University of the
District of Columbia

Workforce
Development
and Lifelong
Learning

Catalog of
programs and courses

2013-2014

UNIVERSITY OF THE
DISTRICT OF **COLUMBIA**
— COMMUNITY COLLEGE —

Workforce Development and Lifelong Learning

The University of the
District of Columbia
Community College

The University of the District of Columbia Community College (UDC-CC) serves the City's residents by integrating workforce preparation, employability skill development, quality education and remediation, economic development and employer linkages, school-to-career training—providing a seamless transition from K-12 to adult education and literacy to college prep—and continuous lifelong learning. This institution provides opportunities to DC citizens, employers, the University, and the District of Columbia.

ASSOCIATE'S DEGREE PROGRAMS

UDC-CC currently offers 22 Associate's degree programs. Since the Workforce Development programs offer seamless pathways for students to continue their studies, all of the certificate-based Workforce Development programs have degree equivalents that will allow you to further your education and propel your career. Take a look below and discover how YOU can craft your personal journey.

Administrative Office Management
Architectural Engineering Technology
Automotive Technology
Aviation Maintenance Technology
Business Technology
Construction Management
Computer Accounting Technology
Computer Science Technology
Corrections Administration
Education
    • Infant / Toddler Education
    • Early Childhood/School Age
      (Pre-K – Grade 3)
    • General Education
      (Elementary and Secondary)

Fashion Merchandising
Graphic Communication Technology
Graphic Design
Hospitality Management & Tourism
Law Enforcement
Legal Assistant
Liberal Studies
Mortuary Science
Music
Nursing
Respiratory Therapy
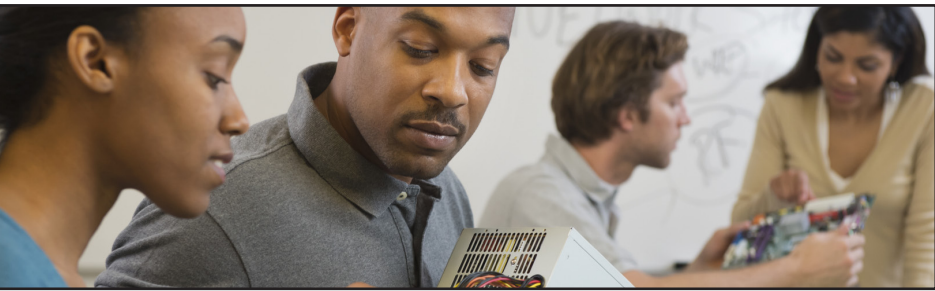
CONTINUING EDUCATION

The Continuing Education (CE) programs at UDC-CC provide people with opportunities for personal, professional and civic growth. Our courses are designed to provide people with the skills they need for current and emerging job markets as well as for exploring personal interests. Currently, there are few affordable adult education options for District residents that offer comprehensive certificate and Continuing Education Unit (CEU) credits for participation and attendance in approved classes and workshops. Continuing Education Units validate the successful completion of studies by learners who participate in approved courses and workshops. The UDC-CC CEU protocol, outlined on our website http://cc.udc.edu/continuing_education/what_are_ceus, is set in accordance with requirements of national standard organizations including the International Association for Continuing Education and Training.

Learning options: We will offer online and live, lecture-based courses specializing in health services, education, business, engineering, legal studies, automotive, technology, creative/design, writing and language and professional development. New courses and areas of study will be added as we identify interest. Learners can choose more comprehensive certificate-driven courses lasting from 6-12 months or shorter courses lasting from 6-8 weeks.

Continuing Education offers online courses through different services tailored to meet your specific needs. Summaries of each program of study are listed below. Please visit **www.cc.udc.edu** for links to the specific classes that make up each program of study.

- Ed2Go - Short courses usually lasting from 6-9 weeks.
- Gatlin Education - Long courses usually lasting from 6-12 months.
- The Knowledgebase - Short and long classes lasting from 4 weeks to 12 months with an emphasis on "green" and sustainable living courses.
- Legal Studies - Short courses usually lasting from 6-9 weeks.

UDC-CC offers a selection of traditional classroom-based continuing education classes.

- Dale Carnegie Course: Effective Communications & Human Relations
- Emergency Medical Technician Basic (EMT-B) Certification Course
- Basic / Intermediate Photography
- Arabic Language Course
- Jewelry Design
- Aviation

Anyone can sign up for a class, no matter what your education background is, simply visit our website http://cc.udc.edu/ce or contact us via telephone at (202) 274-7183

WORKFORCE DEVELOPMENT & LIFELONG LEARNING

The mission of the Workforce Development and Lifelong Learning Division is to reduce unemployment and under-employment in the District of Columbia by enhancing the skills of its residents. The program provides training to DC residents aimed at helping them earn jobs, get promoted, and train for careers in new industries. The University of the District of Columbia Community College, Workforce Development and Lifelong Learning Division offers residents of Washington, DC training programs in five career clusters: hospitality, allied health, construction, transportation and administrative/technology. These career clusters represent high-wage, high-demand industries in the Washington Metropolitan Region.

