

**12/15/16 - 1/12/17 Registration
1/23/17 - 5/9/17 Spring 2017 Term**



*Workforce Development and Lifelong Learning
Spring 2017 Class Schedule*

For more information, call:

274-7181 801 North Capitol
274-7209 Bertie Backus
274-5617 Marion Shadd
274-6999 PR Harris
574-6854 United Medical Center

Or email us: workforce@udc.edu

WANT TO ENROLL? SEE THE LAST PAGE FOR DETAILS!

<u>Class</u>	<u>Site</u>	<u>Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Time</u>	<u>End Time</u>
HVAC CFC (608)*	801NC	FS	02/24/17	02/25/17	9:00 AM	5:00 PM
HVAC CFC (608)*	801NC	FS	04/07/17	04/08/17	9:00 AM	5:00 PM
Construction CORE	Backus	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
Core/HVAC Compressed	Backus	MTWTh	01/09/17	05/30/17	5:30 PM	8:30 PM
Building Information Modeling (BIM)*	Backus	MTWTh	01/23/17	03/22/17	5:30 PM	8:30 PM
HVAC Theory*	Backus	MTWTh	01/23/17	04/06/17	9:30 AM	12:30 PM
HVAC Theory *	Backus	MTWTh	01/23/17	04/05/17	5:30 PM	8:30 PM
HVAC Installation*	Backus	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
HVAC Installation*	Backus	MTWTh	01/23/17	04/24/17	5:30 PM	8:30 PM
Medical Terminology and Anatomy	Backus	MW	01/23/17	04/24/17	5:30 PM	8:00 PM
Medical Terminology and Anatomy	Backus	TTh	01/24/17	04/25/17	9:30 AM	12:00 PM
Medical Terminology and Anatomy	Backus	TTh	01/24/17	04/25/17	1:00 PM	3:30 PM
Intro to Healthcare	Backus	MTWTh	01/23/17	02/09/17	9:30 AM	12:00 PM
Intro to Healthcare	Backus	MTWTh	01/23/17	02/09/17	1:00 PM	3:30 PM
Intro to Healthcare	Backus	MTWTh	01/23/17	02/09/17	5:30 PM	8:00 PM
Medical Office Administrative Assistant*	Backus	MTWTh	02/13/17	04/26/17	9:30 AM	12:30 PM
Medical Office Administrative Assistant*	Backus	MTWTh	02/13/17	04/26/17	1:00 PM	4:00 PM
Medical Office Administrative Assistant*	Backus	MTWTh	02/13/17	04/25/17	5:30 PM	8:30 PM
Introduction to Medical Billing and Coding*	Backus	MTWTh	01/23/17	04/04/17	9:30 AM	12:30 PM
Introduction to Medical Billing and Coding*	Backus	MTWTh	01/23/17	04/03/17	5:30 PM	8:30 PM
Advance Medical Billing (AAPC)*	Backus	MTWThSa	01/09/17	05/30/17	10:00 AM	1:00 PM
Nursing Assistant^	Backus	MTWThF	02/21/17	03/31/17	9:00 AM	1:00 PM
Nursing Assistant^	Backus	MTWThSa	02/21/17	04/01/17	5:00 PM	9:00 PM
Medical Assistant*	Backus	MTWTh	01/23/17	04/11/17	9:30 AM	12:30 PM
Medical Assistant*	Backus	MTWTh	01/23/17	04/10/17	5:30 PM	8:30 PM
Customer Service and Sales - Retail	Backus	MTWTh	01/23/17	03/23/17	9:30 AM	12:30 PM
Guest Service - Hospitality	Backus	MTWTh	01/23/17	03/09/17	9:30 AM	12:30 PM
Guest Service - Hospitality	Backus	MTWTh	01/23/17	03/08/17	5:30 PM	8:30 PM
Leasing for Property Management	Backus	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
Front Desk Representative*	Backus	MTWTh	03/13/17	04/10/17	9:30 AM	12:30 PM
Guestroom Attendant*	Backus	MTWTh	03/13/17	04/10/17	5:30 PM	8:30 PM
A+	Backus	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
A+	Backus	MTWTh	01/23/17	04/24/17	5:30 PM	8:30 PM
Project Management	Backus	MW	01/23/17	04/03/17	6:00 PM	8:30 PM
Network +*^	Backus	TWTh	02/14/17	03/23/17	9:30 AM	12:30 PM

