

EVENING AND WEEKEND PROGRAMS



2018 SCHEDULE OF CLASSES

*"Where the Only
Prerequisite is Desire!"*



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Curriculum

Evening and Weekend Programs

Explore our Program Areas:

Business and Management

Business and Management includes courses from a variety of disciplines: Accounting, Editing, English, Writing, Financial Management, Human Resources, and Management.

Foreign Languages

Graduate School USA offers classes in over a dozen foreign languages and American Sign Language, with courses available by contract to agencies and organizations, and in our DC classrooms through Evening and Weekend Programs.

Graphic Arts and Photography

Graphic Arts and Photography courses are an important element of our Evening and Weekend programs. Students come here to acquire basic skills in print and online publishing, explore creative thinking and design, learn the fundamentals of digital photography, get an introduction to Adobe Illustrator, and more.

Information Technology

We offer a range of IT courses in the following areas:

- Databases
- Desktop Publishing
- Information Technology
- Microsoft Suite
- Network and Operating Systems
- Security
- Web Design and Programming

Mathematics and Statistics

Mathematics and Statistics courses, offered through Evening and Weekend Programs, address a range of topics and skill levels. Review basic calculus, or explore advanced concepts.

Natural Sciences

Natural Sciences courses in our Evening and Weekend Programs include topics in Environmental Studies, Horticulture, and Natural History Field Studies.

Paralegal Studies

Paralegal Studies courses, offered through Evening and Weekend Programs, cover topics in Law and Legal Analysis.

Social Sciences

Evening and Weekend Programs Social Sciences courses focus on topics in economics and political science. We offer courses in the principles of economics (micro and macro), international trade policy, econometrics, and more.

Test Preparation

Graduate School USA offers a **PMP® Exam Preparation course** through our Evening and Weekend Programs.

PMP® Exam Preparation is designed to help you establish your credentials as a Project Management Professional® by preparing for the PMP® certification exam offered by Project Management Institute, Inc.



Visit graduateschool.edu/evening for more information.



Programs that fit your vision

Rediscover the thrill of learning!

Whether your learning goals are for business or for personal enrichment, you can count on gaining skills and insights that you can use right away.

Graduate School USA offers you the surest ways to achieve your vision with dozens of engaging, content-rich courses targeted toward learning and developing new skills.

Come learn with us! You'll meet new people and encounter new ideas. And, chances are, you'll have a great time doing it.

Get the Skills that Can Get You Ahead.

Graduate School USA's Evening and Weekend Programs offer you the opportunity to gain new skills or enhance current capabilities, through a wide range of courses.

And, if you really want to power up your resume, you can earn a valuable credential — a Certificate of Accomplishment in Administrative Procedures, Digital Graphic Arts, Economics, Editorial Practices, Environmental Studies, Horticulture, Landscape Design, Natural History Field Studies, Paralegal Studies, or Personnel Administration.

Find the program that will take you where you want to be, and take a step toward the future you want today.

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Certificate of Accomplishment in Administrative Procedures

This certificate provides participants with an overview of organization and management, with emphasis on the practical aspects of administering personnel, financial, and auxiliary services in the government.

Course Title	Course Code	Units	Tuition	Term
Required Courses: (complete 7 courses)				
Administrative Procedure	MGMT1108E	3 Credits	\$385.00	Sp/Fa
Administrative Office Management	MGMT1109E	3 Credits	\$385.00	Wi/Su
Introduction to Information Systems	COMP1120E	2 Credits	\$500.00	Wi/Sp/Su/Fa
Federal Human Resources Management	PERS1130E	2 Credits	\$385.00	Sp/Fa
Communication	ENGL7120E	3 CEU	\$385.00	Wi/Sp/Su
Business Mathematics	MATH2203E	2 Credits	\$385.00	Sp/Fa
Elective Courses (complete 2 courses):				
Introduction to Accounting	ACCT1099E	2 Credits	\$405.00	Wi/Sp
Principles of Editing for Publication	EDIT7150E	3 Credits	\$385.00	Sp/Fa
Proofreading	EDIT7170E	3 CEU	\$385.00	Wi/Su
Project Management	MGMT1120E	3 Credits	\$385.00	Wi/Sp/Fa
Practical Writing	WRIT7210E	3 CEU	\$385.00	Wi/Sp/Su/Fa
Writing Plain Language for the Government	WRIT7120E	3 Credits	\$385.00	Sp/Fa

Certificate of Accomplishment in Digital Graphic Arts

This program begins with a study of the basic building blocks of design and the principles of perception and visual literacy. With a primary focus on the process of preparing documents for publication, students use industry-standard applications such as the Adobe® suite to produce hands-on projects.

Required Courses: (complete 7 courses)

Course Title	Course Code	Units	Tuition	Term
Understanding the Design Process	GART8201E	3.0 CEU	\$ 415.00	Sp/Fa
Fundamentals of Desktop Publishing	GART8203E	3.0 CEU	\$ 415.00	Sp/Fa
Design and Typography	GART8225E	3.0 CEU	\$ 415.00	Wi/Su
Creative Thinking and Design	GART8303E	3.0 CEU	\$ 415.00	Sp/Fa
Computer Graphics Applications	GART8341E	3 CEU	\$ 385.00	Wi/Su/Fa
Adobe Photoshop: Introduction	COMP7001E	1.8 CEU	\$ 315.00	Wi/Sp/Su/Fa
Developing a Portfolio (Capstone)	GART8400E	3 CEU	\$ 415.00	Wi/Sp/Su/Fa

Elective Courses: (complete 2 courses)

Introduction to Adobe Illustrator for Windows	GART7703E	1.5 CEU	\$ 385.00	Wi/Sp/Su/Fa
Adobe Photoshop: Intermediate	COMP8002E	1.2 CEU	\$ 215.00	Wi/Sp/Su/Fa
Adobe InDesign: Introduction	COMP7002E	1.8 CEU	\$ 315.00	Wi/Sp/Su/Fa
Adobe InDesign: Intermediate	COMP8003E	1.2 CEU	\$ 315.00	Wi/Sp/Su/Fa

Certificate of Accomplishment in Economics

This program is designed to provide students with fundamental knowledge of economic principles and policies. This will help students obtain entry-level employment in trade careers, and will supplement business degrees for more advanced opportunities.