Where is training offered?

Training is offered at four (4) locations:

WARD 5
Bertie Backus Campus
5171 South Dakota Avenue, NE
Washington, DC 20017
(202) 274-7209

WARD 8
PR Harris Educational Center
4600 Livingston Road, SE
Washington, DC 20032
(202) 274-6999

WARD 7
Marion Shadd Educational Center
5617 East Capitol St. SE
Washington, DC 20019
(202) 274-5617

WARD 8
United Medical Center (2nd Floor)
1310 Southern Ave. SE
Washington, DC 20032
(202) 574-6854

How do I sign up?

1. Call the training center where you are interested in pursuing training. The numbers to call are on the previous page.

2. Determine when the Comprehensive Adult Student Assessment Systems (CASAS) test will be given at the site you have identified.

3. Go in person to the training center you have chosen at the time that the CASAS examination will be offered to complete the Assessment component, which is the first step toward registration in a program/course.

4. Take with you at the time you go to take the CASAS examination documentation for each of the following requirements:

REQUIREMENT	ACCEPTABLE DOCUMENT(S)
Residency	DC Driver's License or DC Non-Driver ID card
Educational Status	High School Diploma; GED; School Transcript (sealed); College Degree
Proof of Income	Pay Stub (current) or IRS Form 1040
Citizenship	Birth Certificate; US Passport; foreign passport stamped Eligible to Work.
Date of Birth	Birth Certificate
Social Security Number	Social Security Card; Letter from Social Security Administration
Military Status	(If Applicable) DD-214
Employment Status	(If Applicable) Layoff Notice; Termination Notice. (Applies to dislocated workers.)
Selective Service Registration	(If Applicable) Selective Service Card
Number of Dependents	Birth certificate for each dependent and IRS Form 1040.
Health Insurance	Health Insurance Card

The Government of the District of Columbia requires that WDLL document all participants; that is why it is extremely important that you bring ALL of the required documents when you appear for testing. Your application cannot be completed until all of the required documents are located in your folder.

 5. Upon completion of the assessment activities, you can schedule an appointment to meet with your Student Success Specialist to determine your individualized education program. During this meeting, all of the options available to you will be clearly explained, and you will select your training activities. You will need to have an email address at this time.

6. After determining the training you wish to undertake, and having determined that you are eligible for the training option you have chosen, you will complete the Statement of Interest (SOI) found on the website located at: www.cc.udc.edu/wd

7. Once you have completed and submitted the SOI, you have to wait while your application is under review. Remember that your application cannot be considered until ALL of the required documentation is available for review.

8. When your registration is complete, you will receive a Notice of Registration by email sent to the email address you provided. Note that we are not responsible for incorrect email addresses.

What should I bring?

Bring with you on the first day of class the Notice of Registration which demonstrates that you have completed all of the requirements for entry into the training program/course that you have chosen.

We look forward to serving you and to making your experience with us as pleasant as possible. Thank you for your interest in Workforce Development and Lifelong Learning!

WHAT IS THE CASAS ASSESSMENT?

CASAS, Comprehensive Adult Student Assessment Systems, is the most widely used competency-based assessment system in the United States designed to assess the relevant real-world basic skills of adult learners. CASAS measures the basic skills and the English language and literacy skills needed to function effectively at work and in life.

For more than three decades, CASAS, a nonprofit organization, has strengthened the efforts of education and business and industry to transition people age 16 and over to postsecondary education and workplace success. CASAS is used nationally and internationally and is validated by the U.S. Department of Education and the U.S. Department of Labor. The primary focus of CASAS is adult education and workforce development — identifying the needs and providing the solutions.