*1 or more prerequisite classes required

^Requires additional documentation

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<u>Class</u>	<u>Site</u>	<u>Days</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Time</u>	<u>End Time</u>
Security +*^	Backus	MTW	02/13/17	04/10/17	5:30 PM	8:30 PM
Child Development Associate^	Backus	MTWTh	01/23/17	04/05/17	5:30 PM	8:30 PM
Digital Literacy	Backus	MTW	02/13/17	03/07/17	1:00 PM	4:00 PM
Digital Literacy	Backus	MTW	03/20/17	04/10/17	1:00 PM	4:00 PM
Introduction to College Writing	Backus	TTh	01/24/17	04/25/17	5:30 PM	7:30 PM
IT for Seniors (Beginning)	Backus	TTh	01/24/17	04/04/17	1:00 PM	3:30 PM
Language Arts Skills Development	Backus	MTWTh	01/23/17	04/25/17	1:00 PM	4:00 PM
Math Skills Development	Backus	MTWTh	01/23/17	04/24/17	5:30 PM	8:30 PM
Spanish in the Workplace	Backus	MW	01/23/17	04/03/17	9:30 AM	12:00 PM
Spanish in the Workplace	Backus	TTh	01/24/17	04/04/17	1:00 PM	3:30 PM
IT for Seniors (Advanced)*	Backus	MW	01/23/17	04/03/17	1:00 PM	3:30 PM
Construction CORE	PR Harris	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
Core/HVAC Compressed	PR Harris	MTWTh	01/09/17	05/30/17	5:30 PM	8:30 PM
HVAC Theory*	PR Harris	MTWTh	01/23/17	04/06/17	9:30 AM	12:30 PM
HVAC Installation*	PR Harris	MTWTh	02/13/17	05/15/17	5:30 PM	8:30 PM
Medical Terminology and Anatomy	PR Harris	TTh	01/24/17	04/25/17	1:00 PM	3:30 PM
Medical Terminology and Anatomy	PR Harris	TTh	01/24/17	04/13/17	5:30 PM	8:00 PM
Intro to Healthcare	PR Harris	MTWTh	01/23/17	02/09/17	9:30 AM	12:00 PM
Intro to Healthcare	PR Harris	MTWTh	01/23/17	02/09/17	5:30 PM	8:00 PM
Medical Office Administrative Assistant*	PR Harris	MTWTh	02/13/17	04/26/17	9:30 AM	12:30 PM
Medical Office Administrative Assistant*	PR Harris	MTWTh	02/13/17	04/25/17	5:30 PM	8:30 PM
Introduction to Medical Billing and Coding*	PR Harris	MTWTh	01/23/17	04/04/17	9:30 AM	12:30 PM
Introduction to Medical Billing and Coding*	PR Harris	MTWTh	01/23/17	04/03/17	5:30 PM	8:30 PM
Advance Medical Coding (AAPC)*	PR Harris	MTWThSa	01/09/17	07/19/17	5:30 PM	8:30 PM
Customer Service and Sales - Retail	PR Harris	MTWTh	01/23/17	03/23/17	9:30 AM	12:30 PM
Guest Service - Hospitality	PR Harris	MTWTh	01/23/17	03/09/17	9:30 AM	12:30 PM
Guest Service - Hospitality	PR Harris	MTWTh	01/23/17	03/08/17	5:30 PM	8:30 PM
Leasing for Property Management	PR Harris	MTWTh	01/23/17	04/25/17	1:00 PM	4:00 PM
Guestroom Attendant*	PR Harris	MTWTh	03/13/17	04/10/17	5:30 PM	8:30 PM
Hotel Property Maintenance*	PR Harris	MTWTh	03/13/17	04/10/17	9:30 AM	12:30 PM
Restaurant Server*	PR Harris	MTWTh	03/13/17	04/13/17	1:00 PM	4:00 PM
A+	PR Harris	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
A+	PR Harris	MTWTh	01/23/17	04/24/17	5:30 PM	8:30 PM
Project Management	PR Harris	MW	01/23/17	04/03/17	5:30 PM	8:00 PM
Network +*^	PR Harris	TWTh	02/14/17	03/22/17	5:30 PM	8:30 PM

