



**Community Technology Center
Schedule of Classes
2009 -2010 Year**



**2041 Martin Luther King Jr. Ave SE
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Washington, DC 20020
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www.urbaned.org**

Thank you for your interest in attending Urban Ed, Inc.'s Community Technology Center (CTC). We are glad you are on a path of change and prosperity and we look forward to helping you achieve your goals. Our primary focus is within the technology field. We offer classes and workshops to help you gain the latest skills in IT which will prepare you for the ever changing workforce.

During our 2009 -2010 year we will offer the following:

- A+ IT Technician Training
- Microsoft Certified Professional Training
- Microsoft Certified Desktop Support Technician Training
- The Microsoft® Business Certification Training
- Career Building Workshops
- Teen TechnoAcademy
- Children's Summer TechnoCamp and the Summer Youth IT Challenge
- *Coming in the late 2010/early 2011: Green IT and Network+ courses*

A+ IT Technician Training

This course is designed for those with some basic knowledge and experience with computer repair. A full review of the key knowledge areas will be delivered. This course also provides hands-on labs and activities to help build an understanding of computer support theory with practical applications. Those with a strong interest in computer repair, help desk jobs and the new green IT jobs should apply.

Course Offered: Fall Term 2009, Winter Term 2010

Duration: 20 weeks

Course Times: Tue, Wed, Thu 10:00 am – 12:30 pm; 6:00 – 8:30 pm

Microsoft Certified Professional (MCP) Training

This course covers the major objectives to become certified as a MCP. Microsoft has several certifications one can obtain to secure the MCP designation. This training focuses primarily on the Desktop Support Technician area. Hands-on experience is necessary to achieve the MCP in most cases and as such this course contains an abundance of labs and technical clinics. Must have experience with A+. For more info on the MCP visit <http://www.microsoft.com/learning/mcp/mcp/default.mspx>.

Course Offered: Spring Term 2010

Duration: 15 weeks

Course Times: Tue, Wed, Thu 10:00 am – 12:30 pm or 6:00 – 8:30 pm

Microsoft Certified Desktop Support Technician (MCDST) Training

This course covers the major objectives to become certified as a Microsoft Certified Desktop Support Technician. This course validates your ability to successfully troubleshoot desktop environments that run on the Microsoft Windows operating system. Two exams are required for this certification. Study for the first exam begins with the MCP training in the Spring 2010. Passing these exams also counts toward the MCSA or MCSE Microsoft certifications.

Course Offered: Spring Term 2010, Fall Term 2010

Duration: 20 weeks (each exam)

Course Times: Tue, Wed, Thu 10:00 am – 12:30 pm or 6:00 – 8:30 pm

Microsoft® Business Certification Training

With the new Vista® and Windows 7 operating system and Office 2007 platform, Microsoft has put forth a new certification to help individuals, employees and businesses become efficient in the use of this new software. As support for Windows XP has stopped as of July 2008, more and more companies and the government are migrating to Vista®, Windows 7 and Office 2007. This training will help you become familiar with Vista's new look and feel as well as Word 2007, Excel 2007, PowerPoint 2007, and Outlook 2007. One can become certified as Microsoft Certified Application Specialist (MCAS) by passing one exam in any of the above offerings. For more info on this new cutting edge certification visit

<http://www.microsoft.com/learning/mcp/msbc/mcas/default.mspx>.

Course Offered: Fall Term 2009, Winter and Spring Term 2010

Duration: 4-8 weeks each subject

Course Times: Tue thru Fri – Check schedule for times

Career Building Workshops

These one day workshops are designed to offer assistance in developing an impressive resume for information technology and office administration jobs as well as key places to search via the Internet for these types of jobs. They also cover important keywords to use for online resumes and provide real workplace case studies to assess readiness for the job critiqued by senior managers. Workshops also include a review of technical interview "need to know" questions. Job coaches are available and professionals from the field assist in the delivery of these short workshops.

Course Offered: Spring Term 2010

Duration: 2 hours ea.

Course Times: Various Days, check the schedule 12:00 – 2:00 pm; 6:00 pm – 8:00 pm

Teen TechnoAcademy

This special Academy provides one-on-one and group developmental sessions to teens still in or that have dropped out of DC Public/Charter Schools or youth in need of supervision under the courts or other DC agencies. The trainings provide academic support via tutoring, youth development support via creative sessions and schools to career job training to help youth prepare for the business and technically demanding job market. Contact us for the teen calendar.

