identifying design problems.
  - Establish relationships between tables by analyzing table relationships and enforcing referential integrity.

**Division of Continuing Education**
**Computer Technology Training (*Continued*)**


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- Customize table designs by setting field properties to maintain data integrity; by creating a lookup list, and by creating indexes.
- Design select queries by using multiple tables to calculate, group, average, and concatenate values and to show top values.
- Customize form designs by creating calculated fields, combo boxes, and unbound controls.
- Interact with data through a browser by creating and using data access pages.
- Customize report designs by grouping, sorting, and summarizing data, and by adding sub-reports.

Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants with MS Access XP Proficient.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

**CE110 Microsoft PowerPoint XP**
**Description**

Participants will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint.

- |            |  |
|------------|--|
| Objectives | <ul style="list-style-type: none"> <li>• Start the PowerPoint program, identify on-screen features and navigate through a presentation.</li> <li>• Create and edit bullet slides.</li> <li>• Use PowerPoint's drawing tools to create a slide.</li> <li>• Incorporate clip art and WordArt objects in a slide.</li> <li>• Create and enhance organization charts, and create and edit charts by using Microsoft Graph.</li> <li>• Change the overall appearance of a presentation by using design templates and the Slide Master.</li> <li>• Run a slide show, become familiar with slide show options and add notes to a slide.</li> <li>• Preview and save a PowerPoint presentation as a Web page and open a locally stored presentation in Internet Explorer.</li> </ul> |
|------------|--|

Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants should understand how to use Windows XP.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

***Division of Continuing Education*****Computer Technology Training (*Continued*)**

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**CE111     Using The Internet****Description**

This course presents information about the largest computer network in the world, the internet. It describes what the internet is and explains the resources available through it. It describes what the internet is and explains the resources available through it. Participants will learn how to gain access to the internet and how to use its tools and resources to benefit their business or conduct research in any field.

**Objectives**

- Send data to and receive data from other worldwide internet users and systems
- Access network news to keep abreast of new developments and participate in discussion groups related their field of business, education or research.
- Use internet menus, indexed databases and other tools to locate and download publicly available software and information related to various fields of business, education or research.
- Use internet informational resources to learn about other internet resources, both public and commercial.
- Demonstrate an understanding of the steps required to secure internet access for their own organizational or personal use.

**Competencies**

Job knowledge, Resource Usage

**Who Should Attend**

Participants with course CE100 or equivalent.

0.6 CEU

6 hours

Fees

\$220

Dates

TBA

**CE112     Microsoft Outlook XP****Description**

This course is designed to provide the fundamentals of Microsoft outlook XP, a desktop information management program. The program is designed to coordinate mail, appointments, events, meetings, tasks, and contacts.

**Objectives**

- Identify the Outlook XP interface to send, receive and act on mail messages.
- Use additional message handling options, insert text into a message and create multiple Signatures.
- Create personal folders and organize outlook 2000 folders.
- Create, edit and categorize single appointments and recurring appointments.
- Create, send and manage meeting requests.
- Create, edit, assign, and track tasks.

*Division of Continuing Education*

## Computer Technology Training (*Continued*)

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Competencies	Job Knowledge, Resource Usage
Who Should Attend	Participants with Microsoft Windows XP.
0.6 CEU	6 hours
Fees	\$220
Dates	TBA

### *Create Your Own Page*

## CE113     Web Publishing I

### Description

This course is designed to focus on the basic principles of HTML authoring. Participants will learn all they need to know to make a basic web site.

- Objectives
- Demonstrate an understanding of web fundamentals
  - Demonstrate an understanding of the web publishing process
  - Illustrate the use of good web publishing practices
  - To understand the basic mechanics of creating a web page in HTML

Prerequisites	Proficiency in Windows XP, a text editor, and a web browser assumed
2.40 CEU	24 hours
Fees	\$350
Dates	TBA

## CE114     Web Publishing II

### Description

The second part of Web Publishing with HTML uses a hands-on approach to explore how to effectively present web-based information. Participants will be introduced to appropriate techniques for formatting and editing web documents.

***Division of Continuing Education***

## Professional and Business Development

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### **Professional Certifications**

Our professional certification training will give you the hands-on training in application skills you need to administrate a variety of information technology system infrastructures. The goal of this training is certification. Our blended model approach, a combination of self-paced and instructor-led learning, will allow participants to focus on the skills that will appear on the exam.

### **CE300      CCDA (Cisco Certified Design Associate)**

Description

The CCDA certification indicates a foundation or apprentice knowledge of network design for Cisco Internetwork Infrastructure.

- Objectives
- CCDA certified professionals can design routed and switched network infrastructures involving LAN, WAN, and dial access services for business and organizations.