Note: The minimum score for most of the programs and courses is:
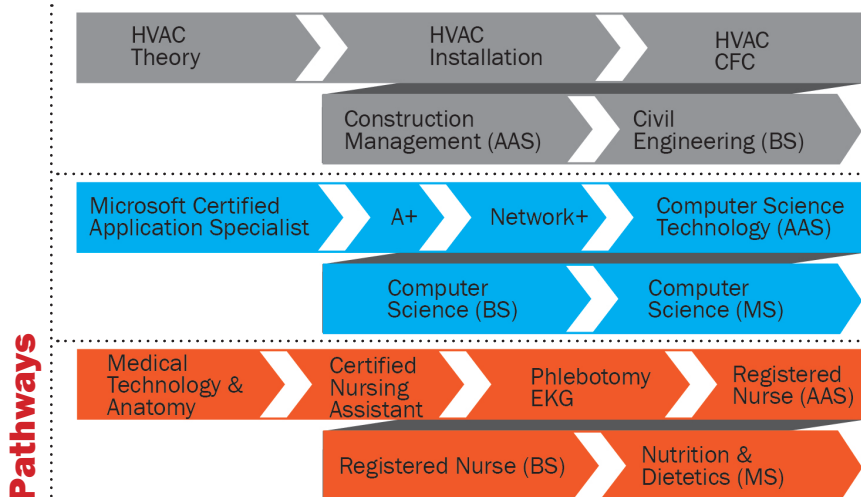   Reading=231   Math=221

A+   **Please note that some courses or programs require a higher level CASAS score. This is done because these courses require individuals who enter to have a higher baseline ability in English and Math.**

CAREER PATHWAYS

Career Pathways is a workforce development strategy used in the United States to support workers' transitions from education into and through the workforce. This strategy has been adopted at the federal, state and local levels in order to increase education, training and learning opportunities for America's current and emerging workforce. UDC-CC offers career pathways in allied health, transportation, hospitality, construction and administrative/technical industries.

Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education and training; and place them in high-demand, high-opportunity jobs.

Here at UDC-CC Workforce Development all of the career pathways have a corresponding degree that you can pursue. Though optional, furthering your education with a degree will open more career options and increase your earning ability. Here are a few examples of pursuable career pathways at UDC-CC:

Pathways

HVAC Theory	HVAC Installation	HVAC CFC
	Construction Management (AAS)	Civil Engineering (BS)

Microsoft Certified Application Specialist	A+	Network+	Computer Science Technology (AAS)
	Computer Science (BS)		Computer Science (MS)

Medical Technology & Anatomy	Certified Nursing Assistant	Phlebotomy EKG	Registered Nurse (AAS)
	Registered Nurse (BS)		Nutrition & Dietetics (MS)

All Courses require a CASAS score of Reading=231 Math=221 unless otherwise noted. Other pre-requisite information is provided throughout the catalog.

COURSE DESCRIPTIONS

Administrative Technology
Career Pathway

Electronic Health Records

Prerequisite:
CASAS Reading = 247; CASAS Math = 231 Medical Billing and Coding, Medical Office Administrative Program (MOAP), or Microsoft Office course

Course Description
The Electronic Health Records (EHR) course prepares students for skills and competencies required as a certified EHR specialist, including auditing patient records for compliance with legal and regulatory requirements, extract clinical information for inclusion in reports such as quality improvement studies, billing and coding for insurance claim reimbursements, process release of information (ROI) requests for medical records, review patient records, and collect patient demographic and insurance information. **Total Contact Hours – 144**

Certification:
Electronic Health Records Specialist Certification Exam (CEHRS)
National Health Career Association (NHA) Certified

A+

Prerequisite:
CASAS Reading = 247; CASAS Math = 231

Course Description
The A+ course covers the fundamentals of PC hardware and software as well as advanced concepts. It is designed for students who want to pursue careers in IT and students who want to gain practical knowledge of how a computer and other IT components work. Students who complete this course will be able to describe the internal components of a computer; disassemble and reassemble a computer system; install an operating system; and troubleshoot using system tools and diagnostic software.

Students will also be able to connect to the Internet and share resources in a network environment. Additional topics covered include laptops and portable devices, wireless connectivity, security, safety and environmental issues, applied network configuration and troubleshooting skills, and communication skills. **Total Contact Hours – 144**

Certification:
CompTIA A+ and the Microsoft Technology Associate: Windows Operating System Fundamentals

Network+ Certification Course

Prerequisite:
CASAS Reading = 247; CASAS Math = 231, CompTIA A+ certification course or work experience

Course Description
The Network+ course teaches the fundamentals of network support administration and addresses the latest skills needed by technicians, such as basic principles on how to secure a network. The exam covers network technologies, media and topologies, devices, management, tools and security. The course will prepare students for competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. Network+ Certification is suited for computer technicians who are searching for a challenging career in the administration and support of complex internetworking environments. **Total Contact Hours – 144**

Certification:
CompTIA Network+

Microsoft Certified Application Specialist

Course Description
The Microsoft Office Specialist (MOS) certification course covers the competencies required to pass the Word, Excel, PowerPoint and Outlook exams. The course illuminates the relationship between MOS certification and upward mobility in the Administrative Technology Industry; provides learner-centered instruction enabling students to fulfill the evolving needs of the marketplace; and encourages a learning culture that values professional customer service skills. **Total Contact Hours – 144**

