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Adult & Continuing Education

Continuing Education Non-Credit Courses

TEST PREPARATION

SAT Test Preparatory Course

This course prepares students for all question types on the SAT Test and each of the test question areas will be analyzed with special consideration given to math and verbal skills. Lessons will cover techniques for approaching the reading comprehension passages that appear on the test. Students will practice on actual SAT tests.

Dates: September 16, 2014 ? October 21, 2014

5:30 pm - 8:30 pm (Instructor-Led)

Tuesdays

Student Tuition: $100.00

GRE Test Preparatory Course

The GRE exam prep course is designed to provide you with complete preparation for your graduate school entrance examination. Course components are inclusive of a thorough subject review, problem solving, timed quizzes, practice tests, skill review exercises and actual test simulation. This course is designed based on a step comprehensive approach. 1) Diagnostic Testing and Assessment, 2) Basic skills review, 3) In-class problem solving, concepts and strategies, 4) Practice test reinforcement, 5) Final exam, assessment report and review, 6) Personal study plan.

Dates: August 21, 2014- September 11, 2014

Thursdays

Student Tuition: $300.00

LSAT Test Preparatory Course

The Law School Admissions Test (LSAT) is the mandatory assessment used by nearly all law schools as an indicator of eligibility requirement. This course will familiarize the student with the LSAT exam and its format. In addition, the course will introduce test-taking strategies that students can employ both in studying for the exam and in taking the actual test. In addition, the course is designed to assist the student in performing at his/her maximum potential on the LSAT. The instructor and the students will dissect each section of the LSAT during each class. Lastly, the students will take practice exams to determine performance improvement.

Dates: September 8th, 2014-October 27, 2014

5:30 pm - 8:30 pm (Instructor-Led)

Mondays

Student Tuition: $525.00

GED Test Preparatory Course

This class aids in preparing students to take the General Education Development (GED) test through review of the five GED content areas (writing, mathematics, literature and the arts, social studies, and science) with particular emphasis on writing and math. This class is also appropriate for students interested in improving their basic skills before entering credit classes. Prerequisite: Placement by Assessment.

Dates: June 24th, 2014 ? June 30, 2015

(Course Begin Every 8 Weeks)

4:30 pm - 8:30 pm (Instructor-Led)

Tuesdays & Thursdays

Student Tuition: $250.00

LEGAL STUDIES

Paralegal Certificate Course

This nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas in which paralegals are in most demand. Topics include legal terminology, introduction to evidentiary predicate, identifying relevant authority, introduction to legal research, and legal writing and appellate procedure.

Dates: September 8th ? November 26th, 2014

5:30 pm - 8:30 pm (Instructor-Led)

Mondays & Wednesdays

Student Tuition: $1189.00

*DSU Students Will Receive A Discount

HEALTHCARE PROGRAMS

Pharmacy Technician Program

This comprehensive 80 hour program will prepare students to work as a pharmacy technician in retail or other pharmacy setting and to take the Pharmacy Technician Certification Board?s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the ?top 200 drugs?, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

September 9th ? November 13th 2014

5:30 pm ? 9:30 pm

Tuesdays & Thursdays

Student Tuition: $1,499.00 (Textbooks Included)

Course Contact Hours: 80 hrs

Clinical Medical Assistant Program ? 140 Classroom Hours w/ Externship

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national

examination.

September 8th ? December 15th 2014

6:00 pm ? 9:30 pm

Mondays and Wednesdays

9:00am ? 4:30pm

Saturdays (9/20; 10/4; 10/18; 11/1; 11/15 & 12/6)

Student Tuition: $2,399 (includes all textbooks)

Course Contact Hours: 140 hours + Clinical Externship

Clinical Externship Hours: 160 hours

Medical Billing and Coding Program

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams

September 8th ? November 12th 2014

6:00 pm ? 9:30 pm

Mondays & Wednesdays

September 20th & October 18th 2014

9:00 am ? 3:00 pm

Saturdays

Course Contact Hours: 80 hrs.