Prerequisite	CCNA level knowledge is needed to prepare for the CCDA certification exam.
9.2 CEU	92 hours
Fees	\$1595.00
Dates	TBA

### **CE301      CCNA (Cisco Certified Network Associate)**

Description

Participants will learn basic Systems Administration in the Cisco Routing and Switching environment.

- Objectives
- Install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

Prerequisite	None
8.5 CEU	85 hours
Fees	\$1595.00





***Division of Continuing Education***

**Professional and Business Development (*Continued*)**

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Prerequisite	None
32.0 CEU	320 hours
Fees	\$3,750.00
Dates	TBA

**CE303      MCP (Microsoft Certified Professional)**

Description

Participant will learn to specialize in a single Microsoft Server or Operating system platform.

- Objectives      • Pass one current Microsoft certification exam that provides a valid and reliable measure of technical proficiency and expertise (a current exam is any that has not been retired).

Prerequisite	A minimum measure of technical proficiency and expertise.
18.7 CEU	187 hours
Fees	\$1,595.00
Dates	TBA

**CE304      MCSA (Microsoft Certified Systems Administrator)**

Description

Participant will learn basic Systems Administration in the Windows 2003/XP environment.

- Objectives      • Pass 3 exams: two networking system exams, One client operating system exam.

Prerequisite	6–12 months of experience administering client and network operating systems.
80.0 CEU	800 hours
Fees	\$5995.00
Dates	TBA

**CE305      MCSE (Microsoft Certified Systems Engineer)**

Description

Participants will learn Enterprise Systems Implementation, Design and Security.

- Objectives      • Pass 6 core exams: Four networking system exams, One client operating system exam, One design exam.

Prerequisite	At least one year of experience implementing and administering network operating systems and desktop operating systems.
110.0 CEU	1100 hours
Fees	\$5995.00
Dates	TBA

***Division of Continuing Education***

**Professional and Business Development (*Continued*)**

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**CE306      MCDBA (Microsoft Certified Database Administrator)**

Description

Provide a valid and reliable measure of technical proficiency and expertise in the implementation and administration of SQL Server databases.

Objectives      • Pass 3 core exams: 1 SQL Server Administration exam, 1 SQL Server design exam, 1 Windows Server 2003 exam, and 1 elective exam.

Prerequisite	MCDBA candidates should have at least one year of experience working with SQL Server.
54.5 CEU	545 hours
Fees	\$5995.00
Dates	TBA

**CE307      MCSD (Microsoft Certified Solution Developer)**

Description

Participants will learn Enterprise applications development environment using Visual Basic and/or C#.net.

Objectives      • Pass 3 core exams & 1 elective in the following areas: solution architecture, desktop applications development, distributed applications development.

Prerequisite	Two years of experience developing and maintaining solutions and applications.
53.0 CEU	530 hours
Fees	\$6495.00
Dates	TBA

**CE308      MCAD (Microsoft Certified Application Developer)**

Description

Participants will learn the Microsoft Desktop & Web applications development environment using Visual Basic and/or Visual C#.net.

Objectives      • Pass 2 core exams and 1 in the areas: Web Application Development or Windows Application Development, one XML Web Services and Server Components exam, 1 elective exam that provides proof of expertise with a specific Microsoft server product.

Prerequisite	Have one to two years of experience building, deploying, and maintaining applications.
50.0 CEU	500 hours
Fees	\$4995.00
Dates	TBA

***Division of Continuing Education***

## Professional and Business Development (*Comptia Programs*)

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### **CE309     A+**

Description

Basic Hardware & Operating Systems Administration.

Objectives     • Pass exams 220-301(A) & 220-302(B) to earn A+ certification.

Prerequisite	None
19.0 CEU	190 hours
Fees	\$1595.00
Dates	TBA

### **CE310     i-Net+**

Description

Basic knowledge of internet, intranet, and Extranet technologies.

Objectives     • Internet basics and clients, development, networking, Internet security and business concepts.

Prerequisite	None
7.90 CEU	79 hours
Fees	\$1595.00
Dates	TBA

### **CE311     Linux+**

Description

Basic Systems Administration in the Linux Operating Systems environment.

Objectives     • Demonstrate knowledge of Linux's functionality, adaptability and robustness, as a main alternative for proprietary Unix and Microsoft operating systems.

Prerequisite	None
9.60 CEU	96 hours
Fees	\$1595.00
Dates	TBA

**Division of Continuing Education**

**Professional and Business Development (*Comptia Programs*)**

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**CE312     Network+**

Description

Basic Networking Theory & Practice.

- Objectives     • Demonstrate technical abilities in networking administration and support, validate knowledge of media and topologies, protocols and standards, network implementation, and network support.

Prerequisite	9 months of network administration and support experience.
6.1 CEU	61 hours
Fees	\$1595.00
Dates	TBA

**CE313     Security+**

Description

Basic Security Systems Administration & Theory.