Required Courses: (complete 8 courses)

Course Title	Course Code	Units	Tuition	Term
Principles of Economics I: Macroeconomics	ECON1310E	3 credits	\$ 415.00	Wi/Sp/Su/Fa
Principles of Economics II: Microeconomics	ECON1311E	3 credits	\$ 415.00	Wi/Sp/Su/Fa
Economics of Corporate Finance	ECON2203E	2 credits	\$ 415.00	Wi
Econometrics I	ECON5545E	3 credits	\$ 415.00	Wi/Sp/Fa
Econometrics II	ECON5546E	2 credits	\$ 415.00	Wi/Sp/Su
International Trade Policy	ECON5500E	2 credits	\$ 415.00	Sp/Fa
Mathematics for Economists I	MATH4475E	2 credits	\$ 385.00	Wi/Sp/Fa
Mathematics for Economists II	MATH4476E	2 credits	\$ 385.00	Wi/Su/Sp

Elective Courses: (complete 4 courses)

Establishing and Operating a Small Business	MGMT2223E	2 credits	\$ 385.00	Fa
Comparative Economics	ECON8012E	3 CEU	\$ 465.00	Wi/Su
Understanding Congress	PUAP8225E	3 CEU	\$ 385.00	Fa
International Politics	PUAP9011E	3 CEU	\$ 465.00	Fa/Sp
Sustainable Development	PUAP8281E	3.0 CEU	\$ 385.00	Fa
European Economics	ECON7126E	3.0 CEU	\$ 415.00	Fa
The Congressional Budget Process	PUAP8307E	3.0 CEU	\$ 385.00	Wi

Certificate of Accomplishment in Editorial Practices

This program contains courses that address the process of publication from story idea to print. Writing quality documents requires knowledge of grammar, style, and editing; conveying them to print and digital media requires knowledge of production and publishing.

Required Courses

Course Title	Course Code	Units	Tuition	Term
Principles of Editing for Publication	EDIT7150E	3 CEU	\$ 385.00	Sp/Fa
Printing, Layout and Design	EDIT7270E	3 CEU	\$ 385.00	Wi/Su
Practice in Editing	EDIT7320E	3 CEU	\$ 385.00	Sp/Fa
Proofreading	EDIT7170E	3 CEU	\$ 385.00	Wi/Su
Technical Writing	WRIT8305E	3 CEU	\$ 385.00	Wi/Su

Sp=Spring Su=Summer Fa=Fall WI=Winter

Certificate of Accomplishment in Environmental Studies

The program in Environmental Studies is designed with the environmentally conscious political/social advocate in mind. This certificate is helpful to students who have excelled in a related profession and are looking for courses to stimulate their curiosity beyond the workplace.

Required Courses: (Complete 4 courses)

Course Title	Course Code	Units	Tuition	Term
Environmental Ethics (formerly ENVS1179E)	ENVS8179E	3 CEU	\$ 385.00	Spring
Environmental Law	LAWS1345E	3 credits	\$ 385.00	Fall
Environmental Policy and Politics	ENVS8317E	3 CEU	\$ 385.00	Summer
International Environmental Law	ENVS8321E	3 CEU	\$ 385.00	Winter

Elective Courses: (Complete 7 Courses)

Environmental and Natural Resource Economics	ECON2215E	2 credits	\$ 415.00	Sp/Fa
Environmental Policy: Solid Waste and Hazardous Materials (formerly ENVS3318E)	ENVS8318E	3 CEU	\$ 385.00	Fall
Environmental Policy: Air (formerly ENVS3316E)	ENVS8316E	3 CEU	\$ 385.00	Spring
Environmental Policy: Pesticides and Toxic Substances (formerly ENVS3319E)	ENVS8319E	3 CEU	\$ 385.00	Winter
Environmental Policy: Water Pollution	ENVS9315E	3 CEU	\$ 385.00	Summer
NEPA: Policy, Procedure and Science (formerly ENVS4435E)	ENVS8435E	3 CEU	\$ 385.00	Sp/Fa

Natural/Environmental Curriculum (Complete 4 Courses)

Biology for Naturalists	NATH1110E	2 credits	\$ 365.00	Spring
Estuarine Ecosystems (formerly NATH2206E)	NATH8206E	3 CEU	\$ 365.00	Fa 15
Fresh Water Ecosystems (formerly NATH2207E)	NATH8207E	3 CEU	\$ 365.00	Spring
Geology	NATH1125E	2 credits	\$ 365.00	Fall
Human Ecology (formerly NATH2280E)	NATH8280E	3 CEU	\$ 365.00	Wi 15
Introduction to Ecology	NATH1160E	2 credits	\$ 365.00	Wi/Fa
Land-Use Principles (formerly NATH2255E)	NATH8255E	3 CEU	\$ 365.00	Winter
Sustainable Development (formerly PUAP2281E)	PUAP8281E	3 CEU	\$ 385.00	Sp/Fa
The Living Soil	NATH1175E	2 credits	\$ 365.00	Sp/Fa
Weather and Climate (formerly NATH1140E)	NATH7140E	3 CEU	\$ 365.00	Fall
Wetland Ecosystems (formerly NATH2211E)	NATH8211E	3 CEU	\$ 365.00	Summer

Sp=Spring Su=Summer Fa=Fall WI=Winter

Certificate of Accomplishment in Horticulture

The program in Horticulture provides a fundamental understanding of, and the skills associated with, gardening, horticulture, and landscaping.

Required Courses (complete 8 courses):

Course Title	Course Code	Units	Tuition	Term
Principles of Horticulture	HORT1160E	2 Credits	\$ 385.00	Wi/Sp/Fa
Living Soil	NATH1175E	2 Credits	\$ 365.00	Sp/Fa
Landscape Plants of Fall	HORT8231E	3 CEU	\$ 385.00	Fa
Landscape Plants of Winter	HORT8232E	3 CEU	\$ 385.00	Wi
Landscape Plants of Spring	HORT8233E	3 CEU	\$ 385.00	Sp
Landscape Plants of Summer	HORT8234E	3 CEU	\$ 385.00	Su
Perennials for Spring	HORT8236E	3 CEU	\$ 385.00	Sp
Perennials for Summer	HORT8237E	3 CEU	\$ 385.00	Su

Electives (complete 4 courses):

Perennials for Fall	HORT8238E	3 CEU	\$ 385.00	Fa
Propagating Perennials and Woody Plants	HORT8210E	3 CEU	\$ 385.00	Su
Principles of Landscape Design I	HORT7102E	3 CEU	\$ 385.00	Wi/Fa
Principles of Landscape Design II	HORT8202E	3 CEU	\$ 385.00	Sp
Landscape Construction I	HORT7119E	3 CEU	\$ 385.00	Wi
Landscaping with Plants for the Professional and Home Gardener	HORT7140E	3 CEU	\$ 385.00	Sp/Fa
Organic Landscaping	HORT7190E	3 CEU	\$ 385.00	Sp

Sp=Spring Su=Summer Fa=Fall WI=Winter

Certificate of Accomplishment in Landscape Design

The program in Landscape Design provides participants with a fundamental understanding of, and the skills associated with, gardening, horticulture and landscaping.