Certification:
Microsoft Office Specialist (Word, Excel, PowerPoint, Outlook)

Project Management
Prerequisite:
CASAS Reading = 247; CASAS Math = 231. 1-2 years of work experience in project management assistance preferred

Course Description
The project management course offers recognition to practitioners who are starting a career in project management as well as project team members who wish to demonstrate their project management knowledge. The course illustrates the use of key Project Management Body of Knowledge (PMBOK) Guide tools and techniques through performing numerous actual in-class exercises such as (financial evaluation, project selection, charter development, CPM scheduling, earned value, etc.) This course provides you the opportunity to learn the basics of project management- how to plan, execute, control and complete projects. You will learn how to prepare project schedules, develop project measures and approaches to project control; and how to develop, lead and motivate project teams. Individuals who contribute specialized skills to a project team can benefit from this certification by allowing them to align their work with that of project managers. **Total Contact Hours – 24**

Certification:
Project Management Institute (PMI) Certified Associate in Project Management (CAPM)

Administrative Assistant
The Administrative Technology courses prepare the students for careers in clerical, general, secretarial, and administrative assistant careers. Students will learn to operate computers and other office machines, become proficient with common business software, and develop good work and organizational habits. The courses will emphasize the development of personal attitudes and traits that enable students to work harmoniously with employers and co-workers. The study of office procedures is augmented by preparation for certification in Microsoft Word. **Total Contact Hours – 144**

Introduction to Computers

The Introduction to Computers course is intended for students wishing to gain useful knowledge about the computer hardware, software, network connectivity and Internet functions. Gain basic understanding of Windows 7, work with files, folders and disk, and personalize Windows while dealing with common problems and protecting the computer against common nuisances such as viruses and spam. Learn how to use search engine to research information on the web; download, modify and save pictures to local and external devices; play, rip or burn CDs; setup, send and receive email; play and DVD and make a movie; and interface on social media sites such as Facebook or Twitter. **Total Contact Hours – 144**

Certification:
Internet and Computing Core Certification (IC3)

Medical Office Administrative Program
Prerequisite:
Medical Terms & Anatomy

Medical Office Administrative Assistant Program (MOAP) is a 120 hour program that prepares individuals for employment in medical and other health-care related offices. Course work includes medical terminology; information systems; office management; medical coding; billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health related industries. **Total Contact Hours – 144**

Medical Billing and Coding
Prerequisite:
Medical Terms & Anatomy

The Medical Billing and Coding is a 120-hour program that prepares students for entry-level employment as medical coders and billers, in a medical setting. Common skills taught; registering and recording patient information, verifying patient insurance, referrals and pre-authorizations, recording transactions, processing payments,

managing patient records, billing coding and reporting insurance claims, and collecting payments from patients and insurance companies, patient insurance, referrals and pre-authorizations, recording transactions, processing payments, managing patient records, billing coding and reporting insurance claims, and collecting payments from patients and insurance companies. **Total Contact Hours – 144**

Construction
Career Pathway

NCCER Craft Skills - Core Instruction

The National Center for Construction Education and Research (NCCER) Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. This course serves as a prerequisite for all of our construction trades such as carpentry, electrical, plumbing, and HVAC. **Total Contact Hours – 144**

Note: $25 certification fee for the NCCER Certification

Carpentry Level I

The National Center for Construction Education and Research (NCCER) Carpentry Level I program serves as the first level curriculum for carpentry students. Topics will include: an orientation to the trade; basic safety, building materials, fasteners, and adhesives, hand and power tool usage; and blueprint reading. Text, basic tools, and calculator required. **Total Contact Hours – 144**

Carpentry Level II

Prerequisite:
Carpentry Level I

The National Center for Construction Education and Research (NCCER) Carpentry Level II is a class that introduces key content such as commercial drawings, roofing applications, thermal and moisture protection, exterior finishing, cold-formed steel framing, drywall installation, doors and door hardware, suspended ceilings, window, door, floor, and ceiling trim, cabinet installation, and cabinet fabrication. **Total Contact Hours – 144**

Electrical I

The National Center for Construction Education and Research (NCCER) Electrical I course outlines a set of best practices for students pursuing a career in the electrical field. Topics include education in basic safety, electrical theory, tool use and electrical skills building the foundation to pursue a career in the electrical industry. This course provides the foundation for persons looking to understand the true basic electrical workings and contractor assistance. **Total Contact Hours – 144**

Electrical II

Prerequisite:
Electrical Level I

The National Center for Construction Education and Research (NCCER) Electrical II course serves as the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, grounding and bonding, circuit breakers and fuses, electric lighting. Hands-on lab included. Textbook and calculator required. **Total Contact Hours – 144**