- Objectives     • Demonstrate industry-standard knowledge and competencies for managing information security, Pass CompTIA Security+ certification exam.

Prerequisite	None
6.1 CEU	61 hours
Fees	\$1595.00
Dates	TBA

**CE314     IT Project+**

Description

IT Project+ is a non-vendor, non-product specific certification program, which supports the transition of IT professionals and organizations from "traditional" technical roles into high value business roles.

- Objectives     • Demonstrate business knowledge, interpersonal skills and IT project management techniques including scope definition, project planning, project execution and project closure.
- Knowledge across the disciplines of technology-oriented project methodology combined with business and interpersonal skills.
- Pass PKO-001 : IT Project+ Certification exam.

Prerequisite	None
6.1 CEU	61 hours
Fees	\$1595.00
Dates	TBA



***Division of Continuing Education***

## ProSoft Programs

### **CE315 CIW-Associate**

Description

This entry level certification is recommended for all professionals who work in Web-enabled environments, and it is required for all CIW Professional and Master CIW certifications.

Objectives • The first step toward all CIW certifications is the CIW Foundations exam. Each candidate who passes the Foundations exam is awarded a CIW Associate certification.

Prerequisite	None
15.0 CEU	150 hours
Fees	\$1595.00
Dates	TBA

### **CE316 CIW Designer (Master CIW Designer)**

Description

CIW Professionals can progress to any of four advanced level Master CIW certifications: Master CIW Designer, Master CIW Administrator, Master CIW Web Site Manager or Master CIW Enterprise Developer. Master CIW certifications require candidates to earn the CIW Associate certification as well as pass a series of designated exams within the chosen discipline.

Objectives • Obtain Master CIW Designer certification.

Prerequisite	None
30.0 CEU	300 hours
Fees	\$3,095.00
Dates	TBA

## Sun Microsystems Programs

### **CE317 Java SCJP (Sun Certified Programmer for the Java™ 2 platform)**

Description

Fundamentals of the Java programming language using Java 2 Platform, Standard Edition (J2SE technology).

Objectives • Write, compile, and run Java technology programs; Explain the basic concepts related to variables and objects; Create programs with GUI components: panels, buttons, labels, text fields, and text areas; Create GUI-based applications and applets; Implement the Java technology networking model to make network connections.

Prerequisite	None
22.7 CEU	227 hours
Fees	\$1595.00
Dates	TBA

**Division of Continuing Education**

**Professional and Business Development**

**Earn Continuing Education Credits - - *Psychology & Counseling***

**CE317      Diagnosis & Treatment Planning**

Description

Examines traditional and contemporary mental health treatment approaches with special emphasis on techniques used in out-patient, community-based care.

Objectives

- Students will review diagnostic procedures utilizing the DSM-IVR
- Students will examine treatment approaches and develop treatment plans
- Students will explore critical issues related to the delivery of outpatient mental health services
- Students will examine ethical issues and concerns relative to working with culturally diverse clients

Prerequisite

Students should hold a bachelor's degree and meet the requirements for graduate study in a counseling program or related area.

4.0 CEU	40 hours
Fees	\$575.00
Dates	6/20/05 - 6/24/05
Time	8:30 am - 4:30 pm

**CE318      Addiction Disorders**

Description

Examines the physiological and psychological aspects of addiction to alcohol, narcotics, stimulants, psychotropics, hallucinogenic drugs, gambling, and sex. Assesses psychological factors associated with addiction. Explores a variety of treatment approaches.

Objectives

- Students will examine the physiological and psychological aspects of addiction disorders
- Students will explore approaches and strategies for prevention and treatment
- Students will gain an understanding of the psychological factors associated with addiction
- Students will examine the impact of addiction on multicultural communities

Prerequisite

Students should hold a bachelor's degree and meet the requirements for graduate study in a counseling program or related area.

4.0 CEU	40 hours
Fees	\$575.00
Dates	6/20/05 - 6/24/05
Time	8:30 am - 4:30 pm

***Division of Continuing Education***

## Professional and Business Development

### Earn Continuing Education Credits - - *Psychology & Counseling ...*

#### **CE319**     Cultural Diversity Issues and Multicultural Counseling

**Description**

Reviews counseling theories and the appropriateness of each for counseling minorities: the aged, handicapped, gifted, mentally disabled, women and members of racial and ethnic groups.

**Objectives**

- Students will review and examine multicultural and multiethnic concerns relative to mental health treatment
- Students will be guided in conceptualizing theory and practice relative to multicultural populations
- Students will focus on implications of counseling African American clients and African refugee populations
- Students will examine ethical and legal issues relative to target diverse populations

**Prerequisite**

Students should hold a bachelor's degree and meet the requirements for graduate study in a counseling program or related area.