Basic Studies (complete 1 course):

Course Title	Course Code	Units	Tuition	Term
Principles of Horticulture	HORT1160E	2 Credits	\$ 385.00	Wi/Sp/Fa
Identification Courses (complete 4 courses):				
Landscape Plants of Fall	HORT8231E	3 CEU	\$ 385.00	Fa
Landscape Plants of Winter	HORT8232E	3 CEU	\$ 385.00	Wi
Landscape Plants of Spring	HORT8233E	3 CEU	\$ 385.00	Sp
Landscape Plants of Summer	HORT8234E	3 CEU	\$ 385.00	Su
Design Courses (complete 4 courses):				
Principles of Landscape Design I	HORT7102E	3 CEU	\$ 385.00	Wi/Fa
Principles of Landscape Design II	HORT8202E	3 CEU	\$ 385.00	Sp
Landscape Construction I	HORT7119E	3 CEU	\$ 385.00	Su
Landscaping with Plants for the Professional and Home Gardener	HORT7140E	3 CEU	\$ 385.00	Sp/Fa

Enrichment Courses (complete 3 courses):

Propagating Perennials and Woody Plants	HORT8210E	3 CEU	\$ 385.00	Fa
Perennials for Spring	HORT8236E	3 CEU	\$ 385.00	Sp
Perennials for Summer	HORT8237E	3 CEU	\$ 385.00	Su
Perennials for Fall	HORT8238E	3 CEU	\$ 385.00	Fa
The Living Soil	NATH1175E	2 Credits	\$ 365.00	Sp
Organic Landscaping	HORT7190E	3 CEU	\$ 385.00	Fa

Certificate of Accomplishment in Natural History Field Studies

The Natural History Field Studies program has been cosponsored by the Audubon Naturalist Society (ANS) and Graduate School USA since 1962. ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education.

Basic Studies (complete 3 courses):

Course Title	Course Code	Units	Term	Comments
Biology for Naturalists	NATH1110E	2 Credits	Sp	Next offered in 2018
Geology	NATH1125E	2 Credits	Wi	Next offered in 2019
The Living Soil	NATH1175E	2 Credits	Sp, Fa	Spring; Fall course in 2018
Weather and Climate	NATH7140E	3 CEU	Fa	Next offered in 2019

Natural History Field Studies Certificate Program continues on page 9

Sp=Spring Su=Summer Fa=Fall WI=Winter

Natural History Field Studies Certificate Program from page 8

Identification Courses (Complete 3 courses to include 1 Plant and 1 Animal course):

Fall Woody Plant ID	NATH7145E	3 CEU	Fa	Next offered in 2019
Insect Life	NATH7130E	3 CEU	Su	Next offered in 2018
Introduction to Ornithology	NATH7118E	3 CEU	Sp	Next offered in 2019
Mammals	NATH8290E	3 CEU	Fa	Next offered in 2018
Reptiles and Amphibians	NATH8276E	3 CEU	Sp	Next offered in 2019
Spring Flower Identification	NATH7135E	3 CEU	Sp	Next offered in 2018
Winter Woody Plant ID	NATH7146E	3 CEU	Wi	Next offered in 2019

Ecosystems (complete 2 courses):

Introduction to Ecology	NATH1160E	2 Credits	Fa	Not currently scheduled
Eastern Forest Ecosystems	NATH8215E	3 CEU	Fa	Next offered in 2019
Chesapeake Bay Ecosystems	NATH8216E	3 CEU	Fa	Next offered in 2019
Stream Ecology	NATH8127E	3 CEU	Sp	Next offered in 2018
Wetland Ecosystems	NATH8211E	3 CEU	Su	Next offered in 2018

Conservation (complete 2 courses):

Human Ecology	NATH8280E	3 CEU	Wi	Next offered in 2018
Land-Use Principles	NATH8255E	3 CEU	Wi	Next offered in 2018
U.S. Conservation History	NATH8252E	3 CEU	Wi	New in 2018

Elective Courses (complete 6 CEUs):

Animal Behavior	NATH1151E	2 Credits	Wi	Next offered in 2019
Biodiversity	NATH7301E	3 CEU	Sp	Next offered in 2019
Bird Life	NATH7115E	3 CEU	Fa	Next offered in 2018
Birds of Prey	NATH7155E	3 CEU	Fa	Next offered in 2018
Botany for Naturalists	NATH7125E	1.5 CEU	Sp	Next offered in 2019
Butterflies of Fall	NATHXXXXE	1.5 CEU	Fa	New in 2019
Butterflies of Spring	NATH8272E	1.5 CEU	Sp	New in 2018.
Butterflies of Summer	NATH8273E	1.5 CEU	Su	Replaces Butterflies of Early Summer Next offered in 2020.
Chemistry for Naturalists	NATH7129E	3 CEU	Fa	Replaces Butterflies of Late Summer Next offered in 2019
Ferns and Lycophytes	NATH7148E	1.5 CEU	Su	Next offered 2018
Introduction to Grass Identification	NATH8225E	1.5 CEU	Su	Not currently scheduled
Introduction to Fungi	NATH7203E	1.5 CEU	Su	Next offered in 2018
Night Sky for Naturalists	NATH8100E	1.5 CEU	Fa	Not currently scheduled
Non-Native Invasive Plants of the Mid-Atlantic	NATH8319E	1.5 CEU	Su	Next offered in 2018
Owls	NATH7165E	1.5 CEU	Fa	Not currently scheduled
Rock Identification	NATH7150E	1.5 CEU	Wi	Next offered in 2019
Summer Bird Life	NATH7116E	1.5 CEU	Su	Next offered in 2018
Summer Wildflower ID	NATH7149E	1.5 CEU	Su	Next offered in 2019
Understanding Evolution	NATH8201E	1.5 CEU	Su	Not currently schedule
Wildlife Ecology	NATH8265E	3 CEU	Wi	Not currently scheduled
Winter Bird Life	NATH7163E	1.5 CEU	Wi	Next offered in 2018

Certificate of Accomplishment in Paralegal Studies

The certificate of accomplishment program in Paralegal Studies prepares the participant for a career as a paralegal, providing the educational foundation that assists paralegals in becoming ethical, professional, and effective members of a legal services delivery team.

Required Courses (complete all 5 courses):

Course Title	Course Code	Units	Tuition	Term
Introduction to Law for Paralegals	LAWS1310E	3 Credits	\$ 385.00	Wi/Sp/Su/Fa
Legal Ethics/Law Office Systems	LAWS1315E	3 Credits	\$ 385.00	Sp/Fa
Legal Research I	LAWS5551E	2 Credit	\$ 385.00	Wi/Sp/Fa
Legal Research II	LAWS5552E	2 Credits	\$ 385.00	Sp/Su
Legal Writing	LAWS2256E	3 Credits	\$ 385.00	Wi/Su/Fa

Elective Courses

(complete 9 courses of which you may complete both or one of the Special Elective courses):

