

University of the District of Columbia
COMMUNITY COLLEGE

DIVISION OF WORKFORCE DEVELOPMENT
AND LIFELONG LEARNING

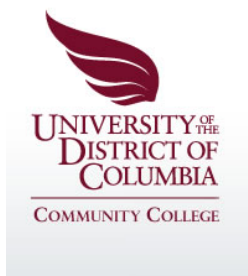
CATALOG OF
PROGRAMS AND COURSES

Summer 2012 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

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**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	Backus Campus 5171 South Dakota Avenue, NE Washington, DC 20017 (202) 274-6518
7	Shadd Campus 5601 East Capitol Street, SE Washington, DC 20019 (202) 274-5617
8	PR Harris Educational Center 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
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 (sealed)
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 and 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; 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.

General Education Diploma (GED) Preparation

Pre-requisites: CASAS Reading Score = 231;

This course prepares individual 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.

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.

Language Arts Skills Development

Pre-Requisites: None

This training 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.

Mathematics Skills Development

Pre-Requisites: None

This training 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.

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

Community Health Worker (CHW) Program

Pre-requisite: Medical Terms and Anatomy (MTA); 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:

- 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.

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 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.



**Workforce
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**Credit-Bearing
Courses**

4163-101 United States History I (To 1865) (3 credits)

Pre-requisites: 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.

4119-115 Public Speaking (3 credits)

Pre-requisites: None

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

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

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

This course provides the required theory and skills necessary for individuals to care for children in Family Day Care, Infant/Toddler and Preschool classrooms. This course requires a minimum of one hundred twenty (120) clock hours demonstrating competency in the CDA Competency Goals: (1) Completing Internet Searches; (2) Completing the CDA Professional Resource File; and (3) Preparing for the CDA assessment by the Council of Early Childhood Professional Recognition. Participants must secure an early childhood mentor/advisor. Upon successful completion of the assessment examination, students will be issued a CDA license.

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 (224) and Math (214) 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



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and



Career and **T**echnical **E**ducation
Program (CTE)

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