Electrical III

Prerequisite:
Electrical Level II

The National Center for Construction Education and Research (NCCER) Electrical III course introduces numerous modules including load calculations, branch and feeder

circuits, conductor selection and calculations, practical application of lighting, hazardous locations, overcurrent protection, distribution equipment, transformers, commercial electrical services, motor calculations, voice, data, and video, and motor controls. **Total Contact Hours – 144**

Electrical IV
Prerequisite:
Electrical Level III

The National Center for Construction Education and Research (NCCER) Electrical IV course introduces numerous modules including load calculations, healthcare facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations and splices, and special locations. **Total Contact Hours – 144**

Brick Masonry I

This Brick Masonry I course is the National Center for Construction Education and Research (NCCER) Level I curriculum for masonry apprentices. In the course students will receive an introduction to masonry, materials, methods, safety practices, equipment and tools, measurements, and various bricklaying techniques. The course is a UDC Community College partnership with Parkinson Construction. **Total Contact Hours – 144**

Brick Masonry Level II
Prerequisite:
Brick Masonry Level I

The Brick Masonry II course is the National Center for Construction Education and Research (NCCER) Level II curriculum for masonry apprentices. In the course students will be introduced to various forms of bonding, common types of masonry units, brick and block cutting, and wall construction. This course is a partnership between Parkinson Construction and the University of the District of Columbia Community College.

Heating, Ventilation, and Air Conditioning (HVAC) Theory

The HVAC Theory course is a one hundred twenty (120) hour program that presents the concepts of Heating and Air Condition including air and refrigerant distribution systems. It begins with a review of the formulas and concepts necessary for HVAC calculations and then explores the natural sciences behind the manipulation of HVAC systems to restore proper and balanced temperatures. Participants will master the operation of a basic air conditioning circuit and follow the flow of refrigerant from the point that it first extracts the heat from indoor air until it releases it into the outside air. Training then moves to deeper study of electrical circuits and troubleshooting, the operation of gas furnaces, and their troubleshooting, repair, and replacement. Upon successful completion of the program, participants are prepared to take the HEAT exam, a nationally recognized certification in basic Heating, Electrical, and Air Conditioning Technology. **Total Contact Hours – 144**

HVAC Installation
Prerequisite:
HVAC Theory

The HVAC Installation Program curriculum is designed to equip the student technician with skills necessary to design and install human comfort air conditioning systems in residential and light commercial applications. The course begins with a review of the information learned in the HVAC Theory Program. Afterwards students review the needs of the prospective air conditioned space and design a system to meet heating and cooling needs. Processes conclude students turn to and perform all the processes involved in installation, start-up, and routine maintenance. **Total Contact Hours – 144**

HVAC CFC

The HVAC CFC course assist students in learning the principles and applications of HVAC and an overview of EPA section 608 refrigerant practices. Participation in this class will give the student practical, hands-on experience with newer, higher efficiency heating and cooling equipment as well as the theory involved. Students will learn industry standards and safety practices presently in place for this changing field. Successful students will earn a CFC certification at the completion of this course. **Total Contact Hours – 48**

Note: $25 certification fee for the CFC Certification

Plumbing I

The Plumbing I course introduces the student to the plumbing trade, providing them with the opportunity to learn basic skills needed to work in the plumbing industry. The course includes work in the classroom and shop. Students will work with plastic, copper, steel and cast iron pipe. Students will be able to identify and apply common DWV, copper and threaded fittings. Job safety and introduction to isometric drawing are also included in this course. **Total Contact Hours – 144**

Hospitality
Career Pathway

Customer Service Training-Retail

The Customer Service Training- Retail curriculum is a 100-hour program that prepares students for entry-level sales and service associate positions at hundreds of stores in the District and nationwide. In addition to learning customer service and sales techniques, students will learn to research product features and match specific products with customers when appropriate. Key skills taught include: how to establish credibility, reliability, and responsiveness, how to develop a repeatable telephone process, how to create repeat customers, how to gather – collect accurate information, how to build trust in the first 15 seconds, how to overcome objections; building ironclad/strong rebuttal in advance, how to know when to stop talking. The program is aligned with industry standards as determined and validated by retail companies from across the US. It prepares students to sit for the Professional Certifications in Customer Service and in Sales issued by the National Retail Foundation. **Total Contact Hours – 100**

Food Handling

The Food Handling course is a 12-hour curriculum that aligns with the comprehensive DC Food Handlers training and testing program for the DC food industry. By completing the Food Handling course you will receive a nationally recognized DC Food Handlers Certification after passing an 80 question exam. Completion of this certification

qualifies you for a food handler credential from the Health Department. **Total Contact Hours – 12**

Note: $33 Certification Fee

HOPE (Hospitality Outreach Pathways to Employment) Program

The HOPE Hospitality Program is a 10-week comprehensive course geared toward learning skills leading to employment in the hotel industry. In partnership with Goodwill of Greater Washington and Progressive Partners LLC, participants will receive instruction in hospitality skills, adult basic education, employability skills, digital literacy basics, and customer service. Participants also receive job coaching and employment placement assistance. At the end of this program, participants will take the START certification, an industry-recognized credential. Participants must complete an application process that includes an interview, background check, and drug testing.