Course Offered: Winter Term 2010 thru school year

Duration: School Calendar Year

Course Times: Wed - Fri between 4:30 – 8:00 pm

Children's Summer TechnoCamp

This is a special computer academy designed for children ages 4-8. A unique approach to bridging the achievement gap this program is proven to help disadvantaged children excel in school by using technology to teach the subjects of Language Arts, Math, Arts and Computer Science. It has a developed curriculum aligned with educational school standards and also includes a reading literacy component. If your child likes computers and you would like to see them get ahead in school then this program is a perfect fit.

For more info contact us or visit www.urbaned.org.

Course Offered: Summer Term 2010

Duration: 10 weeks

Course Times: Daily Mon – Fri 9:00 am – 3:00 pm

Summer Youth IT Challenge

The summer months are important for teens and college-age youth to gain valuable work experience while still having fun and Urban Ed has designed an energetic challenge for our summer youth. During the summer of 2010 youth will serve as summer camp leads and mentors to the children in the TechnoCamp leading the entire program. Our summer is not all work and no play. A number of field trips both educational and just for fun are included as well as weekly recreational activities.

Course Offered: Summer Term 2010

Duration: 10 weeks

Course Times: Daily, Mon – Fri 9:00 am – 3:00 pm

Tuition and Fees: Tuition and fees with Urban Ed include textbooks, training materials, access to e-learning (when available) and lab fees. Scholarships are available to those that qualify. The following fee schedule applies for the 2009-2010 year:

- \$3,600 IT Technician Courses (A+, MCP, MCDST Certification)
- \$2,800 Business IT Courses (MCAS Certification)
- \$175 Career/professional development workshops
- \$35 per child for Summer Camp
- Special training programs (check with Enrollment Specialist)

Testing: Urban Ed is an authorized testing center to administer the new Microsoft® Business Certification exams. You can also take the Office 2003, Adobe, iCritical Thinking and IC3 exams as well. We are also completing the process to become a testing site for the technician exams. However, we are an Education to Careers site with CompTIA in which access to special programs are available for those studying to become an IT tech.

Exam Prep and Vouchers: We provide any student enrolled access to exam preparation software and a certified technician to help mentor them on key exam concepts. The cost is included in your tuition and fees. We also include one exam voucher free to take any exam of choice to students. Thereafter, students can purchase discounted exams from us which generally are half the listed price ranging from \$85 - \$200 depending on the type of certification and the number of exams required for a certification designation.

Other Benefits of our Programs:

- State of the art lab with the latest technology
- Free Lab Use to check emails, do research, apply for jobs
- Free access to 24-hours of e-learning for independent self-study (based on need and for those that qualify)
- Free access to a Job Coach to help identify jobs and career options
- Free take-home computer systems for those in need (based on supply)
- Placement assistance and referrals to partner employers

Course Schedule

Please see the attached course schedules for the specific dates and times of our courses. Note that these are subject to change at any time. Also check our website as it is updated more often.

Enrollment

All potential candidates for our courses and workshops must apply. Our application can be found on our website at www.urbaned.org, requested via mail or completed in our offices by appointment only. Interested candidates may be required to interview with an enrollment specialist and complete a brief assessment test in addition to completing the application. Those accepted into the program will be notified in writing. Please DO NOT assume that by submitting an application that you have been accepted into our programs. You must receive some type of communication from Urban Ed to be enrolled..







With certified instructors, small class sizes and people who genuinely care about your future and personal stability, you can be assured that we will do all we can to help you become successful. We hope you will apply and become a part of the Urban Ed family!















S E P T E M B E R 2 0 0 9

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7  LABOR DAY	8  STAFF SUMMER BREAK BEGINS	9  STAFF SUMMER BREAK	10  STAFF SUMMER BREAK	11  STAFF SUMMER BREAK
14  STAFF SUMMER BREAK	15  STAFF SUMMER BREAK	16  STAFF SUMMER BREAK	17  STAFF SUMMER BREAK	18  STAFF SUMMER BREAK
21  OPEN ENROLLMENT FOR FALL TERM BEGINS	22	23  New Enrollment Info Session 10 A.M. Urban Ed CTC	24	25
28	29  New Enrollment Info Session 6 P.M. Urban Ed CTC	30		








