



For more information, contact:
 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

***Workforce Development and Lifelong Learning
 Summer 2014 Class Schedule***

Class	Building	Dates	Times	Days
HVAC 608 Refrigerant Recovery	801NC	04/25/14 - 04/26/14	9:00 AM - 5:00 PM	FSa
HVAC 608 Refrigerant Recovery	801NC	05/09/14 - 05/10/14	9:00 AM - 5:00 PM	FSa

Customer Service - Retail	Backus	05/27/14 - 07/02/14	9:00 AM - 3:00 PM	MTWTh
Electronic Health Records	Backus	05/27/14 - 08/20/14	6:00 PM - 9:00 PM	MTWTh
HVAC Installation	Backus	05/27/14 - 08/20/14	5:30 PM - 8:30 PM	MTWTh
IT for Seniors	Backus	05/28/14 - 08/13/14	1:00 PM - 2:30 PM	MW
Language Arts/Reading Skills Development	Backus	05/27/14 - 08/14/14	5:00 PM - 8:00 PM	MTWTh
Mathematics Skills Development	Backus	05/27/14 - 08/14/14	5:00 PM - 8:00 PM	MTWTh
Medical Billing and Coding	Backus	05/27/14 - 08/20/14	5:00 AM - 8:00 PM	MTWTh
Medical Office Administrative Assistant	Backus	05/27/14 - 07/09/14	9:00 AM - 3:00 PM	MTWTh
Medical Terminology & Anatomy	Backus	05/28/14 - 08/13/14	10:00 AM - 12:00 PM	MW

GED Preparation	Ballou STAY	05/27/14 - 08/06/14	5:00 PM - 8:00 PM	MTWTh
Medical Billing and Coding	Ballou STAY	07/09/14 - 08/21/14	9:00 AM - 3:00 PM	MTWTh

Customer Service - Hospitality	PR Harris	05/27/14 - 06/24/14	5:00 PM - 8:00 PM	MTWTh
Digital Literacy & Introduction to Computers	PR Harris	05/27/14 - 08/06/14	5:00 PM - 8:00 PM	MTWTh
Mathematics Skills Development	PR Harris	05/27/14 - 08/13/14	1:00 PM - 3:00 PM	TTh
Medical Assistant	PR Harris	05/27/14 - 09/09/14	6:00 PM - 8:00 PM	MTWTh
Medical Billing and Coding	PR Harris	05/27/14 - 08/20/14	12:00 PM - 3:00 PM	MTWTh
Medical Billing and Coding	PR Harris	05/27/14 - 08/20/14	5:00 PM - 8:00 PM	MTWTh
Medical Office Administrative Assistant	PR Harris	05/27/14 - 08/06/14	5:00 PM - 8:00 PM	MTWTh
Medical Terminology & Anatomy	PR Harris	05/28/14 - 08/18/14	4:30 PM - 6:10 PM	MW
Medical Terminology & Anatomy	PR Harris	05/28/14 - 08/18/14	6:20 PM - 8:00 PM	MW

Class	Building	Dates	Times	Days
Carpentry Level 2	Shadd	05/27/14 - 08/20/14	5:00 PM - 8:00 PM	MTWTh
Craft Skills - Core Instruction	Shadd	05/27/14 - 08/19/14	5:00 PM - 8:00 PM	MTW
Craft Skills - Core Instruction	Shadd	05/27/14 - 08/19/14	12:30 PM - 3:30 PM	MTW
Customer Service - Hospitality	Shadd	07/21/14 - 08/20/14	12:15 PM - 3:45 PM	MTW
Digital Literacy	Shadd	05/27/14 - 06/26/14	12:00 PM - 2:00 PM	MWTh
Electrical Level 3	Shadd	05/27/14 - 08/20/14	5:30 PM - 8:30 PM	MTWTh
HVAC CFC	Shadd	05/27/14 - 07/01/14	1:00 PM - 2:30 PM	TTh
HVAC CFC	Shadd	07/15/14 - 08/19/14	1:00 PM - 2:30 PM	TTh
HVAC Theory	Shadd	05/27/14 - 08/20/14	5:00 PM - 8:00 PM	MTWTh
Language Arts/Reading Skills Development	Shadd	05/27/14 - 07/10/14	4:30 PM - 7:00 PM	MTWTh
Language Arts/Reading Skills Development	Shadd	07/21/14 - 08/20/14	1:00 PM - 4:00 PM	MTWTh
Mathematics Skills Development	Shadd	05/27/14 - 07/10/14	4:30 PM - 7:00 PM	MTWTh
Mathematics Skills Development	Shadd	07/21/14 - 08/20/14	1:00 PM - 4:00 PM	MTWTh
Medical Terminology & Anatomy	UMC	05/27/14 - 08/07/14	10:00 AM - 12:00 PM	TTh
Patient Care Technician	UMC	05/28/14 - 08/29/14	9:00 AM - 1:00 PM	MWF
Pharmacy Technician	UMC	05/28/14 - 08/18/14	5:00 PM - 9:00 PM	MWTh
Phlebotomy Technician	UMC	05/28/14 - 09/11/14	9:00 AM - 1:00 PM	MWF



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