

University of the District of Columbia  
**COMMUNITY COLLEGE**

DIVISION OF WORKFORCE DEVELOPMENT  
AND LIFELONG LEARNING

**CATALOG OF  
PROGRAMS AND COURSES**

**Spring 2013 Term**

Workforce Development Program  
**(WDP)**

— and —

Career and Technical Education  
Program **(CTE)**





# Catalog of Programs and Courses

Workforce Development Program (WDP)  
Career and Technical Education (CTE) Program

## Table of Contents

### **Workforce Development Program (WDP)**

Courses .....	9
Programs .....	13
Credit Bearing Courses .....	21

### **Career and Technical Education (CTE) Program**

Programs .....	25
----------------	----

**WORKFORCE DEVELOPMENT PROGRAM (WDP)  
AND  
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM**

The Workforce Development Program (WDP) and the Career and Technical Education (CTE) Program are components of the Workforce Development and Lifelong Learning (WDLL) Division of the University of Columbia Community College (UDCCC).

The mission of the Workforce Development Program (WDP) and the Career and Technical Education (CTE) Program 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 to get jobs, to be promoted in jobs, and to transition to jobs in new industries. The offerings are varied and appeal to a wide variety of interests.

This catalog presents the programs and courses available to DC residents through these two programs.

**Where is training offered?**

**Training is offered at three (3) locations:**

WARD	LOCATION
5	<b>Backus Campus</b> 5171 South Dakota Avenue, NE Washington, DC 20017 (202) 274-7209
7	<b>Shadd Campus</b> 5601 East Capitol Street, SE Washington, DC 20019 (202) 274-5617
8	<b>PR Harris Educational Center</b> 4600 Livingston Road, SE Washington, DC 20032 (202) 274-6999

## How do I sign up?

1. Call the training center where you are interested in pursuing training. The numbers to call are shown in the previous section.
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 requirement listed in the table on the following page. The Government of the District of Columbia requires that WDP and CTE 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. The list of required documents is shown on the next page.
5. Upon completion of the assessment activities, you will receive an appointment to meet with your Student Success Specialist to determine your individualized education program (IEP). 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 or to secure 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.udc.edu/wd](http://www.udc.edu/wd)
7. Once you have completed and submitted the SOI, you have only 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.
9. 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.

### Required Documents for WDP Registration

Requirement	Acceptable Document(s)
Residency	DC Driver's License or DC Non-Driver ID card only (must be current)
Educational Status	High School Diploma; GED; School Transcript; College Transcript
Proof of Income	Pay Stub (current) or IRS Form 1040
Citizenship	Birth Certificate; US Passport; foreign passport stamped <i>Eligible to Work</i> .
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 <b>and</b> IRS Form 1040
Health Insurance	Health Insurance Card
TANF Participation	(If applicable) Letter documenting current participation in TANF program
Food Stamp Participation	(If Applicable) Letter documenting current participation in Food Stamps program



Workforce  
Development  
Program  
(WDP)

**Courses**



### **ACCUPLACER Preparation**

**Pre-requisites:** High School Diploma or GED;  
CASAS Reading Score = 231; CASAS Math Score = 221

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 ACCUPLACER. Only students who have passed the ACCUPLACER may enroll in courses which grant college credit.

### **Computer Basics 1 / IT For Seniors**

**Pre-Requisites:** None

This 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 courseware from any computer with high-speed Internet service.

### **GED Preparation**

**Pre-Requisites:** CASAS Reading 231; CASAS Math 221

The GED Preparation course (Prerequisites: ) prepares individuals to take the GED Examination. It focuses on Reading, Writing, and Mathematics skills development using on-line courseware and may be performed anywhere that high-speed Internet service is available.

### **Language Arts Skills Development**

**Pre-Requisites:** CASAS Reading 231; CASAS Math 221

Language Arts Skills Development: This training is designed to help improve participants' reading performance so that they meet the prerequisites for WDP course offerings which have higher level reading requirements. This course is required for any participant whose CASAS Reading Level Set score is below grade level 9.0.