4.0 CEU	40 hours
Fees	\$575.00
Dates	6/20/05 - 6/24/05
Time	8:30 am - 4:30 pm

#### **CE320**     Crisis Intervention and Counseling

**Description**

Overviews theories of self-destructive behavior, crisis intervention, and suicide prevention. Explores treatment approaches for those in crises in schools and institutional settings.

**Objectives**

- Students will examine theories of crisis counseling and intervention
- Students will explore crisis intervention models for school settings
- Students will develop competence in assessing lethality and treatment modalities when working with individuals in crisis

**Prerequisite**

Students should hold a bachelor's degree and meet the requirements for graduate study in a counseling program or related area.

4.0 CEU	40 hours
Fees	\$575.00
Dates	6/20/05 - 6/24/05
Time	8:30 am - 4:30 pm

*Division of Continuing Education***Professional and Business Development****NEW****CE325** **PRAXIS I & PARA – PROFESSIONAL**

## Description

The Pre-Professional Skills Tests (PPST) consists of three separate tests: Reading, Mathematics and Writing. This web-based training solution provides on-line, distance learning courses designed to help adults prepare for the PRAXIS I examination and the PARA-PROFESSIONAL examination. As of October 1, 1993, the Board of Education mandated that all teachers and other professionals who apply for certification must take the appropriate examinations from the Praxis Series. Predetermined scores must be achieved on the PPST in Reading, Writing, and Mathematics prior to standard licensure in the District of Columbia, regardless of their certification elsewhere.

- Objectives:
- Provide participants access to on-line PRAXIS I and PARAPROFESSIONAL preparation courses available to Colleges and Universities across the nation.
  - Provide all licensure candidates with the resources that will help them prepare to be come certified teachers.
  - Assist licensure candidates in achieving the required predetermined scores in Reading, Writing, and Mathematics on the Pre-Professional Skills Tests.
  - Prepare participants to take the PRAXIS I or PARAPROFESSIONAL examination.
  - Deliver an on-line, distance learning, PRAXIS I solution anytime, anywhere.
  - Provide learners with an individualized learning path of curriculum based on the outcome of an on-line simulated version of the PPST.
  - Provide students, instructors, and administrators with student's progress, scores, and responses to practice tests anywhere, anytime.

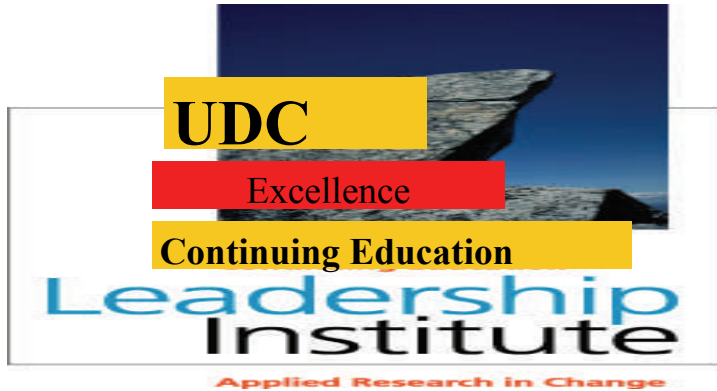
Prerequisites	HS/GED or greater and must complete first 2 yrs of undergraduate studies
Duration	1 semester
Fees	\$75.00
Time	TBA
Dates	TBA





**Division of Continuing Education**

**Professional and Business Development**



**CE330 Leadership Excellence Program**

**Description**

The professional leadership excellence program is an initiative that will offer the major DC based government and business organizations a variety of Management and Leadership programs. This blended (Web/classroom) learning is designed to offer leadership knowledge and experience directly applicable to the workplace. Through exploration of 12 competencies, participants gain an understanding of the content of leadership, how it applies to work, and strategies and tactics to assimilate the knowledge into behavioral practices.

- Objectives:
- The online component of the program is created to provide the functional knowledge of the 12 leadership competencies.
  - Provide each participant an overview of the four course quadrants; Strategist, Facilitator, Navigator, and Change Agent.
  - Implement eight applied workshop sessions each semester to provide knowledge – skill integration.
  - Provide guest lecturers, case studies, experiential presentations and activities to focus participants on competency building and practice.
  - Each participant or team completes a work-related project and presentation, highlighting learning and competency targets.
  - Provide an overview for the selected course and easy access to materials related to the corresponding leadership competencies.
  - Provide a certificate of Leadership Excellence to participants successfully completing the program. It is suggested that the organization also initiate a Reward/Recognition process to demonstrate the accomplishments of participants.

<b>Audience</b>	The process is initiated to nominated managers and leaders
<b>Duration</b>	Blended approach consisting of 60 hours of online instruction, 1 day a month for 8 months, completion of project selected by trainee
<b>Fees</b>	\$2750.00
<b>Time</b>	TBA
<b>Dates</b>	TBA

***Division of Continuing Education***

## Occupational Skills Training

The Occupational Skills training covers a series of courses designed to provide learning opportunities for participants seeking to enter various levels of employment.