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Security +*^	PR Harris	MTW	02/13/17	04/10/17	9:30 AM	12:30 PM
Child Development Associate ^	PR Harris	MTWTh	01/23/17	04/06/17	9:30 AM	12:30 PM
Digital Literacy	PR Harris	MTW	02/13/17	03/07/17	1:00 PM	4:00 PM
Digital Literacy	PR Harris	MTW	03/20/17	04/10/17	1:00 PM	4:00 PM
Introduction to College Math	PR Harris	TTh	01/24/17	04/25/17	5:30 PM	7:30 PM
Language Arts Skills Development	PR Harris	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
Math Skills Development	PR Harris	MTWTh	01/23/17	04/25/17	1:00 PM	4:00 PM
Spanish in the Workplace	PR Harris	MW	01/23/17	04/03/17	5:30 PM	8:00 PM
Spanish in the Workplace	PR Harris	TTh	01/24/17	04/04/17	1:00 PM	3:30 PM
Apartment Maintenance	Shadd	MTW	01/23/17	04/03/17	5:00 PM	8:00 PM
Construction CORE	Shadd	MTWTh	01/23/17	04/25/17	9:30 AM	12:30 PM
Core/HVAC Compressed	Shadd	MTWTh	01/09/17	05/30/17	5:00 PM	8:00 PM
HVAC Theory *	Shadd	MTWTh	03/16/17	05/30/17	5:00 PM	8:00 PM
Customer Service and Sales - Retail	Shadd	MTWTh	01/23/17	03/22/17	5:00 PM	8:00 PM
Guest Service - Hospitality	Shadd	MTWTh	01/23/17	03/08/17	5:00 PM	8:00 PM
Leasing for Property Management	Shadd	MTWTh	01/23/17	04/24/17	5:00 PM	8:00 PM
Front Desk Representative*	Shadd	MTWTh	03/13/17	04/10/17	5:00 PM	8:00 PM
Hotel Property Maintenance*	Shadd	MTWTh	03/13/17	04/10/17	1:00 PM	4:00 PM
Restaurant Server*	Shadd	MTWTh	03/13/17	04/13/17	9:00 AM	12:00 PM
Project Management	Shadd	TTh	01/24/17	03/30/17	5:30 PM	8:00 PM
Child Development Associate ^	Shadd	MTWTh	01/23/17	04/06/17	9:30 AM	12:30 PM
Digital Literacy	Shadd	MWTh	02/13/17	03/09/17	1:00 PM	4:00 PM
Digital Literacy	Shadd	MWTh	03/20/17	04/10/17	1:00 PM	4:00 PM
Introduction to College Writing	Shadd	MW	01/23/17	04/26/17	5:30 PM	7:30 PM
Language Arts Skills Development	Shadd	MTWTh	01/23/17	04/24/17	5:00 PM	8:00 PM
Math Skills Development	Shadd	MTWTh	01/23/17	04/25/17	9:00 AM	12:00 PM
Spanish in the Workplace	Shadd	MW	01/23/17	04/03/17	9:00 AM	11:30 AM
Direct Support Professional^	UMC	MTWTh	01/23/17	02/28/17	1:30 PM	5:30 PM
EKG Technician^	UMC	TTh	01/24/17	03/28/17	1:30 PM	5:30 PM
Nursing Assistant^	UMC	MTWThF	02/21/17	03/31/17	9:30 AM	1:30 PM
Pharmacy Technician^	UMC	MWTh	01/23/17	04/10/17	5:00 PM	9:00 PM
Phlebotomy Technician^	UMC	MTWTh	01/23/17	04/24/17	5:00 PM	9:00 PM
Phlebotomy Technician^	UMC	MWThF	01/23/17	04/25/17	9:00 AM	1:00 PM
Dialysis Technician*^	UMC	TTh	01/24/17	03/30/17	9:30 AM	1:30 PM

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Medical Assistant*^	UMC	MTWTh	01/23/17	04/11/17	9:30 AM	12:30 PM
Patient Care Technician*^	UMC	MWF	01/23/17	04/12/17	9:30 AM	2:30 PM
Spanish in the Workplace^	UMC	TTh	01/24/17	04/04/17	1:30 PM	4:00 PM

To enroll in a WDLL course, please bring the **documentation (originals only)** listed below to a Registration Day, schedule below. If you have questions about the documents or process, please contact us at one of the numbers or email listed above. You can also visit our website, www.udc.edu/wd, for complete information on how to enroll. Continuing Students need to meet with their Student Success Specialist to register.

- DC Driver's License or Non-Driver ID
- DC Residency Verification
- Social Security Card
- Birth Certificate or Passport
- High School Diploma, GED, or College Transcript
- Proof of income (*if applicable*)
- Proof of Citizenship/Authorization to work in the U.S.
- Copy of your CASAS Form 130 assessment results (*can complete at time of enrollment*)

Registration Day	Public Hours	Location
Thursday, December 15, 2016	9:00am – 2:30pm	PR Harris
Friday, December 16, 2016	9:00am – 2:30pm	Backus
Tuesday, December 20, 2016	Noon – 6:00pm	PR Harris
Wednesday, January 4, 2017	Noon – 6:00pm	Backus
Thursday, January 5, 2017	9:00am – 2:30pm	PR Harris
Friday, January 6, 2017	9:00am – 2:30pm	Backus
Monday, January 9, 2017	9:00am – 2:30pm	PR Harris
Tuesday, January 10, 2017	Noon – 6:00pm	Backus
Wednesday, January 11, 2017	9:00am – 2:30pm	PR Harris
Thursday, January 12, 2017	9:00am – 2:30pm	Backus

Info Session & CASAS Appraisal Schedule on Registration Days (Arrive 30 min earlier than listed time)	
Public Hours	Testing Times
9:00am – 2:30pm	10:00am 11:30am 1:00pm 2:30pm
Noon – 6:00pm	1:00pm 2:30pm 4:00pm 6:00pm

Registration Day Notes:

- ***We highly recommend taking the CASAS assessment prior to December 15th.*** Call the sites for schedules or access online.
- If you need to take the CASAS, plan to be at a Registration Day for at least 3.5 hours. If you've already taken the CASAS, plan to be at a Registration Day for 1.5 hours.
- Children are not allowed at Registration Days.
- We highly recommend attending a Registration Day BEFORE January 6, 2017 to provide ample time to complete enrollment requirements for your class(es) of interest, including documentation and test scores.

General Notes:

- Enrollment in all classes is on a first-come, first served basis.
- All classes are subject to cancellation based on enrollment and other factors at any time.
- If a course requires a prerequisite, the prerequisite course is offered by WDLL at no cost to students.

*1 or more prerequisite classes required

^Requires additional documentation

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