### Introduction to Microsoft Office Suite

**Pre-requisites:** Computer Basics or permission of the instructor

This course trains the participant in Microsoft Word and introduces Microsoft Excel and Microsoft PowerPoint. Participants learn to create, edit, format, modify, save and print standard Word, Excel and PowerPoint documents. Students have access to web-based training which gives them 24/7 access to courseware from any computer with high-speed Internet service.

### Mathematics Skills Development

**Pre-Requisites:** CASAS Reading 231; CASAS Math 221

Mathematics Skills Development: This training is designed to help improve participants' mathematics performance so that they meet the prerequisites for certain WDP course offerings which have higher level mathematics requirements. This course is required for any participant whose Mathematics Level Set score is below grade level 9.0.

### Medical Terminology/Anatomy

**Pre-Requisites:**

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221

Students wishing to take the Medical Assistant (MA) program must complete this training as a pre-requisite. Upon completion of this 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.

## Spanish in the Workplace

**Pre-Requisites:** None

This course helps participants to 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.

Workforce  
Development  
Program  
(WDP)

**Programs**

## Basic Carpentry

### Pre-requisites:

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221
- Permission of the instructor

This is the first level of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include: an orientation to the trade; basic safety, building materials, fasteners and adhesives, hand and power tool usage; blueprint reading. Introductory Craft Skills (Core) may be completed concurrently.

## Basic Driver Education

### Pre-requisites: None

#### LEARN:

- Signs, signals, and markings
- Driving Techniques
- Defensive Driving
- City, Rural, And Freeway Driving
- Driving Various Weather Conditions
- Sharing The Road With Others

## Basic Electric

### Pre-requisites:

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221
- Permission of the instructor

This course outlines a set of best practices for students pursuing a career in the electrical field. Our audience is individuals interested in being educated in basic safety, electrical theory, tool use, and electrical skills instrumental in building a foundation to pursue a career in the electrical industry. Persons looking to understand the true basic electrical workings and contractor assistance.

### Basic Plumbing

**Pre-requisite:** Minimum of a HS Diploma/GED; Reading (231) and Math (221) per CASAS Examination.

This class introduces participants 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 and steel pipe. Participants will be able to identify and apply common material, tools, copper and threaded fittings. We will also provide a basic understanding of job safety. Completers will have the ability to earn a national NCCER certification.

### Community Health Worker (CHW) Program

**Pre-requisite:** Medical Terms and Anatomy (MTA); CASAS Reading (236) and Math (226) per CASAS Examination.

Community Health Workers (CHWs) are public health professionals who are trusted members of the communities they serve. CHWs are an important part of the primary care team, working with doctors, nurses and other health professionals to help people stay healthy and manage any health problems they have. CHWs work in many different settings, including clinics and health centers, hospitals, community centers, and schools. The CHW Certificate Program prepares individuals to be health advocates and educators for their communities. Students learn how the healthcare system works, acquire effective communication and teaching skills, and address pressing community health concerns such as asthma, HIV/AIDS, and diabetes.

### Electronic Health Records (EHR) Program

**Pre-requisite:** Information Technology (IT) and/or Healthcare/Medical background; Electronic Health Records Boot Camp; minimum of a HS Diploma/GED; must be able to pass a drug test; and Reading (231) and Math (225) per CASAS Examination.

This six-month certificate program prepares the participant to maintain, collect, and analyze the data needed by health care providers to deliver high quality health care. The participant learns to manage patient health information and medical records, to administer computer information systems, and to code diagnoses and procedures for health care services provided to patients. Among the careers that participants prepare for are: Technical/Software Support Specialist; Implementation Support Specialist; and Implementation Manager.

## Heating and Air Conditioning (HVAC) Program

### Pre-requisites:

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221
- Permission of the instructor

This one hundred twenty (120) hour program presents the concepts of Heating and Air Conditioning 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.

## HVAC Installation (HVAC-I) Program

### Pre-requisites:

- HVAC Program
- Permission of the instructor

This one hundred twenty (120) hour program covers all aspects of the air conditioning system installation process. It begins with an overview of the air conditioning from a refrigerant cycle, electrical cycle, and airflow cycle. Only after understanding all three do we use our knowledge to design a system for a particular purpose, choose the matching components, construct, brace, electrify, vacuum, charge, then start-up the system. We monitor and adjust the three aspects until the system is operating at peak performance.