Administrative Law and Procedure	LAWS3330E	3 Credits	\$ 385.00	Sp
Negotiations and ADR	LAWS3315E	2 Credits	\$ 385.00	Sp
Bankruptcy Law	LAWS1180E	2 Credits	\$ 385.00	Wi
Business Law I	LAWS1322E	3 Credits	\$ 385.00	Sp/Fa
Business Law II	LAWS2325E	3 Credits	\$ 385.00	Wi/Su
Criminal Law	LAWS1155E	3 Credits	\$ 385.00	Wi
Environmental Law	LAWS1345E	3 Credits	\$ 385.00	Fa
Family Law	LAWS1160E	3 Credits	\$ 385.00	Su
Innovation, Technology and the Law	LAWS2426E	3 Credits	\$ 385.00	Fa
Introduction to Legal Analysis and Reasoning	LLBS4400E	2 Credits	\$ 385.00	Su
NEPA: Policy, Procedures and Science/Art	ENVS8435E	3 CEU	\$ 385.00	Fa/Sp
Real Estate Transactions	LAWS2250E	3 Credits	\$ 385.00	Su

Special Electives:

Employee Relations	PERS2220E	2 Credits	\$ 385.00	Sp/Fa
Introduction to Information Systems	COMP1120E	2 Credits	\$ 500.00	Wi/Sp/Su/Fa

Sp=Spring Su=Summer Fa=Fall WI=Winter

Certificate of Accomplishment in Personnel Administration

The Personnel Administration program prepares students to perform effectively in an entry-level position in human resources management.

Required Courses (complete 1 course in Category A and 4 courses in Category B):

Course Title	Course Code	Units	Tuition	Term
Federal Human Resources Management	PERS1130E	2 Credits	\$ 385.00	Sp/Fa
Human Resources Courses:				
EEO, Affirmative Action and Diversity	PERS2225E	3 Credits	\$ 385.00	Fa/Sp
Employee Relations	PERS2220E	2 Credits	\$ 385.00	Sp/Wi
Developmental Internship (Supervised Application)	PERS4499E	2 Credits	\$ 385.00	Wi/Sp/Su/Fa
Human Resources Recruiting				
Principles and Practices	PERS2230E	2 Credits	\$ 385.00	Wi
Staffing and Placement	PERS2250E	2 Credits	\$ 385.00	Wi/Sp

Elective Courses (complete 2 courses):

Administrative Procedure	MGMT1108E	3 Credits	\$ 385.00	Sp/Fa
Administrative Office Management	MGMT1109E	3 Credits	\$ 385.00	Wi/Su
Negotiation and Alternative Dispute Resolution (ADR)	LAWS3315E	2 Credits	\$ 385.00	Sp
Writing Plain Language for the Government	WRIT7120E	3 CEU	\$ 385.00	Sp/Fa
Project Management	MGMT1120E	3 Credits	\$ 385.00	Wi/Sp/Fa

Sp=Spring Su=Summer Fa=Fall WI=Winter

Business and Management



ACCOUNTING

Introduction to Accounting

ACCT1099E 10 Week(s) Credit: 2 ACE \$405

Measure your aptitude and interest in the accounting field. Increase your understanding of fundamental accounting principles, including identifying and recording business transactions and learning techniques for double-entry accounting.

ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Administrative Procedures.

Session Dates

January 22 - April 02, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
April 18 - June 20, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC
July 12 - September 13, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC
October 01 - December 17, 2018		
6:00 - 9:00 pm	Monday	Washington, DC

EDITING, ENGLISH AND WRITING

Practice in Editing

EDIT7320E 10 Week(s) Credit: 3 CEU \$385

Hands-on organizing, revising, and editing of documents. Learn to produce crisp, clear and concise memos, letters, reports, feature articles and news stories. Review usage and style techniques to make copy sparkle.

This course is a part of the Certificate of Accomplishment in Editorial Practices.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Principles of Editing for Publication

EDIT7150E 10 Week(s) Credit: 3 CEU \$385

Learn the overall process of publication, from story idea to printing. Discover new technologies affecting editing and print production in today's publishing industry. Develop and practice the skills and various processes that produce a completed publication: form and organization, grammar, rhetoric, style (editorial and mechanical), copyediting, and proofreading. Examine front matter (tables, charts and illustrations) and back matter (indexes, bibliographies and notes).

This course is part of the Certificate of Accomplishment in Administrative Procedures and Editorial Practices.

Session Dates

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Printing Layout and Design

EDIT7270E 10 Week(s) Credit: 3 CEU \$385

Explore the theories and techniques associated with the graphic design field including typography, composition and principles of design. Learn how best to work with designers and printers while gaining an overview of printing processes, materials and special techniques. Apply knowledge to create a variety of design projects with and without the aid of a computer.

This course is a part of the Certificate of Accomplishment in Editorial Practices.

Session Dates

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Proofreading

EDIT7170E 10 Week(s) Credit: 3 CEU \$385

Understand and apply proofreading techniques in order to recognize and correct errors, including spelling, punctuation, capitalization, number notation, abbreviations and word division. Copy to be proofread includes narrative text, graphics and tabular materials, all subject to critical review for technical quality of editing.

This course is part of the Certificate of Accomplishment in Administrative Procedures and Editorial Practices.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Printing Layout and Design

EDIT7270E 10 Week(s) Credit: 3 CEU \$385

Explore the theories and techniques associated with the graphic design field including typography, composition and principles of design. Learn how best to work with designers and printers while gaining an overview of printing processes, materials and special techniques. Apply knowledge to create a variety of design projects with and without the aid of a computer.

This course is apart of the Certificate of Accomplishment in Editorial Practices.

Session Dates

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Effective Business Writing

WRIT7225E 10 Week(s) Credit: 3 CEU \$385

Improve your professional writing and learn to confidently handle organizing, writing and revising business letters, memos and other office-related documents. Practice techniques using exercises centered around organizing ideas, drafting responses, and writing more concisely to make your message positive and effective.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC
July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Practical Writing I

WRIT7210E 10 Week(s) Credit: 3 CEU \$385

Improve your professional and personal writing by understanding and building upon basic skills. You receive a concise review of basic grammar and techniques to improve accuracy and clarity in writing, as well as the organization of ideas, word choice, paragraph structure and planning a paper.

This course is part of the Certificate of Accomplishment in Administrative Procedures and Personnel Administration.

Session Dates

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC
October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Technical Writing

WRIT8305E 10 Week(s) Credit: 3 CEU \$385

Create, arrange and present technical and professional information for a specific audience, purpose, and context. Learn strategies for improving document clarity, including the principles of Plain Language, managing writing style and incorporating visual structure. Apply these skills to a class project, specifically tailored to meet each students own professional or personal need.

This course is a part of the Certificate of Accomplishment in Editorial Practices.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC
October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Writing Plain Language for the Government

WRIT7120E 10 Week(s) Credit: 3 CEU \$385

Learn to write professional documents in plain language by eliminating unnecessary words and phrases, avoiding technical language, using the active voice and writing short sentences. Explore processes used in assembling and analyzing information, writing outlines and rough drafts, and refining final reports. Master clear writing for a specific audience and the art of revision to achieve your writing purpose.