(Please note most of these courses have fees associated with the program. Those fees are listed. Scholarship opportunities are available.)

Nursing and Allied Health Career Pathway

Certified Nursing Assistant Training Program
Tuition applies. Please call for more information

The CNA training is a 120-hour program that provides the theory and clinical practice to prepare students to learn how to care for residents in long-term care facilities. The Certified Nursing Assistant assists residents with activities of daily living (ADL) under the supervision of a registered nurse. Department of Health (DOH) final rulemaking, 29-3201 Training Requirements for Nurse Aide, requires a minimum of 120-clock hours (45-classroom, 30-laboratory and 45-clinical practicum that may require travel) to the complete the required training. **Total Contact Hours – 120**

Dialysis Technician (DT)
Tuition applies. Please call for more information

Prerequisite:
CASAS Reading = 236; CASAS Math = 226

The Dialysis Technician training is a 120-hour (65-theory and 55-clinical practicum) program intended for those interested in a career in renal dialysis. The program prepares learners for employment in a hemodialysis unit. This program will cover patient care principles, normal and abnormal renal anatomy and physiology, principles of dialysis, water treatment, hemodialysis procedures under the supervision of a registered nurse. This program prepares student for the national certification examination through the Board of Nephrology Examiners Nursing and Technology (BONENT). The DC Department of Health (DOH) proposed rulemaking, 8816 Training Requirements for Dialysis Technician, requires a minimum of 65-clock hours to complete the training. **Total Contact Hours – 120**

Direct Support Professional (DSP)
Tuition applies. Please call for more information

The Direct Support Professional training is an 80.5-hour program (64.5-theory and 16-pracitcum) that trains individuals to become Direct Support Professionals (DSP). DSP's work directly with people who have developmental disabilities with the aim of assisting the individual to become integrated into his/her community or the least restrictive environment and serve as an advocate for the individual in communicating their needs, self-expression and goals. A DSP may provide support to a person with a disability at home, work, school, church, and other community places. We teach the required District of Columbia Developmental Disabilities Administration (DDA) and Department on Disability Services (DDS) training programs curriculum. **Total Contact Hours – 80.5**

Home Health Aide (HHA)
Tuition applies. Please call for more information

The Home Health Aide training is a 125-hour (65-theory, 20-laboratory, 40-clinical practicum) program that provides theory and clinical practice to prepare students to learn how to care for clients in their homes. Students are trained to provide such non-

custodial care, such as, helping with dressing, getting in and out of bed, using the toilet and preparing meals. In addition to non-custodial care, Home Health Aides are trained to perform nursing delegated functions such as: basic restorative skills, including transfers, ambulation, range of motion and positioning that are appropriate for the home setting; assisting with self-administration of medication, administering an enema; care of ostomy including skin and changing the appliance; administering of oxygen therapy. The DC Department of Health (DOH) final rulemaking, 9327 Training Requirements for Health Aide, requires a minimum of 125-clock hours (65-classroom, 20-laboratory and 40-clinical practicum) to complete the required training. **Total Contact Hours – 125**

Licensed Practical Nurse
Tuition applies. Please call for more information

Prerequisite:
12th grade in Reading and Math per the ATI Nursing Education assessment

The Licensed Practical Nurse is a twelve (12) month, 1600 hour (minimum 600 clinical hours) program designed for individuals with the desire and the ability to nurture and provide health care to persons in hospitals, clinics, long-term care facilities and other health care settings under the supervision of a registered nurse or physician. The Practical Nursing Training Program provides the required theory and skills necessary for participants to succeed in the test which results in the awarding of the license for Practical Nursing. License/Certificate: Practical Nursing License. **Total Contact Hours – 1600**

Patient Care Technician (PCT)
Tuition applies. Please call for more information

Prerequisite(s):
CASAS Reading = 236; CASAS Math = 226
Applicants must present their current District of Columbia Nursing Assistant (CNA) or EMT Certification

The Patient Care Technician is a170-clock hour (65-theory, 85-clinical practicum and 20-mental/behavioral health) program that prepares students for employment as a Patient Care Technician (PCT). PCT's job description includes assisting patients with many tasks they cannot do for themselves while they are in hospitals, rehabilitation

clinics and/or ambulatory care centers. PCT's perform routine tasks and this program provides the theory and skills necessary to care for complex patients in various health care settings under the supervision of a registered nurse. The DC Department of Health (DOH) proposed rulemaking, 8814 Training Requirement for Patient Care Technician, requires a minimum of 128-clock hours (44-theory and 84-clinical practicum that will require travel to complete the program. **Total Contact Hours – 170**