O C T O B E R 2 0 0 9

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
<p>12</p> <p>FALL TERM BEGINS</p> 	<p>13</p>  <p>MCAS – VISTA 10 A.M. – 12 P.M.</p> <p>A+ Course 6 P.M. – 8:30 P.M</p>	<p>14</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>15</p> <p style="text-align: center;">MCAS – VISTA 10 A.M. - 12 P.M.</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>16</p>  <p style="text-align: center;">MCAS - VISTA 10 A.M. – 12 P.M.</p>
<p>19</p>  <p style="text-align: center;">Staff /Instructor Workday</p>	<p>20</p> <p style="text-align: center;">MCAS – VISTA 10 A.M. - 12 P.M.</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>21</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>22</p> <p style="text-align: center;">MCAS – VISTA 10 A.M. - 12 P.M.</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>23</p>  <p style="text-align: center;">MCAS - VISTA 10 A.M. – 12 P.M.</p>
<p>26</p>  <p style="text-align: center;">Staff /Instructor Workday</p>	<p>27</p>  <p>MCAS – VISTA 10 A.M. – 12 P.M.</p> <p>A+ Course 6 P.M. – 8:30 P.M</p>	<p>28</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>29</p> <p style="text-align: center;">MCAS – VISTA 10 A.M. - 12 P.M.</p> <p style="text-align: center;">A+ Course 6 P.M. – 8:30 P.M</p>	<p>30</p>  <p style="text-align: center;">MCAS - VISTA 10 A.M. – 12 P.M.</p>







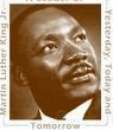




N O V E M B E R 2 0 0 9

* MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2  Staff /Instructor Workday	3  <i>Education to Careers™ Program (E2C)</i> MCAS – VISTA 10 A.M. –12 P.M. A+ Course 6 P.M. – 8:30 P.M	4 A+ Course 6 P.M. – 8:30 P.M	5 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	6  MCAS - VISTA 10 A.M. – 12 P.M.
9  Staff /Instructor Workday	10 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	11 VETEREN’S DAY NO CLASSES	12 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	13  MCAS - VISTA 10 A.M. – 12 P.M.
16  Staff /Instructor Workday	17  <i>Education to Careers™ Program (E2C)</i> MCAS – VISTA 10 A.M. –12 P.M. A+ Course 6 P.M. – 8:30 P.M	18 A+ Course 6 P.M. – 8:30 P.M	19 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	20  MCAS - VISTA 10 A.M. – 12 P.M.
23  Staff /Instructor Workday	24 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	25 FALL BREAK NO CLASSES 	26  FALL BREAK /THANKSGIVING HOLIDAY NO CLASSES	27  FALL BREAK /THANKSGIVING HOLIDAY NO CLASSES












D E C E M B E R 2 0 0 9

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nov 30  Staff /Instructor Workday	1 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	2 A+ Course 6 P.M. – 8:30 P.M	3 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	4  MCAS – VISTA 10 A.M. – 12 P.M.
7  Staff /Instructor Workday	8  MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	9 A+ Course 6 P.M. – 8:30 P.M	10 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	11  MCAS – VISTA 10 A.M. – 12 P.M.
14  Staff /Instructor Workday	15 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	16  A+ Course 6 P.M. – 8:30 P.M	17 MCAS – VISTA 10 A.M. - 12 P.M. A+ Course 6 P.M. – 8:30 P.M	18  MCAS – VISTA 10 A.M. – 12 P.M.
21  FALL TERM ENDS WINTER BREAK BEGINS NO CLASSES	22 Winter Break No Classes	23 Winter Break No Classes	24 Winter Break No Classes	25  Winter Break Urban Ed wishes you a very Happy Holiday!
28 Winter Break No Classes	29 Winter Break No Classes	30 Winter Break No Classes	31 Winter Break No Classes	





J A N U A R Y 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1  Winter Break No Classes
4 Winter Break No Classes	5 Winter Break No Classes	6 Urban Ed CTC Opens	7  Staff /Instructor Workday	8  Staff /Instructor Workday
11 WINTER TERM CLASSES BEGIN  Staff /Instructor Workday	12 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	13 MCAS – VISTA 10 A.M.-12 P.M.  Education to Careers™ Program (E2C) A+ Course 6–8:30 P.M.	14 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	15  MCAS – VISTA 2007 10 A.M. -12 P.M.
18  NO CLASSES MARTIN LUTHER KING DAY	19 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	20 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	21 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	22  MCAS – VISTA 2007 10 A.M. -12 P.M.
25  Staff /Instructor Workday	26 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	27 MCAS – VISTA 10 A.M.-12 P.M.  Education to Careers™ Program (E2C) A+ Course 6–8:30 P.M.	28 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	29  MCAS – VISTA 2007 10 A.M. -12 P.M.

