

UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE
DIVISION OF WORKFORCE DEVELOPMENT AND LIFELONG LEARNING

Course Catalog

Summer 2013



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Overview

The Workforce Development Program (WDP) is a component 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) 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 the following program:

Admin Tech Academy
Allied Health Certificate Programs
Center for Workforce Strategies
Nursing Certificate Programs
Workforce Development Program

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) 274-7209
7	Marion Shadd Education Center 5601 East Capitol Street, SE Washington, DC 20019 (202) 274-5617
8	PR Harris Campus 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.

We look forward to serving you and to making your experience with us as pleasant as possible. Thank you for your interest in WDP.

How do I contact Workforce Development?

Call the campus near you (or that offers the course/program in which you are interested). Should you have an issue or concern that your campus cannot resolve, please contact our administrative office at:

workforce@udc.edu or (202) 274-7181

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 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

WDP Courses and Programs

Certified Professional Food Manager

Prerequisites: None.

Successfully prepares food workers /managers for any ANSI-CFP accredited certification examination the National Registry of Food Safety Professionals. Written at the eighth-grade level, comprehensive, and concise, it is ideal for teaching Food Workers what they need to know to become certified and skilled at their jobs. Based on the US FDA 2009 Model Food Code, ANSI-CFP recommendations and a job task analysis for food managers, it presents all the essentials microbiological and technical food safety principles in a way that is easy to read, understand, and retain. Followed by an 85 question exam.

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.

Property Management

This 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.

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.

General Education Diploma (GED) Preparation

Pre-requisites: CASAS Reading Score = 231; CASAS Math Score = 221

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

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.

Electrical Series

Basic Electric

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

Electrical II NCCER

This is 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. Prerequisite: NCCER Electrical Level I.

Computer Technology and Software Series

Computer Basics / IT for Seniors

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.

MOS Program – Word

Prerequisites:

- CASAS Reading Score = 231; CASAS Math Score = 221
- Computer Basics (course) or demonstrable knowledge

Students will gain the edge needed in a competitive job market. In this program, students will prepare for Microsoft Office Word certification, as they learn how to create, format, and secure professional and creative documents using Microsoft Word 2010. MOS certification is the globally recognized standard for validating expertise with the Microsoft Office 2010 Suite. Students will learn how to:

- Create and customize documents
- Format content and control pagination
- Work with illustrations, graphics, text, and text boxes
- Organize content, modify tables, and merge documents
- Insert, modify, and delete comments
- Share and secure documents

Upon completion of training, students will be administered the Microsoft Office Word certification tests.

MOS Program – Excel

Prerequisites:

- CASAS Reading Score = 231; CASAS Math Score = 221
- Computer Basics (course or demonstrable knowledge) and Microsoft Word

The program is designed for students to learn spreadsheet construction and application to create documents. The following topics will be covered: navigate within Excel, create a basic spreadsheet; resize and format a spreadsheet; move, copy, and edit cells, use borders and colors, apply styles and auto-format options, modify, arrange, and compare spreadsheets, apply page setup and print spreadsheets, create and apply basic mathematical functions to spreadsheet data. Students will learn

importing and exporting data to and from multiple sources, using conditional formatting, creating and applying templates, creating charts and graphs from spreadsheet data, work with graphic objects and diagrams within a spreadsheet, begin applying advanced mathematical functions to spreadsheet data. Upon completion of training, students will be administered the Microsoft Excel test for certification.

Carpentry, Construction, and Masonry Series

Basic Carpentry Program

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; and blueprint reading. Text, basic tools, and calculator required. Introductory Craft Skills (Core) may be completed concurrently.

Carpentry Level II

The NCCER Core Curriculum is a Level II class. The key content includes 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.

Brick Masonry Level I

This course is the 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.

Brick Masonry Level II

This course is the 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.

NCCER Core Construction

The 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.

HVAC Series

HVAC Theory Program

Pre-requisites:

- CASAS Reading = 231 and CASAS Math = 221; OR
- 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 Program

Prerequisites: HVAC Theory Program

The HVAC Installation Program curriculum has as its goal to equip the student technician 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 Basics Program. Then we look at the needs of the prospective air conditioned space and design a system to meet heating and cooling needs. Then we turn to and perform all the processes involved in installation, start-up, and routine maintenance.

HVAC CFC

The HVAC CFC Program assists the student in acquisition the EPA 608 license. Participation in this class will give the student practical information to pass their exam. The EPA 608 license is a requirement for working in the HVAC industry or transportation industry, as the technician will have to work with refrigerant. The certifications are as follows:

Type I Certification – Can only work on Small Appliance (5lbs or less of refrigerant)

Type II Certification – Can only work on Medium, High and Very-High Pressure Appliances.

Type III Certification – Can only work on Low-Pressure Appliances.

Universal Certification – Someone who possesses Type I, Type II and Type III Certifications

Medical Series

Medical Terminology/Anatomy

Prerequisites:

- 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.

Medical Assistant 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:

- 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.

Admin Tech

A+

In the A+ course students will install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. This course is designed for students with basic computer skills who are interested in obtaining a job as an IT professional or PC technician. Possible job environments include mobile or corporate settings with a high level of face-to-face client interaction, remote-based work environment where client interaction, client training, operating systems and connectivity issues are emphasized, or settings with limited customer interaction where hardware activities are emphasized. In addition, this course will help prepare students to achieve a Comp TIA + certification.

MS Certified Application Specialist

The Microsoft Certified Application Specialist course will equip students with the advance business skills and knowledge to obtain a globally recognized Microsoft Certification. The Microsoft Certified Application Specialist credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft. Student completing the Microsoft Certified Application Specialization will be prepared to take the following certifications/exams: Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.

Allied Health

Dialysis Technician

Pre-requisite: CASAS Reading = 236; CASAS Math = 226

This 120 – clock hour (65-theory and 55-clinical practicum) program is 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.

Direct Support Professional Program

Prerequisite: CASAS Reading = 231; CASAS Math = 221

This course 80.5 – clock hour program (64.5-theory and 16-practicum) 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.

Home Health Aide Program

License/Certificate: National Home Health Certification

Pre-requisite: CASAS Reading = 231; CASAS Math = 221

This 150-clock hour (65-theory, 40-laboratory, 45-clinical practicum) program 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.

Nursing Assistant Program

License/Certificate: Certified Nursing Assistant

Pre-requisite(s):

- CASAS Reading = 236; CASAS Math = 226
- High School Diploma or GED
- Criminal background check; TB test; urine toxicity screen, Health Care Provider CPR from AHA

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 one hundred twenty (120) clock hours distributed in this manner: Theory (60 hours); Laboratory (20 hours); and Clinical (40 hours). Upon successful completion, students take the National Nurse Aide Examination (CNA License).

Patient Care Technician Program

Pre-requisite(s):

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

This 170-clock hour (65-theory, 85-clinical practicum and 20-mental/behavioral health) program 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.

Phlebotomy/EKG Technician Program

Pre-requisite: CASAS Reading = 236; CASAS Math = 226

This 228.5-clock hour (105-theory/laboratory, 50-clinical practicum, 13.5-final activities, and 60-hours of EKG theory) program 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 healthcare. They are responsible for the interpretation of heart monitors or EKG's (Electrocardiogram). Because healthcare is rapidly expanding, these are exciting and rewarding career opportunities for people who enjoy a challenge.

Practical Nurse Program

License/Certificate: Practical Nursing License

Pre-requisites:

- High School Diploma or GED;
- CASAS Reading = 236; CASAS Math = 226

This twelve (12) month program, established in 1996, is 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.

END OF CATALOG