**Introduction to Computers and Microsoft Office Suite**

**Pre-requisite:** Minimum of a HS Diploma/GED.

This course introduces the participant to the basic concepts of computer utilization. It includes using computer hardware; sending and receiving email with attachments; using Microsoft Word; and performing Internet information searches. This course also trains the participant in Microsoft Word and introduces Microsoft Excel and Microsoft PowerPoint. Participants learn to create, edit, format, modify, save and print standard Word, Excel and PowerPoint documents. Students have access to web-based training which gives them 24/7 access to courseware from any computer with high-speed Internet service.

**Medical Assistant (MA) Program**

**Pre-requisites:**

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221
- Medical Terminology/Anatomy
- Permission of Instructor

This one hundred twenty (120) hour program 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.



## Medical Billing and Coding

**Pre-requisite:** Computer Basics; minimum of a HS Diploma/GED; and Reading (231) and Math (221) per CASAS Examination.

This program provides participants with the essential skills necessary to utilize billing procedures to receive payment for medical services rendered by healthcare providers. The following areas will be covered: Medical Insurance laws, Billing Management, Medical Documentation and Coding, Health Insurance Claim Form handling, EMRs and EHRs, and Government Programs and Medical Ethics. Every medical service is assigned a numeric code to define diagnostics, treatments and procedures. It will be the coder's job to enter this information into a database using the set medical protocol to produce a statement or claim. They will learn how to send paperwork to the appropriate insurance carrier for acceptance or denial and how to investigate rejected claims and update details in the database. They will then bill the patients for medical payments. Medical coders will also be responsible for dealing with collections and insurance fraud.

**Medical Office Administrative Program (MOAP)****Pre-requisites:**

- High school diploma or GED
- CASAS Reading = 231; CASAS Math = 221
- Permission of the Instructor

This one hundred twenty (120) hour program introduces participants to the requirements they must meet in order to be employed in a medical office. Students will become familiar with the various types of health care settings and medical practices while they learn about the duties they must perform in those settings. Among the topics included are: appointment scheduling; medical records and filing systems; opening and closing the office; technology in the medical office; professionalism, communications and work safety. Students then move on to managing practice finances; coding; health insurance; billing and collections; legal issues in the workplace; and biomedical ethics. Such administrative procedures as preparing charge slips, completing encounter forms, posting charges and payments, preparing bank deposits, and the like are also considered. Maintaining medical records, HIPAA compliance, review of body systems are addressed, as are the processes for converting medical office procedures and diagnoses into the codes needed to submit a patient health Insurance Claim to an insurance company. Students taking this course are prepared to sit for the dual certification examination for Medical Administrative Assistant Specialist and Medical Billing and Coding Specialist; those successful in receiving national certification are qualified for advancement in their field.

### Microsoft Office Specialist IT Academy Prep

**Pre-requisite:** Computer Basics; minimum of a HS Diploma/GED; and Reading (231) and Math (221) per CASAS Examination.

This program presents the essential skills necessary for the participant to work in an office environment providing administrative support to officials who require it. The participant will learn to touch type and must reach a speed of at least forty (40) words per minute; will address employability skills required to retain a position in an office environment, including, but not limited to dependability, positive image, and positive attitude; will acquire the skills required to achieve a minimum of two (2) certifications in the Microsoft Office Suite; and will address issues related to Customer Service.

Workforce  
Development  
Program  
(WDP)

**Credit-Bearing  
Courses**

*WDP offers Credit-Bearing courses free of charge to WDP participants; however, they require admission to the Community College, which specifies its own set of prerequisites, including passing Accuplacer scores. Your Student Success Specialist can advise you on this process.*

### **HIST-101 United States History I (To 1865) (3 credits)**

**Prerequisites:** None

Studies the interaction and conflict between American Indians, Africans, and Europeans; social and economic structure of the English colonies; the war for independence and nation building; slavery and the emergence of the cotton kingdom; the development of political parties in the Age of Jackson; sectional conflict in the West; and the coming of the Civil War.