### CE400 Notary Public and Procedures

**Description**

This is a two day course designed to familiarize participants with business and legal business forms requiring notarization and the appropriate notaries certification, it focuses on the essentials for protecting the public as well as the notary.

- Objectives**
- Discuss what notaries can and cannot notarize.
  - Identify the duties of a notary.
  - Demonstrate how to keep records, what to charge, and how notaries can protect themselves from claims of damage.
  - To be commissioned as a Notary Public in the District of Columbia.

<b>Prerequisites</b>	None
0.5 CEU	5 hours
<b>Fees</b>	\$75
<b>Dates</b>	TBA

### CE405 Food Supervisor's Certification

**Description**

The certification course, Sanitation for Retail Food Handlers, is designed to educate food service managers in proper food handling techniques. The certification is mandatory for all food service supervisors and must be renewed every three years.

- Objectives**
- Identify conditions that promote food borne illness.
  - Examine the safe and sanitary methods for handling and preparing food.
  - Pass the nationally recognized examination, “Experior Assessments”, and proceed to DCHD to get a certified license.

<b>Prerequisites</b>	None
1.6 CEU	16 hours
<b>Fees</b>	\$175
<b>Dates</b>	TBA



**Division of Continuing Education**

**Occupational Skills Training (Continued)**

**NEW**



**CE405 Culinary Training Program**

**Description**

This program will prepare individuals to become certified culinarians through the American Culinary Federation, Inc. Participants will be prepared for entry-level positions in the culinary industry.

**Objectives:**

- Participants will learn about basic knife skills, professional kitchen equipment, measuring practices in volumnes and weights, including Avoirdupois (ounce, pound, quart); and Metric (grams, kilo, liter), kitchen staples, dairy products and culinary professionalism.
- Participants will learn basic techniques of sanitation in preparation for the National Restaurant Association's ServeSafe® Examination, which will be taken at the end of the course.
- Provide qualified participants with basic skills and knowledge necessary to perform elementary fruit, vegetable and breakfast functions. This training will include: laboratory activities, Chef demonstrations, lecture and discussion coupled with hands-on practical experience in fully equipped modern kitchens.
- Provide qualified participants with basic skills and knowledge necessary to perform in the position of Garde Manager. This training will utilize referenced textbooks, laboratory activities, and discussion coupled with hands-on practical experience in a fully equipped modern kitchen.
- Provide participants with the basic skills and knowledge necessary to perform the elementary functions associated with stock, sauce and soup preparation. In addition, participants will learn combinations of taste, texture, color, composition, creativity and originality in recipe production and presentation. The underlying culinary principles of each food type are taught and typical menus are highlighted, developed, and produced.
- Provide qualified participants with the basic skills and knowledge necessary to perform the elementary functions associated with entrée preparation. In addition, participants will learn plate presentation, combination of taste, texture, color, composition, creativity and originality in recipe production and presentation.
- Provide participants with the knowledge and skills to be eligible to take and pass the American Culinary Federation, Inc. examination to become certified culinarians.

Prerequisites	High School diploma/equivalent or greater
36.0 CEU	18 Weeks
Fees	\$8,000.00
Time	4:00pm to 9:00pm (Mon-Fri)
Dates	TBA

*Division of Continuing Education*

## Occupational Skills Training (Continued)

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### CE410 Hazard Analysis Critical Control Point (HACCP)

Description

This is a one day course is designed to give participants a basic overview of HACCP principles and their application in the restaurant setting. This should also include information about the control of foodborne hazards related to all stages of the food chain. Participants will learn what HACCP is and then develop the skills necessary to make it function properly.

- Objectives
- Identify and understand the seven principles of a HACCP system
  - Follow HACCP through the flow of food from receiving to storing, processing and cooking
  - See how HACCP contributes to appropriate cooking, hot and cold holding, cooling and storage

Prerequisites	None
0.8 CEU	8 hours
Fees	\$150.00
Dates	TBA

### CE415 BAR CODE/TAMS/TIP

Description

This is an eight hour course designed to teach the techniques necessary to implement and manage responsible beverage alcohol service. Participants receive a UDC Continuing Education Certificate of Completion after passing the manager exam.

- Objectives
- Learn about the laws concerning beverage alcohol service. Understand associated liabilities and prevent damaging situations.
  - Identify behavioral changes that help in identifying how much beverage alcohol a guest has consumed.
  - Learn how to provide services in difficult situations. Participants will learn strategies for handling difficult alcohol-related situations.
  - Develop techniques for responsible alcohol service.