This course is part of the Certificate of Accomplishment in Administrative Procedures.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

Writing for Public Relations and Marketing

WRIT7105E 10 Week(s) Credit: 3 CEU \$385

Learn to design and develop persuasive promotional pieces targeted to a wide range of audiences. Draft an array of strategic documents including promotional speeches, ghostwriting, positioning brochures, newsletters and by-lined feature articles suitable for newspaper and magazine placement, as well as audiovisual presentation.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC
October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

HUMAN RESOURCES MANAGEMENT

Federal Human Resources Management

PERS1130E 10 Week(s) Credit: 2 ACE \$385

Examine the principles, procedures, rules, regulations and organization of federal human resources management. Discuss issues relating to merit system principles, major personnel laws and the personnel organizations of the federal government; position classification and pay administration. Explore federal personnel employment, recruitment, selection and placement; performance appraisal and recognition; training and development and terminations. Learn discipline and adverse actions; appeals and grievances; federal labor management relations; employee responsibility, conduct and political activity; employee benefits; and future trends, issues and concerns in public personnel management. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Administrative Procedures and Personnel Administration.

Session Dates

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC
October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

EEO and Affirmative Action and Diversity

PERS2225E 10 Week(s) Credit: 3 ACE \$385

Learn the historic and legal framework for Equal Employment Opportunity and discover how affirmative action helps to capitalize on racial and cultural diversity and contribute to organizational effectiveness. This course is ideal for those planning a career in EEO, personnel or supervision. Explore the EEO complaint process, alternative dispute resolution, accommodations for people with disabilities and affirmative action strategies. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Personnel Administration.

Session Dates

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Staffing and Placement

PERS2250E 10 Week(s) Credit: 2 ACE \$385

Explore how federal agencies recruit, screen and select employees. Learn the principles that cover the Merit System and gain skill in determining a job's Qualification Requirements, including its key Knowledge, Skills and Abilities (KSAs). Discover how to implement recruiting and screening procedures to get the right talent - including Category Ranking, Veterans Preference and Merit Promotion. Improve your understanding of special programs for hiring and developing those in targeted groups. The Office of Personnel Management and the most recent publication of the Federal Personnel Guide will be the main resources used to cover the Staffing and Placement issues that are the forefront of Human Resource Administration concerns. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Personnel Administration.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC
July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

MANAGEMENT

Administrative Office Management

MGMT1109E 10 Week(s) Credit: 3 ACE \$385

Learn principles and techniques of effective administrative management for supervisory or administrative assistant positions. Explore current theories of management and leadership, problem solving, delegation, legislation and agency requirements, budgetary formulation and control, technological applications, personnel selection and appraisal, and time and stress management. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Administrative Procedures and Personnel Administration.

Session Dates

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC
October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Administrative Procedure

MGMT1108E 10 Week(s) Credit: 3 ACE \$385

Cultivate the leadership and interpersonal skills necessary for effective office administration. Explore the basics of administrative planning and procedures for supervisory or administrative assistant positions. Examine planning, organizing, controlling, staffing and directing. Additional topics include the fundamentals of personnel administration and requirements for motivation and competent supervision. ACE College Credit Recommendation Service reviewed.

Session Dates

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Does your organization need foreign language training?



Graduate School USA's language training can be customized to meet the needs of your organization. Our subject matter experts will work closely with you to develop or modify course content so that your specific requirements are met.

Learn about bringing our training to your location.

Visit graduateschool.edu/onsite for more information.



We have customized training for a range of organizations, including:

The District of Columbia Public Library. Graduate School USA designed and delivered a curriculum for library workers who interact with the Spanish-speaking public by phone and in person. Lessons put the language in a job-related context. By the end of each thirty-hour session, participants are able to conduct simple conversations, answer questions about library services, ask clarifying questions, and respond to requests in Spanish. DC Public Library employees who have taken the course report increased comprehension and ability to make themselves understood when using Spanish to assist library customers.

The American Red Cross. We customized French, Spanish, and Arabic language courses that focus on helping first responders and aid workers communicate better in a variety of situations with the people they serve.

Foreign Language



ARABIC

Introductory Arabic I

ARAB1151E 10 Week(s) Credit: 2 ACE \$385

Learn the sounds of Modern Standard Arabic to build the foundation for further study of the language. Learn to read and write the Arabic alphabet, individual words and phrases. Engage in simple conversations involving greetings, introductions, colors, numbers, expressions and short sentences.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 01 - December 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Introductory Arabic II

ARAB1152E 10 Week(s) Credit: 2 ACE \$385

Engage in simple Arabic conversations about yourself and your immediate surroundings. Expand your knowledge of Arabic script to include sentences and paragraphs and gain a better understanding of Arabic culture. Role-plays and interactive discussions allow you to practice simple conversations in a lively atmosphere.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Intermediate Arabic I

ARAB2210E 10 Week(s) Credit: 2 ACE \$385

This course is designed to increase proficiency in speaking, writing, reading, and listening to Arabic. Intended for participants who have recently completed at least one year of college-level Arabic.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

October 01 - December 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Intermediate Arabic II

ARAB2211E 10 Week(s) Credit: 2 ACE \$385

Build your knowledge of grammar and apply new concepts in short paragraphs, reading passages, dialogue and role-plays. Use communicative expressions, and learn to express conditions, reasons, hope and circumstance. Grammar includes the use of negative particles, verbs of approximation, the passive voice, conjunctions, prepositions and restrictive relatives. Cultural topics include the social role of the coffee house as well as folk heroes and tales, and terms used to refer to prophets of Islam.

Session Dates

July 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Advanced Arabic I

ARAB9250E 10 Week(s) Credit: 3 CEU \$385

Extensive conversation and reading of more advanced texts and periodicals are the basis for discussion in this course. More difficult structures are presented as idiomatic expressions, proverbs and more sophisticated vocabulary. Participants are asked to write short compositions on specific subjects.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Advanced Arabic II

ARAB9251E 10 Week(s) Credit: 3 CEU \$385

Authentic texts and periodicals serve to build vocabulary and engender discussion in this advanced level course. Grammar points include prepositional phrases, nouns with verb a verb force, idioms, the verb of hope and verbs of beginning and patterns of the passive participle. Cultural discussions center on important folk heroes and tales, the social role of the coffee house, and the importance of the storyteller in various countries

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Advanced Arabic III

ARAB9252E 10 Week(s) Credit: 3 CEU \$385

Conducted completely in Arabic, students perfect their use of Arabic grammar and syntax through written assignments and oral discussions. Further study of newspapers and literature in the Arabic world are explored.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday

Washington, DC

CHINESE

Introductory Chinese I

CHIN1151E 10 Week(s) Credit: 2 ACE \$385

Learn the Chinese system of pronunciation using the Romanized, Pinyin lettering system to produce and hear the Chinese tones and tonal changes along with spelling rules. Read, write, understand and pronounce approximately 150 vocabulary items, introduce yourself, ask for information and yes/no questions, and make polite comments and suggestions. Videos and discussions focus on Chinese culture.