### **SPCH-115 Public Speaking (3 credits)**

**Prerequisites:** None

Investigates informative speaking, persuasion, group discussion, impromptu, manuscript, and extemporaneous formats; also includes basic speech writing and presentation of speeches.

### **CRN 12206 Introduction to Nutrition (3 credits)**

**Prerequisite:** None; **Co-requisite:** CRN12207

This course prepares students of all disciplines to improve the nutritional health for themselves, their families, and their communities. It meets the university-wide life science requirement. Factors that affect the food choices of individuals across cultural groups will be emphasized. Basic information on the classification, chemistry, functions, and metabolism, and deficiency symptoms and dietary sources of essential nutrients will be discussed. Students will discuss basic issues of energy balance and utilize diet-planning guides, including MyPlate. Each student will research a nutrition topic from evidence-based sources and will present their findings to the class. Students will volunteer at a nutrition-related site in the District of Columbia area.

**CRN 12207 Introduction to Nutrition (3 credits)****Prerequisite:** None; **Co-requisite:** CRN12206

Students will collect personal dietary data using various techniques and analyze the nutrient composition and compare findings with the Dietary Recommended Intakes appropriate for age and gender. Water samples from students' homes will be tested for lead and other substances utilizing the UDC Environmental Quality Testing Lab. Students will analyze organic and inorganic nutrients from a 24-hour menu using homogenates that simulate digestion using blender. Students will develop skills to collect anthropometric measurements on themselves and their classmates and evaluate the results. Students will submit written lab reports based on scientific laboratory format.



Career and  
Technical Education  
(CTE)

**Programs**



**A+ Certification/Computer Repair: \$4,000.00**

**License/Certificate:** A+ Certificate

**Pre-requisites:** High School Diploma or GED; Reading (231) and Math (225) per CASAS Examination

This course requires two hundred (200) classroom hours. Students will gain the basic skills necessary to enter the computer services industry as skilled technicians. This program leads to a nationally recognized A+ certification. All students will acquire SCANS as well as having a professional resume developed and posted online.

**Child Development Associate Training: \$4,000.00**

**License/Certificate:** CDA License

**Prerequisites:**

CASAS Reading = 231; CASAS Math = 221

- Police clearance; finger printing; FBI background check
- Medical examination and tuberculosis screening
- Cardiopulmonary Resuscitation (CPR)/First Aide Certificate for Infants, Toddlers, Preschool (this requirement may be completed while the participant takes the training)

The one-hundred twenty (120) hour program is designed to provide training in the six (6) competency goals and thirteen (13) functional areas of the Child Development Associate (CDA) Credential. This credential is for childcare providers and volunteers of Family Day Care, Infant/Toddler and Preschool classrooms. Emphasis is on demonstrating competency in the six (6) CDA Competency Goals, completing internet searches, compiling and completing the CDA Professional Resource File, and preparing for the CDA Assessment by the Council for Early Childhood Professional Recognition. Participants must purchase the CDA assessment package and must secure an early childhood mentor/advisor .

**Cisco Certified Network Associate (CCNA) : \$4,000.00**

**License/Certificate:** CCNA

**Pre-requisites:** High School Diploma or GED; Reading (239) and Math (228) per CASAS Examination

This one hundred fifty (150) hour program provides the training necessary for the participant to have the skills necessary to take the examination which grants CCNA certification. This certification is Cisco's foundation-level networking certification. The program focuses on network terminology and protocols, local area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) address, and network standards.

**Home Healthcare Aide (HHA) Training: \$750.00**

**License/Certificate:** National Home Health Certification

**Pre-requisites:** High School Diploma or GED; Reading (231) and Math (221) per CASAS Examination

This program provides the required theory and skills necessary to care for residents who have health issues requiring long-term care. The program requires a minimum of seventy-five (75) clock hours distributed as Theory (59 hours) and Practicum (16 hours). Upon successful completion, students take the National Home Health Certification Examination.

~~End of Catalog ~~

NOTES



---

# Workforce Development Program (WDP)

and



# Career and Technical Education Program (CTE)

University of the District of Columbia  
**COMMUNITY COLLEGE**

DIVISION OF WORKFORCE DEVELOPMENT  
AND LIFELONG LEARNING

---

Revised 11/28/2012