F E B R U A R Y 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1  Staff /Instructor Workday	2 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	3 MCAS – VISTA 10 A.M.-12 P.M.  Education to Careers™ Program (E2C) A+ Course 6–8:30 P.M.	4 MCAS – VISTA 10 A.M. – 12 P.M. A+ Course 6–8:30 P.M.	5  MCAS – VISTA 10 A.M. -12 P.M.
8  Staff /Instructor Workday	9 NEW! MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M.  A+ Course 6 P.M. – 8:30 P.M	10 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	11 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	12  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.
15  NO CLASSES PRESIDENTS DAY	16 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	17 MCAS – WORD 2007 10 A.M.-12 P.M.  Education to Careers™ Program (E2C) A+ Course 6–8:30 P.M.	18 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	19  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.
22  Staff /Instructor Workday	23 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	24 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	25 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M	26  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.

M A R C H 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1  Staff /Instructor Workday	2 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M.	3 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M.	4 MCAS – WORD 2007 10 A.M.-12 P.M. or 6–8 P.M. A+ Course 6 P.M. – 8:30 P.M.	5  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.
8  Staff /Instructor Workday	9 NEW! Microsoft Certified Professional (MCP/MCDST) 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M.OR 6–8 P.M.	10  MCP/MCDST 10 A.M.–12:30 P.M. 6–8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	11 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M.OR 6–8 P.M.	12  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.
15  Staff /Instructor Workday	16 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	17 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	18 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	19  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.
22  Staff /Instructor Workday	23 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	24 MCP/MCDST 10 A.M.–12:30 P.M. 6–8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	25 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – WORD 2007 10 A.M.-12 P.M. OR 6–8 P.M.	26  MCAS – WORD 2007 10 A.M. -12 P.M. OR 6-8 P.M.





A P R I L 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mar 29 DCPS SPRING BREAK NO CLASSES	Mar 30 DCPS SPRING BREAK NO CLASSES	Mar 31 DCPS SPRING BREAK NO CLASSES	1 DCPS SPRING BREAK NO CLASSES	2 DCPS SPRING BREAK NO CLASSES
5  Staff /Instructor Workday	6  NEW! MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M. MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M	7 MCP/MCDST 10 A.M.–12:30 P.M. 6–8:30 P.M. MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	8 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	9  MCAS – EXCEL 2007 10 A.M.–12 P.M. or 6 – 8 P.M.
12  Staff /Instructor Workday	13 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 12–2 P.M. OR 6–8 P.M.	14 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	15 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	16  MCAS – EXCEL 2007 10 A.M.–12 P.M. or 6 – 8 P.M.
19  Staff /Instructor Workday	20 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	21 MCP/MCDST 10 A.M.–12:30 P.M. 6–8:30 P.M. MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	22 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	23  MCAS – EXCEL 2007 10 A.M.–12 P.M. or 6 – 8 P.M.
26  Staff /Instructor Workday	27  MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M. MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M	28 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	29 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M MCAS – EXCEL 2007 10 A.M.–12 P.M. OR 6–8 P.M.	30  MCAS – EXCEL 2007 10 A.M.–12 P.M. or 6 – 8 P.M.

M A Y 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3  Staff /Instructor Workday	4 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	5 MCP/MCDST 10 A.M.-12:30 P.M. 6–8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	6 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	7  MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.
10  Staff /Instructor Workday	11 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	12 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	13 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.	14  MCAS – EXCEL 2007 10 A.M.-12 P.M. OR 6–8 P.M.
17  Staff /Instructor Workday	18  NEW! MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M. MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.	19  MCP/MCDST 10 A.M.-12:30 P.M. 6–8:30 P.M. MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.	20 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.	21  MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.
24  Staff /Instructor Workday	25 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.	26 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.	27 MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M. MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.	28  MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.
31  MEMORIAL DAY NO CLASSES				