Session Dates

Apr 18 - Jun 20, 2018

6:00 - 9:00 pm Wednesday

Washington, DC

Oct 01 - Dec 17, 2018

6:00 - 9:00 pm Monday

Washington, DC

Introductory Chinese II

CHIN1152E 10 Week(s) Credit: 2 ACE \$385

Build on your basic understanding of the Pinyin tonal system and tonal changes to express possession, ask questions, write basic Chinese characters and use adverbs correctly. Use numbers to express dates and time and to read, write, pronounce and understand adverbs and prepositional phrases.

Session Dates

July 12 - September 13, 2018

6:00 - 9:00 pm Thursday

Washington, DC

Intermediate Chinese I

CHIN2210E 10 Week(s) Credit: 2 ACE \$385

Build on your abilities by participating in conversations in Chinese. Learn approximately 150 additional vocabulary items, apply your existing vocabulary in reading, writing and conversation and read simple texts using Chinese characters. Further your knowledge of how Chinese characters are constructed, and use modal particles, prepositions and structures for comparison. Introduce popular Chinese songs, poems and readings in class using downloads from Chinese websites.

Session Dates

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Intermediate Chinese II

CHIN2211E 10 Week(s) Credit: 2 ACE \$385

Hone your conversational and writing skills by using simple sentences in the past, present and future tenses so that native speakers can understand you. Reduce pause time in speaking and learn approximately 200 additional vocabulary items as well as more complex sentences structures. Read longer articles written in Chinese.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Advanced Chinese I

CHIN9250E 10 Week(s) Credit: 3 CEU \$385

The country and people of China come alive through conversation, newspapers and magazines, video clips from contemporary Chinese television programs, newspapers, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Advanced Chinese II

CHIN9251E 10 Week(s) Credit: 3 CEU \$385

Focusing on topics of contemporary importance in today's in China, students in this advanced class develop their abilities to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in Chinese, the class addresses Chinese society in order to give you an understanding of how the language relates to the culture of the country and the region.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Advanced Chinese III

CHIN9252E 10 Week(s) Credit: 3 CEU \$385

While emphasizing reading and writing, you review pronunciation, grammar, and vocabulary in context. Continue to develop both listening and reading comprehension skills as you produce written exercises.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

FARSI

Introductory Farsi I

FARS7151E 10 Week(s) Credit: 3 CEU \$385

Begin your foundation work in speaking and understanding the Farsi language and culture. Phonology, grammar, reading and writing are an integral part of the course. This is a very basic course and those who have already studied the language may wish to enroll in Farsi II.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC
April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Introductory Farsi II

FARS7154E 10 Week(s) Credit: 3 CEU \$385

Participants learn to construct sentences, paragraphs, and dialogue for effective communication. More basic structures of the Farsi language and new cultural items are introduced.

Session Dates

July 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

FRENCH

Introductory French I

FREN1151E 10 Week(s) Credit: 2 ACE \$385

Learn to speak, read, write, and understand basic French through role-plays, discussions, and drills. Learn to converse, read, and write about family, the weather, and professions using the present tense, adjectives, and prepositions, the imperative and accusative cases, and model auxiliaries.

Designed for those with little or no knowledge of French, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Introductory French II

FREN1152E 10 Week(s) Credit: 2 ACE \$385

Build on your knowledge of French grammar and vocabulary in this course, which introduces you to complex sentence structures, the present perfect, the dative and genitive cases, and the use of adjectives and adverbs. Enhance your vocabulary through current and engaging readings and discussions. Emphasis is on application of vocabulary and grammar in speaking, listening, reading, and writing.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Introductory French III

FREN1153E 10 Week(s) Credit: 2 ACE \$385

Take what you have learned so far and put it all in context. This course allows you to apply your knowledge of grammar and vocabulary in context and learn the use of reflexive verbs; simple past, past perfect, and future tenses; and subjunctive and some passive voice. Emphasis is on increasing natural speech and combinations of grammar and vocabulary.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Introductory French IV

FREN1154E 10 Week(s) Credit: 2 ACE \$385

This is the final course in the introductory French sequence. It focuses on the uses of the conditional and the future tenses and prepares students for the intermediate French level. Students continue to develop their oral and written proficiencies through vocabulary building exercises and weekly conversations. Upon completion of the Introductory sequence, students will have gained a full knowledge of French grammar and an excellent basis for modern vocabulary to be used in discussions. Prerequisite(s) - FREN1153E Introductory French III or equivalent.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Intermediate French I

FREN2210E 10 Week(s) Credit 2 ACE \$385

This course is designed to increase proficiency in speaking, writing, reading and listening to French. Intended for participants who have recently completed at least one year of college-level French, this course presents a broader understanding of French culture. ACE College Credit Recommendation Service reviewed.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC
October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Intermediate French II

FREN2211E 10 Week(s) Credit 2 ACE \$385

This high-intermediate level French course introduces participants to increasingly complex grammatical structures and introduces contemporary French vocabulary reflecting topics such as French society, politics, economics and culture. Grammar includes the subjunctive, the pluperfect, the conditional and complex sentence structures.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

GERMAN

Introductory German I

GERM1151E 10 Week(s) Credit 2 ACE \$385

Learn to speak, read, write and understand basic German through role-plays, discussions and drills. Learn to converse, read and write about family, the weather, and professions using the present tense, adjectives and prepositions, imperative, accusative case and modal auxiliaries. Designed for those with little or no knowledge of German, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

Session Dates

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC
October 01 - December 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Introductory German II

GERM1152E 10 Week(s) Credit 2 ACE \$385

Build on your knowledge of German grammar and vocabulary in this course, which introduces participants to complex sentence structure, the present perfect, dative and genitive cases, and the use of adjectives and adverbs. Enhance your vocabulary through current and engaging readings and discussions. Emphasis is on application of vocabulary and grammar in speaking, listening, reading and writing.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC
June 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

JAPANESE

Introductory Japanese I

JAPN7009E 10 Week(s) Credit: 3 CEU \$415

Learn to speak, read, write, and understand basic Japanese through role-plays, discussions, and drills. Learn to converse, read, and write about family, the weather, and professions using the present tense, adjectives, and prepositions, the imperative and accusative cases, and model auxiliaries. Designed for those with little or no knowledge of Japanese, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 17 - June 19, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Introductory Japanese II

JAPN7111E 10 Week(s) Credit: 3 CEU \$415

Receive an introduction to speaking, reading and writing Japanese with practice in pronunciation, accent, intonation, orthography/hiragana (cursive writing) and some kanji (Chinese characters). This introductory course also includes grammar drills and discussions of cultural, political and economic aspects of modern-day Japan.

Session Dates

July 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Intermediate Japanese I

JAPN8210E 10 Week(s) Credit: 3 CEU \$385

Through the introduction of new patterns and kanji, you learn to conduct brief extemporaneous conversations in Japanese and enhance your ability to read and speak the language. Upon completion of this lower level intermediate Japanese course students should be able to understand, converse and write on predictable topics such as personal information, daily activities, ordering food or making simple purchases.