Pharmacy Technician
Tuition applies. Please call for more information

Prerequisite:
CASAS Reading = 236; CASAS Math = 226

Pharmacy Technicians help licensed pharmacists dispense prescription medication. They work under the supervision of the pharmacist, who must review all prescriptions before they are given to patients. They work in retail pharmacies and hospitals. Pharmacy Technicians typically perform the following tasks: Take from customers or health professionals the information needed to fill a prescription; Count tablets and measure amounts of other medications for prescriptions, compound or mix medications, such as preparing ointments, package and label prescriptions, accept payment for prescriptions and process insurance claims, do routine pharmacy tasks, such as answering phone calls from customers. **Total Contact Hours – 95** (50 hours theory and 45 hours laboratory)

Certification:
National Healthcareer Association - Pharmacy Technician Certification (CCPL)

Phlebotomy/EKG Technician
Tuition applies. Please call for more information

Prerequisite:
CASAS Reading = 236; CASAS Math = 226

The Phlebotomy/ EKG Technician is a 178.5-hour (105-theory/laboratory, 13.5-final activities, and 60-hours of EKG theory) program that prepares students for employment in a laboratory environment as a Phlebotomist or EKG Technician. Phlebotomy is the act of drawing blood either for testing or transfusion. It is a skill employed by many

professionals in allied health fields. EKG Technicians also play a vital role in health-care. They are responsible for the interpretation of heart monitors or EKG's (Electro-cardiogram). **Total Contact Hours – 178.5**

Certification:
National Healthcareer Association - EKG Technician Certification (CET)
National Healthcareer Association - Phlebotomy Technician Certification (CCP)

Medical Office Administrative Program (MOAP)
Tuition applies. Please call for more information

Prerequisite:
Medical Terms & Anatomy

The Medical Office Administrative Assistant Program (MOAP) is a 120 hour program that prepares individuals for employment in medical and other health-care related of-fices. Course work includes medical terminology; information systems; office manage-ment; medical coding; billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health related industries.

Certification:
National Healthcareer Association - Medical Administrative Assistant Certification (CMAA)

Medical Billing and Coding
Prerequisite:
Medical Terms & Anatomy

The Medical Billing and Coding is a 120-hour curriculum that prepares students for entry-level employment as medical coders and billers, in a medical setting. Common skills taught; registering and recording patient information, verifying patient insur-ance, referrals and pre-authorizations, recording transactions, processing payments, managing patient records, billing coding and reporting insurance claims, and collecting payments from patients and insurance companies, patient insurance, referrals and pre-

authorizations, recording transactions, processing payments, managing patient records, billing coding and reporting insurance claims, and collecting payments from patients and insurance companies.

Certification:
National Healthcareer Association - Billing and Coding Specialists (CBCS)

Medical Terminology & Anatomy

Upon completion of Medical Terminology & Anatomy course, participants will have a basic knowledge of the bone structures and the main systems of the human body. They will also have mastered the most useful, high-level medical terms which will form the basis for their further education in Applied Health. The course will use a hybrid model, including on-line resources wherever possible to allow participants to practice their new knowledge at any time. Students wishing to take the Medical Assistant (MA) program must complete this training as a pre-requisite. **Total Contact Hours – 48**

Medical Assistant
Prerequisite: Medical Terms & Anatomy

This curricula gives participants the skills they need to perform the clinical aspect of Medical Assisting. It covers the fundamental principles of communications, both with other medical professionals and with patients; legal concepts of working in the health care industry; vital signs, recording patient histories, preparing for and assisting with patient examinations, and providing patient instructions. Pharmacological principles as they apply to the office of the medical practitioner will also be covered as well as insurance issues. Professionalism in the workplace is emphasized. Issues of patient care, collection of specimens in the medical doctor's office, diagnostic testing, and the role the Medical Assistant plays in scheduling appointments will also be addressed. Laboratory work will include urinalysis, EKGs, administration of medications (injections), phlebotomy, and appropriate handling of lab specimens. The role of the Medical Assistant in following up of test results, HIPAA guidelines, and OSHA regulations as they apply to the medical office will also be addressed. CPR must be completed before this course is finished. The responsibility that the Medical Assistant has with regard to billing and coding will also be addressed. **Total Contact Hours – 104**

Other
Courses

Child Development Associate

Prerequisite:

DC police clearance, a receipt for a FBI Fingerprint Clearance, and a medical exam with a TB test are required. CPR Certification may be completed during the course. 480 hours of Early Childhood experience is also required. Prior childcare experience is counted and volunteer worksites are available for those without experience.