Prerequisites	None
0.8 CEU	8 hours
Fees	\$150.00
Dates	TBA

***Division of Continuing Education*****Occupational Skills Training (Continued)****CE420      Workplace Safety**

## Description

This eight (8) hour course will provide participants with a clear and concise explanation of how to recognize and prevent safety and security hazards within the workplace.

- Objectives
- Learn actions that help prevent Slips, trips and falls in the workplace.
  - Demonstrate proper lifting and carrying techniques that help prevent accidents and injuries.
  - Review security procedures that help prevent robberies and workplace violence.

Prerequisites	None
0.8 CEU	8 hours
Fees	\$150.00
Dates	TBA

**CE425      Certified Addictions Counselor**

## Description

This program delivers 209 clock hours of classroom education/training in the knowledge areas of addictions counseling.

- Objectives
- Obtain a minimum of 209 hours of documented training and/or education in both alcohol and drug treatment.
  - Pass the DCCB/PADC Board national written examination.
  - Demonstrate a code of professional conduct.

Prerequisites	None
20.9 CEU	209 hours
Fees	\$1650.00
Dates	TBA

**CE430      Re-Certification program in Addictions Counseling**

## Description

This program delivers 40 clock hours of classroom education/training in BOARD APPROVED courses/seminars related to substance abuse and/or counseling skills (1/3 of must be substance abuse specific).

- Objectives
- Obtain a minimum of 40 clock hours of classroom education/training in the knowledge/skills areas of addictions counseling for credential recertification .
  - Provide certified counselors, supervisors and those working in the field of prevention with the knowledge and skills required to renew their credentials every 2 years.

Prerequisites	Must be Level-I certified
4 CEU	40 hours
Fees	\$60.00 per 6 hours class or \$10.00 per hour
Dates	TBA

***Division of Continuing Education***

## Occupational Skills Training (Continued)

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### CE435 Taxicab Certification

**Description**

This program delivers 60 hours of classroom education for persons interested in becoming taxicab drivers in the District of Columbia.

- Objectives**
- Demonstrate knowledge of general business practices, including General Mgt. Principles, Records Mgt., and Bookkeeping.
  - Demonstrate knowledge of Public Relations and Marketing skills, including social customs and courtesies.
  - Demonstrate knowledge of DC geography with emphasis on the location of all streets and avenues, government buildings and tourists sites.
  - Pass the DC Office of Taxicab's License examination.

<b>Prerequisites</b>	Valid Metropolitan area drivers license (one year); speak, read, write English at 6th grade level.
6.0 CEU	60 hours
Fees	\$375.00
Dates	TBA

### CE440 Taxicab Fare Computation Workshop

**Description**

This workshop is designed to review the layout and geography of the city through fare computations of both the D.C. Zone System and the Interstate Fare System with special emphasis on the Zone system.

- Objectives**
- The objective of the workshop is to refresh the attendee's memory of previously learned rules and regulations and their applications to zone and interstate fare computations.

<b>Prerequisites</b>	UDC Taxicab Pre-License Certificate of Completion
0.4 CEU	4 hours
Fees	\$100.00 plus a \$15.00 non-refundable Registration Fee
Dates	TBA

### CE445 Basic Bookkeeping

**Description**

This is an 18 hour course designed to familiarize participants with bookkeeping principles to include, journal entries, transactions, and preparing the trial balance.

- Objectives**
- To develop an appreciation for essential bookkeeping principles which will prepare Bookkeepers, Accounting Clerks, and Auditing Clerks for the jobs that employers must fill in this high demand occupational skills area.

<b>Prerequisites</b>	High School Diploma or the equivalent
1.80 CEU	18 hours
Fees	\$375.00
Dates	03/06/06 to 04/10/06 • Monday nights (6PM to 9PM)

*Division of Continuing Education***Occupational Skills Training (Continued)****CE450      QuickBooks I 2006/(PRO 2006)**

## Description

This eight-hour, four hours on each of two days **hands-on, interactive** computer class provides instruction in QuickBooks 2000/Pro and Quicken for Home and Business 2000.

- Objective(s):
- Participants will use an easy step interview to create a new company
  - Develop and customize lists including customers, vendors, employees, items and services sold.
  - Establish a Chart of Accounts and track all activities in the General ledger.
  - Make entries into accounts receivable and accounts payable.
  - Enter sales and invoices.
  - Receive payments and make deposits.
  - Handle expenses, pay bills.
  - Create reports and graphs that assess the financial performance of a company; intended for strategic planning and forecasting.

Prerequisite      This class is intended for users with no previous experience using QuickBooks or Quicken. Familiarity with at least one Windows based programs such as Word or Excel is necessary.

0.8 CEU      8 hours  
 \*Fees      \$495.00  
 Dates      TBA

**CE455      Quicken For Home and Business 2006**

## Description

This is a sixteen hour, eight hours on each of two-days, **hands-on** workshop directed to individuals who have an interest in managing their personal finances. It can perform management of checking accounts as well as credit cards, asset accounts, liability accounts and investments.