Session Dates

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 1 - December 17, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Intermediate Japanese II

JAPN8211E 10 Week(s) Credit: 3 CEU \$385

Build your vocabulary and basic Japanese grammar skills. Participants with knowledge of the three writing systems of hiragana, kanji and katakana will benefit from this course, which also covers informal and polite forms.

Session Dates

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

RUSSIAN

Introductory Russian I

RUSS1151E 10 Week(s) Credit: 2 ACE \$385

Intended for participants with little or no prior knowledge of Russian, this course provides an introduction to reading, writing and pronouncing the Cyrillic alphabet. Basic grammatical structures and vocabulary are introduced, providing a basis for speaking, understanding, reading and writing Russian.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Introductory Russian II

RUSS1152E 10 Week(s) Credit: 2 ACE \$385

Designed for participants with some basic knowledge of the language, this course focuses on the development of reading and oral skills and builds vocabulary through writing exercises and grammar review.

Session Dates

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Introductory Russian III

RUSS1153E 10 Week(s) Credit: 2 ACE \$385

Improve your Russian reading, writing and speaking skills. This high introductory-level Russian class introduces participants to new grammatical structures, including an overview of aspects of the accusative, dative, genitive and instrumental cases. New vocabulary is also presented.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Intermediate Russian I

RUSS2210E 10 Week(s) Credit: 2 ACE \$385

Improve fluency in Russian conversation and reading by participating in discussions and presentations. Designed for those who have recently completed at least one year of college-level Russian, this course introduces participants to intermediate grammatical and vocabulary topics.

Session Dates

January 23 - March 22, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Intermediate Russian II

RUSS2211E 10 Week(s) Credit: 2 ACE \$385

Those with a solid background in the language will build writing skills and expand vocabulary. ACE College Credit Recommendation Service reviewed.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Advanced Russian I

RUSS9412E 10 Week(s) Credit: 3 CEU \$385

The country and people of Russia come alive through conversation, newspapers and magazines, video clips from contemporary Russian television programs, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

Prerequisite: Intermediate level III or equivalent.

Session Dates

January 25 - March 29, 2018	
6:00 - 9:00 pm Thursday	Washington, DC
July 12 - September 13, 2018	
6:00 - 9:00 pm Thursday	Washington, DC

Advanced Russian II

RUSS9413E 10 Week(s) Credit: 3 CEU \$385

Focusing on topics of contemporary importance in today's Russia, students in this advanced class develop their abilities to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in Russian, the class addresses Russian politics and society in order to give students an understanding of how the language relates to the culture of the country and the region.

Session Dates

January 25 - March 29, 2018	
6:00 - 9:00 pm Thursday	Washington, DC
July 12 - September 13, 2018	
6:00 - 9:00 pm Thursday	Washington, DC

Advanced Russian III

RUSS9414E 10 Week(s) Credit: 3 CEU \$385

Conducted completely in Russian, students further perfect their use of Russian grammar and syntax through written assignments and oral discussions. Further study of Russian newspapers and literature are explored to enhance students knowledge of the country.

Session Dates

January 25 - March 29, 2018	
6:00 - 9:00 pm Thursday	Washington, DC
July 12 - September 13, 2018	
6:00 - 9:00 pm Thursday	Washington, DC

SPANISH

Introductory Spanish I

SPAN1151E 10 Week(s) Credit: 2 ACE \$385

Receive a solid foundation for reading, writing and speaking Spanish by focusing on grammatical patterns. This course is designed for participants with little or no prior knowledge of Spanish.

Session Dates

January 22 - April 02, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
April 16 - June 25, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
July 10 - September 11, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
October 02 - December 04, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC

Introductory Spanish II

SPAN1152E 10 Week(s) Credit: 2 ACE \$385

Enhance reading and writing skills through exercises using grammatical patterns. Participants also discover new aspects of the Hispanic community in the United States.

Session Dates

January 23 - March 27, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
April 17 - June 19, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
July 11 - August 13, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
October 03 - December 12, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC

Introductory Spanish III

SPAN1153E 10 Week(s) Credit: 2 ACE \$385

Focus on the development of more complex structural patterns through readings and dialogue. You will see progressive growth in both oral and written work throughout the course. You also cover cultural aspects of various Latin-American countries.

Session Dates

January 24 - March 28, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC

Introductory Spanish IV

SPAN1154E 10 Week(s) Credit: 2 ACE \$385

This final course in the introductory series focuses on the use of the future tense, issuing commands and stressing possessives and prepares for Intermediate Spanish I (SPAN2210E). Students engage in weekly discussions that reflect various grammatical topics.

Session Dates

April 18 - June 20, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC

Intermediate Spanish I

SPAN2210E 10 Week(s) Credit: 2 ACE \$385

Practice developing speaking, reading, writing and listening skills. Designed for participants with a working knowledge of basic Spanish, this course reviews regular versus stem-changing verbs, the preterit versus the imperfect and subject and object pronouns, and introduces the perfect tense and future and conditional verb formations.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Intermediate Spanish II

SPAN2211E 10 Week(s) Credit: 2 ACE \$385

Review prepositions, relative pronouns and commands. Participants with a good background in the language explore present and past subjunctives in adjective and adverbial clauses to further develop reading, speaking and comprehension skills.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC

April 19 - June 21, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Thursday Washington, DC

Conversational Spanish I

SPAN7110E 10 Day(s) Credit: 3 CEU \$385

Participants with little or no prior knowledge of the language will focus on oral communication and everyday vocabulary. Vocabulary and basic grammar skills are reinforced through simple readings and writing exercises.

Session Dates

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Does your organization need foreign language training?



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We have customized training for a range of organizations, including:

The District of Columbia Public Library. Graduate School USA designed and delivered a curriculum for library workers who interact with the Spanish-speaking public by phone and in person. Lessons put the language in a job-related context. By the end of each thirty-hour session, participants are able to conduct simple conversations, answer questions about library services, ask clarifying questions, and respond to requests in Spanish. DC Public Library employees who have taken the course report increased comprehension and ability to make themselves understood when using Spanish to assist library customers.

The American Red Cross. We customized French, Spanish, and Arabic language courses that focus on helping first responders and aid workers communicate better in a variety of situations with the people they serve.

Graphic Arts & Photography



Understanding the Design Process

GART8201E 10 Week(s) Credit: 3 CEU \$415

Use creativity, visualization, and critical thinking to create functional and aesthetically pleasing graphic design. Through the use of practical, hands-on projects, students learn the building blocks of design - lines, shapes, mass, texture, color, alignment, contrast, white space, typography, and layout design. Students work with each element individually and as part of a whole, employing such industry-standard applications as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat in the creation of publications.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday

Washington, DC

Creative Thinking and Design

GART8303E 10 Week(s) Credit: 3 CEU \$415

Follow-up to Understanding the Design Process. (GART 2201E) with a more in-depth study of graphic foundation techniques. Continued exploration of design and creative thinking as it relates to visual problem solving. This approach includes fine-tuning presentation and communication principles; applying typography; color; creative strategy; layout; advertising, and graphic design. Note that computers are not used in this class. Prerequisite: Understanding the Design Process (GART2201E).