Student Tuition: $1,799 (Textbooks Included)

Home Healthcare Aide Online

This program focuses on teaching students to assist patients in their homes by focusing on

specific health and personal needs. Emphasis is on personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Detailed course topics include the role of a home health aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming and more. This is an Online course.

Dates: *Call for Details*

Mondays & Wednesdays

Student Tuition: $1,499.00

PERSONAL DEVELOPMENT

Life Coaching

Living the Golden Life

In 2004, Jill Scott declared she was living her life like it was ?golden? and a new anthem for self-empowerment was born. But was does it really take to live the ?golden life?? In this interactive life coaching series, you will learn how to take control and create a life of true gold that reflects an increased ability to live with purpose, confidence and resilience.

Session One: $80.00

Living with Purpose: Is your to do list running your life? Are you busy but lack motivation or passion? If you?ve lost your mojo and need help getting it back, attend this fun workshop. You?ll not only gain clarity on your values but you?ll identify your life purpose so you can get on with the business of living life on a mission!

Sessions Two and Three: $80.00 per Session

Living with Confidence ? Nothing builds confidence more than achieving goals; however, the hustle and bustle of daily life often forces us to put our dreams on the shelf. Learn how to set goals that align with your values and to take bold action to see your plans through to completion. If you are tired of just talking the talk and want to start walking it, this workshop is for you!

Session Four: $80.00

Living with Resilience ? Life?s daily mental battles can cause you to lose focus, decrease your productivity and derail your plans. In this practical workshop, you will learn how to minimize the chatter of negative and limiting self-talk and quickly shift your focus forward for success. It?s time to get out of your own way and seize the power that makes the impossible possible!

Dates: August 7, 14, 21,& 28, 2014

6:30PM - 8:00PM

Thursday

Workshop Fee: $80.00(One Day Sessions)

Value: $20 Discount For Attendees Who Register For All Four Sessions

Social Media "Making Connections" For All Ages

Do you want to learn how to text, tweet, blog, send and receive photos electronically, connect with family and friends by Facebook? You are in luck! Those of all ages will be introduced to the basics in texting, tweeting, blogging, web/internet exploration, getting the most use of your cell phone, how to send and receive pictures, video clips and to communicate with others using these media.

Dates: August 30, 2014 & September 27, 2014

9:00 am - 12:00 pm

Saturdays

Workshop Fee: $40 (One Day Sessions)

Quality Customer Service

The Quality Customer Service workshop is designed to provide participants with value-added skills to enhance the customer?s experience. This impact-learning oriented course will allow students to develop a framework that supports professional and organizational quality service. Through engagement and role-playing students will simulate best practices via varied customer-focused scenarios in an effort to build as well as retain thriving business relationships.

Dates: August 26, 2014 & September 24, 2014

9:00 pm -4:00 pm

Wednesday

Workshop Fee: $250.00 (One Day Sessions)

Leadership Skills for Women

This facilitation is an opportunity for women to enhance or establish their leadership image. This workshop seeks to empower, encourage and enable women to give their confidence a boost. By way of personal experiences, this seminar will encourage and empower participants to boost their leadership skills. Through real-world scenarios, hand-on exercises, and dialogue, participants will learn how to positively engage and impact people as well as lead from a fair and strength-based position.

Dates: August 21, 2014 & October 29, 2014

9:00 pm -4:00 pm

Thursday

Workshop Fee: $150.00 (One Day Sessions)

PROFESSIONAL DEVELOPMENT

Fundamentals of Project Management

This course if Part I of a III part series of Project Management courses. All project management preparation topic areas are covered,including the PMI knowledge areas. The PMBOK and many other reference texts. Participants evaluate their existing knowledge, determine what knowledge is missing, and create a study plan to fill the gap. Multiple exam questions on every topic are provided, including a complete exam simulation along with a review of answers and references. Workshop includes: five days of instructions, workshop reference material, project management certificate, PMP study kit, and inclusive Boot Camps before exam.