- Objectives
- Setup Accounts for Home and Business.
  - Balance a Checkbook.
  - Categorize transactions.
  - Track loans and mortgages.
  - Work with Asset and Liability accounts.
  - Create Investment Accounts and Securities.
  - Setup online services.
  - Create reports.

Prerequisite      This class is intended for users who have basic experience using Windows XP. Familiarity with at least one other Windows based program such as Word or Word Perfect is necessary.

1.6 CEU      16 hours  
 \*Fees      \$495.00  
 Dates      TBA

***Division of Continuing Education***

## Occupational Skills Training (Continued)

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### CE460 Intermediate QuickBooks II 2000/(PRO 2000)

**Description**

This is an eight hour, four hours on each of two-days, **hands-on** workshop directed to individuals who have enrolled in QuickBooks I or who otherwise have prior experience with Quicken or QuickBooks. It will address such topics as customizing QuickBooks to fit the needs of your business, undoing entries that you may have made in error and when to use void vs delete; multi vs single user mode and password protection; when to use class tracking and audit trail.

**Objectives**

- Customize forms (e.g., invoices, cash sales receipts, purchase orders).
- Create and work with credit card accounts.
- Establish Asset, Liability and equity accounts.
- Do payroll (add payroll items to QuickBooks; create employee templates; pay employees; track and pay payroll liabilities; create profit and loss, other reports and graphs that include payroll expenses).
- Collect sales tax, track and paying sales tax liabilities.
- Do Inventory.
- Create estimates or quotes.
- Do time tracking via time sheets.
- Bill employee time to specific jobs.
- Do progress invoicing.
- Create further reports and graphs for strategic planning and forecasting.
- Learn step by step procedures for importing other financial systems into QuickBooks Pro; Export to Excel for further data analysis and graphing.
- Use QuickBooks to write business letters in Microsoft Word.
- Learn new features of QuickBooks 2000/Pro 2000 including:
  - Create a web page using QuickBooks
  - Accept cards (using a merchant account)
  - Print postage stamps
  - Prepare direct mail using QuickBooks

**Prerequisite**

This class is intended for users who have enrolled in QuickBooks I or who otherwise have experience with Quicken or QuickBooks I.

0.8 CEU	8 hours
*Fees	\$495.00
Dates	TBA

\*If this course is taken as part of a 3 course series consisting of QuickBooks 2000/Pro 2000 I (Basic) and II (Intermediate), Quicken For Home and Business 2000, course fees will be assessed as follows:

1. \$495.00 for any one course in the series
2. \$695.00 for any two courses in the series
3. \$750.00 all three courses in the series





## Occupational Skills Training (Continued)

### CE463 American Home Inspectors Training Institute (AHIT)

#### Description

The American Home Inspectors Training provides an easy and understandable format designed to enable participants to either start and operate their own successful home inspection business or to be a significant contributor in an established company. This Distance Learning Master Course is complete with books, audio and visual tutorials, exercises and practice quizzes, photos of numerous inspection scenarios, exams and valuable industry updates are delivered online.

- Objectives:
- Learn the different components of a home that are required to do a professional home inspection.
  - Receive a Certificate of Completion by successfully completing all of the exams in the course. This will allow participants to utilize the AHIT Certified Inspector Logo.
  - Complete Industry Update section to stay on top of industry updates and changes- another feature that is helpful during an inspector's entire career.
  - Identify the professional guidelines to follow for quality home inspections.
  - Learn how to use good people skills with the customer and write up a real inspection report.
  - Learn all about the home inspection industry through a combination of home construction information, home inspection techniques, easy hands-on exercises and practical pointers to help you become a well-trained and successful home inspector.

Prerequisites	High School diploma/equivalent or greater
30.0 CEU	*Approx. 300 hours (online)
Fees	\$995.00
Time	TBA
Dates	TBA

\*Approved by the Texas Real Estate Commission



*Division of Continuing Education*

# Home Wiring

## CE465 Fundamental Repair and Maintenance

Description

This 12-hour, 3 hours on each of 4 days **hands-on, interactive** electrical repair class provides the basic skills needed to repair and maintain an electrical home system.

- Objective(s):
- Participants will review illustrations of typical wiring methods; adapt installations to individual requirements and regional codes.
  - Demonstrate knowledge of electrical codes; these include the National Electric Codes (NEC), county codes, and local (city) codes.
  - Learn how to wire into Electrical Boxes, Fixtures and Switches.
  - Learn how to add new outlets to existing ones.
  - Demonstrate how to change a Single Pole Switch to a Switch and Outlet.
  - Demonstrate how to wire Three-Way Switches with switches controlling one, two, three, and four lights.
  - Demonstrate how to wire Single Pole Switches with switches controlling one, two, three, and four lights.
  - Learn all about 4 Way Switches
  - Learn how to wire Outlet and Light with Pull Chain.
  - Learn how to wire Outlet - Switch and Light.
  - Demonstrate adequate knowledge of stand electrical terms.