The Child Development Associate Training program requires a minimum of one hundred twenty (120) clock hours demonstrating competency in the CDA Competency Goals, completion of the CDA Professional Resource File, and preparation for the CDA assessment by the Council of Early Childhood Professional Recognition. This course provides the required theory and skills necessary for individuals to care for children in Family Day Care, Infant/Toddler and Preschool classrooms. Upon completion of the 120 hour course, verification of 480 of early childhood experience, and passing the CDA Councils oral and written exam, a CDA license will be issued. **Total Contact Hours – 144**

Certification:

Council of Early Child Professional Recognition - CDA License

Property Management

The Property Management course is designed to prepare students to manage multi-family properties. The management of rental property (apartments) is emphasized, but common interest realty associations and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include: forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budgeting and planning, customer service and government regulations. Prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. Successful students will work toward their NALP (National Apartment Leasing Professional) certification. Students must be available for internship placement to complete coursework. **Total Contact Hours – 84**

Spanish in the Workplace

The Spanish in the Workplace course helps participants bridge the conversation gap between speakers of English and Spanish in the workplace. The course introduces grammatical structures, vocabulary, and information in an interactive manner focusing on interactions that might regularly be encountered at work.

Basic Driver's Education

The basic driver education class is provided for beginning drivers who wish to obtain a learners permit and move on to obtain a driver's license. This course DOES NOT give participant's learner's permit; upon completion nor does it offer on the road student driving. Participants will learn basic understanding of signs, signals, parking, and basic rules for driving. This course is designed to serve as a catalyst for persons interested in obtaining driver – related careers.

IT for Seniors

The IT for Seniors course introduces the participant to the basic concepts of computer utilization. It includes using computer hardware; sending and receiving email; email attachments; using Microsoft Word; and performing Internet information searches. Participants have access to web-based training which gives them 24/7 access to course-ware from any computer with high-speed Internet service.

Computer Literacy

The Computer Literacy course will teach non-computer users the basics in operating a computer and prepare them to take advanced Microsoft Office programs. Students will learn the importance of use of computers in today's world. Students will learn the following: Identify the benefits of using the Internet. Identify the monitor, keyboard, and mouse. Use of the Mouse: Describe the mouse and its types. Explain how to hold the mouse correctly. Perform the click functions of the mouse. Perform the drag function of the mouse. Keyboarding: Describe the keyboard and its types. Describe the correct hand placement for the keyboard. Describe types of keys on the keyboard. Use the alphanumeric keys on the keyboard.

Employment Readiness and Career Pathways Workshops

This series of workshops will focus on preparing students for employment and pathways to higher education. Workshop topics will include finding the right job, job search, attitudes for specific jobs, completing job applications, personal presentation (grooming and dressing for success), interviewing, resume writing, behaviors that are acceptable and unacceptable on the job, work habits, and advancement on the job. Students with higher educational goals will participate in workshops that will connect them to two (2) and four (4) year college programs in their fields of study. Each workshop will follow a format that will include a title, objective, outline, reference materials, information sheets, and worksheets. Assessments will be administered and audiovisual aids will be used to implement the workshops.

ACCUPLACER Preparation

The ACCUPLACER is a computer-adaptive placement test that assesses the participant's reading, writing, and mathematics skills in order to predict the participant's probable success in college level courses. Those who do not demonstrate college level competencies must enroll in reading, mathematics, and writing training to prepare to retake the ACCUPPLACER. Only students who have passed the ACCUPLACER may enroll in courses which grant college credit.

General Education Diploma (GED) Preparation

The GED preparation course prepares an individual to take the GED Examination. It focuses on Reading, Writing, and Mathematics skills development using on-line courseware. This course is required of all WDLL students who present without a high school diploma; it may be performed anywhere that high-speed Internet service is available.

Language Arts Skills Development

The Language Arts Skills Development course is designed to help improve participants' reading performance so that they meet the pre-requisites for those WDP course offerings which have higher level reading requirements. This course is required for any

participant whose Reading Level Set score is at a grade level below 9.0.

Note: Minimum 6 hours required per week. Additional hours may be required based on testing or successful completion of course/program. Maximum hours – 72

Mathematics Skills Development

The Math Skills Development course is designed to help improve participants' mathematics performance so that they meet the pre-requisites for certain WDP course offerings which have higher level mathematics requirements. This course is required for any participant whose Mathematics Level Set score is at a grade level below 9.0.

Note: Minimum 6 hours required per week. Additional hours may be required based on testing or successful completion of course/program. Maximum hours – 72