Dates: July 14 - August 18, 2014

5:30 pm -8:30 pm

Mondays

Student Tuition: $850.00

Certified Administrative Professional (CAP-OM)

Learn to master the concepts of management and organizational planning, managerial communications, business etiquette protocols, and finance and economic applications. Get the tools and prep you need for the CAP-OM Exams. Each section is designed based on five discussion items. 1) Management and Organizational Planning - apply the skills of being effective and efficient in the workplace. 2) Administrative Management - understanding the various forms, importance, and applications of written communications. 3) Managerial Communications - the key ingredient in all management functions. 4) Professional Protocols - business etiquette and protocols. 5) Economics and Financial Application - the way business is influenced by world economics and politics.

Dates: October 21, 2014-December 2, 2014

Tuesdays (Instructor-Led)

5:30 pm- 8:30 pm

Workshop Fee: $300 General Public/$250 IAAP Members

***CAP-OM Boot Camp**-February 28, 2015 (Included)

Saturday

9 am -3 pm

HEALTH AND WELLNESS

Health Passport

The eating and physical activity habits you develop now can contribute to health conditions later in life, but more importantly, those habits play a role in your ability to cope with stress and overall well-being. This course teaches you various nutrition programs, exercise techniques, and resources to use.

Dates: October 6, 2014- November 10, 2014

6:30 pm -8:30 pm

Mondays

Student Tuition: $175.00 (One Day Sessions)

MICROSOFT OFFICE 2013

Microsoft Office Word 2013 - Beginner

Learn how to modify and create your documents using Microsoft Word 2013. Learn how to change the size and appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run integrated grammar and spelling checker; save, retrieve, copy, organize and print your documents. At the end of the course, you'll be able to use Word confidently at home or on the job.

Dates: August 19, 2014 & October 14, 2014

6:30 pm - 8:30 pm

Tuesdays

Student Tuition: $70.00

Microsoft Office Word 2013- Intermediate

Learn how to perform a mail merge, and we'll explore shortcuts, styles, and templates. Templates let you create documents that contain predefined formatting and text. In this course, you will work with labels, dividing pages, columns, and text boxes. Whether you need to produce a short letter, flyer, or report, this course will teach you how to get the most out of Microsoft Word 2013!

Dates: September 2, 2014 & November 4, 2014

6:30 pm - 8:30 pm

Tuesdays

Student Tuition: $70.00 (One Day Sessions)

Microsoft Office Excel 2013 - Beginner

Learn how to find popular commands quickly on the ribbon. Learn how to use the File Menu (Microsoft Office Backstage view). Learn essential tasks such as opening existing workbooks, creating new workbooks, setting up a spreadsheet, formatting, saving, and printing.

Dates: September 25, 2014 & October 23, 2014

6:30 pm - 8:30 pm

Thursdays

Student Tuition: $70.00 (One Day Sessions)

Microsoft Office Excel 2013 - Intermediate

This course covers editing spreadsheets, adding headers, footers, hyperlinks, formatting and editing cells, conditional formatting, analyzing data lists, performing calculations, creating, editing and formatting PivotTables, setting Excel 2013 Options and Workbook properties and more.

Dates: August 21, 2014 & October 16, 2014

6:30 pm -8:30 pm

Thursdays

Student Tuition: $70.00 (One Day Sessions)

Microsoft Office PowerPoint 2013 - Beginner

This course is designed for students who wish to gain the ability to organize content, enhance it with high-impact visuals, and deliver it with style. Students will learn how to create a PowerPoint Presentation, text editing, and modifying objects in their presentation.

Dates: August 20, 2014 & October 15, 2014

6:30 pm -8:30 pm

Wednesday

Student Tuition: $70.00 (One Day Sessions)

Course Registration:
Non-Degree Seeking Registration Form [1]

Office of Adult & Continuing Education

Maurice Thomasson Building
Hours: 8:30 a.m. - 4:30 p.m.
302.857.6820 Telephone
302.857.6823 Fax

Source URL: http://desu.edu/adult-and-continuing-ed/adult-continuing-education

Links:
[1] http://www.desu.edu/sites/default/files/u91/Non%20Degree%20Registration%20Form.doc