Prerequisite This class is intended to meet the needs of those individuals who want to upgrade their electrical skills to seek employment in the electrical field.

1.2 CEU	4 days
Fees	\$120
Dates	5/5 - 5/26

***Division of Continuing Education***

## Customer Service Training

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### CE500     Human Relations in Business

**Description**

The Human Relations in Business seminar incorporates both the didactic and praxis elements of teaching. This seminar will impart skills proven to be effective and efficient in working with customers. This seminar teaches that one of the most important aspects of effective human relations is the ability to listen. The Human Relations in Business seminar teaches employees how to work efficiently and effectively with customers while acting in accordance with current company policy. The seminar directly correlates the overall strategy and mission of the organization with the vision, goals and objectives of each functional department. Additionally, the seminar creates a forum which, on a going forward basis can be used to implement positive customer care improvements.

**Objectives**

- Demonstrate the ability to relate departmental effectiveness with overall strategy and mission
- Effectively articulate department Vision, Goals and Objectives
- Develop effective listening skills to efficiently grasp customer concerns
- Develop effective and decisive decision making skills
- Improve customer recognition; internal vs. external

**Who should attend**

This seminar is designed for organizations that wish to align their corporate strategy, departmental goals and objectives with the task significance of each employee.

0.3 CEU	3 hours
Fees	\$75.00
Dates	TBA

*Division of Continuing Education*

## Management and Staff Training

**NEW**

### CE510 Customer Service Workshop

Description

The workshop is designed to investigate and review customer service as a principle tool for achieving performance excellence. The methodology will encompass experiential learning designed to stimulate discussion and numerous small group exercises. A political campaign style approach will be used to arouse a spirited engagement of the subject.

- Objectives:
- To become familiar with basic and emerging thought, theory and research on the skills and responsibilities utilized by employees to achieve customer satisfaction.
  - To aid each participant to better understand what customer service is, who is their customer, what do they want and various ways to deliver said services.
  - To study what administrators in organizations do.
  - To challenge each participant to construct his/her service delivery style and approach based on state-of-the-art information on ways to meet and exceed customer expectations.
  - To have each participant develop a personal plan of action applying selected skills from the workshop.

Who should attend

Open to all participants.

1.6 CEU

16 hours (two consecutive days from 8:00 a.m. to 4:30 p.m.)

Fees

\$325.00

Dates

TBA



Division of Continuing Education

Continuing Education Registration Form

Mail To: University of the District of Columbia, Division of Continuing Education, 4340 Connecticut Avenue, NW Building 52, Room 210, Washington, DC 20008

FAX to: 202.274.6500

Social Security Number or UDC Student ID# [ ] [ ] [ ]

[ ] , [ ] [ ]

Last Name First Name MI

Street Address [ ]

City [ ] State [ ] Zip Code [ ]

Telephone numbers where you can be reached in case of class cancellation or schedule change:

Home: [ ] Work: [ ] E-mail Address: [ ]

Birth Date: Month: [ ] [ ] Day: [ ] [ ] Year: [ ] [ ] Gender: [ ]

Please indicate which of the following is accurate: This information is voluntary, it will not be used in making admissions decisions and will only be used for reporting purposes.

- Asian or Pacific Islander (O) Black (B) Alaska Native/American Indian (I) Hispanic (S) White (W) Other, please specify

Occupation [ ]

Please check here if you are:

- Senior citizen (65 and over) Full-time UDC Student Certificate Student UDC Employee/Spouse Department and Telephone:

Course/s for which you are registering:

Table with 5 columns: Number, Title, Day and Time, Cost, Page. Rows 1-4.

Application Fee: There will be a non-refundable \$15.00 application fee, payable to UDC—money orders only.

REFUND POLICY: If you withdraw from a course before the class begins, you will receive a refund after officially notifying the COES Registration Office (202-274-6686) of your intentions; a \$15.00 administrative fee will be retained. There are NO refunds once class has begun. No refunds will be paid out to students who attempt to take courses without satisfying the prerequisite requirements. Refunds will not be issued for classes missed as a result of illness, personal emergencies or any other event beyond the University's control. The University reserves the right to cancel courses or to make changes in courses of insufficient enrollment or if other compelling circumstances are warranted.

Sign and date below after you have read and understood and completed all of the information provided on this form. Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Division of Continuing Education  
University of the District of Columbia  
4340 Connecticut Avenue, NW  
Washington, DC 20008**

[2005-2006]



**Community Outreach and Extension Services  
*Division of Continuing Education*  
4340 Connecticut Avenue NW, Bldg 52—Room 210**

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