J U N E 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>1</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>2</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>3</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>4</p> <p>Microsoft CERTIFIED Application Specialist</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>
<p>7</p>  <p>Staff /Instructor Workday</p>	<p>8</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>9</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>10</p> <p>MCP/MCDST 10 A.M. – 12:30 P.M. 6 P.M. – 8:30 P.M.</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>	<p>11</p> <p>Microsoft CERTIFIED Application Specialist</p> <p>MCAS – OUTLOOK 2007 10 A.M.-12 P.M. OR 6–8 P.M.</p>
<p>14</p>  <p>Staff /Instructor Workday</p>	<p>15</p> <p>WORKSHOP <u>Tightening Your Statement:</u> Building a Resume for Jobs in Information Technology and Office Administration 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p>	<p>16</p> <p>EXAM CRAM SESSIONS ALL COURSES 10 A.M. – 12:30 P.M. 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p>	<p>17</p> <p>WORKSHOP <u>Finding the Right Job:</u> Using the Internet to Advance Your Job Search 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p> 	<p>18</p>  <p>DCPS SCHOOL ENDS</p>
<p>21</p>  <p>Staff /Instructor Workday</p>	<p>22</p> <p>WORKSHOP <u>Surviving an IT Interview:</u> Being Ready for Tough Questions 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p>	<p>23</p> <p>EXAM CRAM SESSIONS ALL COURSES 10 A.M. – 12:30 P.M. 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p>	<p>24</p> <p>WORKSHOP <u>Testing Your Skills:</u> Are You Ready for the J-O-B (Hands-on Practical Clinic with Employment Performance Reviews) 12 P.M.–2 P.M. OR 6 P.M. – 8 P.M.</p>	<p>25</p> <p>EXAM CRAM SESSIONS ALL COURSES 10 A.M. – 12:30 P.M. 12 P.M. – 2 P.M. 6 P.M. – 8 P.M.</p>
<p>28</p>  <p>SUMMER BEGINS</p>	<p>29</p> <p>Summer Youth IT Challenge Orientation 10 A.M. – 4 P.M.</p>	<p>30</p> <p>Summer Youth IT Challenge Leadership Training 10 A.M. – 4 P.M.</p>		

J U L Y 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Summer Youth IT Challenge Lesson Planning & Curriculum Training 10 A.M. – 4 P.M.	2 Summer Youth IT Challenge Final Prep 10 A.M. – 4 P.M.
5  CLOSED FOR INDEPENDENCE DAY	6 STAFF CAMP PREP DAY	7  WELCOME LIL BITTIES! Lil Bitties Summer TechnoCamp Begins 9 A.M. – 3 P.M.	8 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	9 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.
12 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	13 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M. 	14 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	15 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	16 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M. 
19 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	20 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	21 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M. 	22 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	23 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.
26  Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	27 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	28 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	29 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	30  Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.

A U G U S T 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	3  Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	4 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	5 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	6 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.
9 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	10 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	11  Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	12 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	13 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.
16  Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	17 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	18 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	19 Lil Bitties Summer TechnoCamp 9 A.M. – 3 P.M.	20  SUMMER ENDS
23	24	25	26	27
30	31 			

S E P T E M B E R 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1  STAFF SUMMER BREAK BEGINS	2  STAFF SUMMER BREAK	3  STAFF SUMMER BREAK
6  LABOR DAY	7  STAFF SUMMER BREAK	8  STAFF SUMMER BREAK	9  STAFF SUMMER BREAK	10  STAFF SUMMER BREAK
13  STAFF SUMMER BREAK	14  STAFF SUMMER BREAK	15  STAFF SUMMER BREAK	16  STAFF SUMMER BREAK	17  STAFF SUMMER BREAK
20	21	22  OPEN ENROLLMENT FOR FALL TERM BEGINS	23	24
27	28  New Enrollment Info Session 10 A.M. Urban Ed	29  New Enrollment Info Session 6 P.M. Urban Ed		

O C T O B E R 2 0 1 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
FALL TERM BEGINS 	MCAS – VISTA 10 A.M. –12 P.M. NEW! MCAS – POWERPOINT 2007 12 –2 P.M.  A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	 Education to Careers™ Program (E2C) A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	URBAN ED 10 YEAR ANNIVERSARY CELEBRATION! MCAS – VISTA 10 A.M. - 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M. A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	Microsoft CERTIFIED Application Specialist MCAS - VISTA 10 A.M. – 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M.
18  Staff /Instructor Workday	MCAS – VISTA 10 A.M. –12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M. A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	 Education to Careers™ Program (E2C) A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	MCAS – VISTA 10 A.M. - 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M. A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	Microsoft CERTIFIED Application Specialist MCAS - VISTA 10 A.M. – 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M.
25  Staff /Instructor Workday	MCAS – VISTA 10 A.M. - 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M. A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	 Education to Careers™ Program (E2C) A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	MCAS – VISTA 10 A.M. - 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M. A+ Course 6 P.M. – 8:30 P.M MCDST Course 6 P.M. – 8:30 P.M	Microsoft CERTIFIED Application Specialist MCAS - VISTA 10 A.M. – 12 P.M. MCAS – POWERPOINT 2007 12 –2 P.M.