Session Dates

April 17 - June 19, 2018

6:00 - 9:00 pm Tuesday

Washington, DC

October 04 - December 13, 2018

6:00 - 9:00 pm Thursday

Washington, DC

Computer Graphics Applications

GART8341E 10 Week(s) Credit: 3 CEU \$385

Learn the basics of PC computer graphics through discussions and hands-on exercises. Use Adobe InDesign, Adobe Illustrator and Adobe Photoshop (all for Windows). Design and produce a publication in each software program.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Introduction to Digital Photography

PHOS7075E 10 Week(s) Credit: 3 CEU \$385

Enhance understanding of the fundamental principles of digital photography used by most experienced photographers. Participants will use digital cameras to complete digital shooting assignments including advanced exposure control, color of light, night photography, portraiture, landscape and flash. In-depth dialogues regarding image prep/production principles for Adobe Photoshop, layers, filters and various techniques for printing and internet presentation will also be covered. Participants **MUST** have access to a digital camera with manual focus and exposure control options: SLR. No point and shoot or disposable cameras.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC



Get the Skills that Can Get You Ahead.

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Information Technology



INFORMATION TECHNOLOGY

Introduction to Information Systems

COMP1120E 10 Week(s) Credit: 2 CEU \$500

Improve your computer literacy and gain a foundation to move into advanced areas of information technology. Learn the concepts, terminology and components of information technology systems. Understand the importance of data communications and networking, the function of operating systems, the role of applications software and the reasoning behind structured system design. Identify trends and explore career opportunities in information technology. Develop and run simple programs in QBASIC. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in. Administrative Procedures and Paralegal Studies.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday Washington, DC

October 01 - December 17, 2018

6:00 - 9:00 pm Monday Washington, DC

Adobe Photoshop: Introduction

COMP7001E 18 Hour(s) Credit: 1.8 CEU \$315

Discover the powerful, versatile photo manipulation features of Adobe Photoshop. Explore the use of painting and photo editing tools as well as the capabilities of selections and palettes. Through a series of hands-on projects, you learn to use features to select, make adjustments, and correct photos. The scanning of photos and the use of a digital camera are integral to this course.

Session Dates

January 25 - March 01, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC
April 17 - May 22, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
July 11 - August 15, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC
October 01 - November 19, 2018		
6:00 - 9:00 pm	Monday	Washington, DC

Adobe InDesign: Introduction

COMP7002E 18 Hour(s) Credit: 1.8 CEU \$315

InDesign is a powerful page layout application that offers many features designed to simplify complicated design tasks. Learn to create master pages, apply paragraph and character styles, and lay out text and graphics in frames. Discover how to flow text across pages for reports and newsletters, apply color to text for maximum effectiveness, and create and edit gradients. Adobe InDesign supports native Photoshop and Illustrator files so images will not need to be converted to another format..

Session Dates

January 22 - March 05, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
April 19 - May 24, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
July 09 - August 13, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
October 03 - December 12, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC

HTML XHTML and CSS Fundamentals

COMP8199E 10 Week(s) Credit: 3 CEU \$500

Build a strong foundation in Hypertext Markup Language (HTML), a software language used to create Web sites. This foundation course focuses on technical and usability standards of HTML. Learn to compose HTML pages with linked documents, embedded graphical images, and HTML tables to create a standards-based Web site. Learn the proper HTML coding standards and techniques accepted by popular Web browser programs and usability experts. You are exposed to Cascading Style Sheets (CSS) and an HTML editor. Cascading Style Sheets will be introduced in the class as a foundation for the CSS technology. Examples will demonstrate the proper method for page layout techniques and page navigation. Notepad will be used in class to write HTML, but a survey of HTML editors and their benefits will be included. Participants develop a web site from design phase, through production, to presentation. Prerequisite: Knowledge of Microsoft Windows and the Internet.

Session Dates

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Java Programming Language: Introduction

COMP7050E 10 Week(s) Credit: 3 CEU \$500

Receive a solid foundation in the Java Programming Language. This course is intended for participants with little or no programming experience. Learn the significance of object-oriented programming, the keywords and constructs of the Java programming language, and the steps required to create simple Java technology programs. A new teaching tool developed by Sun (patent pending) is used throughout the course to help participants understand the syntax and semantics of the language.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Can We Talk?

Communication is the center of all human existence.

Graduate School USA teaches more than 15 foreign languages. Whether you need to speak a language for your career, community work or to satisfy a personal goal, our expert instruction can help you communicate with the world around you.



**Join The Conversation.
Learn A Language.**



Mathematic and Statistics

SQL (Oracle 11G) Introduction

COMP7120E 10 Week(s) Credit: 3 CEU \$500

Introduction to the fundamental SQL language used in all relational databases today. Designed for students who have basic knowledge of databases who intend to enhance SQL knowledge with hands-on experiences. By completing this course, students are expected to develop a solid understanding of using Oracle 11g SQL effectively and may thus prepare the first exam in both the Oracle Database Administrator and Oracle Developer Certification: 1Z0-047 Oracle Database SQL Expert. The course focuses on creating database objects, including tables, constraints, indexes, sequences, synonyms, users, and manipulating data. The second part explores data query techniques, such as row filtering, joins, single-row functions, aggregate functions, sub-queries, and views. Several advanced query topics, such as ROLLUP, CUBE, and TOP-N analysis, are also introduced.

Session Dates

April 17 - June 19, 2018

6:00 - 9:00 pm Tuesday Washington, DC

October 03 - December 12, 2018

6:00 - 9:00 pm Wednesday Washington, DC

MATHEMATICS

Business Mathematics

MATH2203E 10 Week(s) Credit 2 ACE \$385

Master common business mathematical calculations. Study the basics of accounting, finance, insurance, statistics and other math-related subjects. Examine key consumer issues: bank reconciliations, discounts, markups and markdowns and installment purchases subject to simple and compound interest. This course provides a solid foundation for those considering careers in business and government and for individual taxpayers. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Administrative Procedures..

Session Dates

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Pre-Calculus I

MATH1700E 10 Week(s) Credit 2 ACE \$385

Examine mathematical concepts and functions necessary as a prerequisite for successful completion of Calculus I. Topics include: polynomials of higher degree and the fundamental theorem of algebra; 2-dimensional and basic 3-dimensional analytic geometry; rational, trigonometric, exponential and logarithmic function; equations and inequalities; matrices and determinants; and sequences and the binomial theorem. Prerequisite: Trigonometry and Algebra.

Session Dates

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Calculus I

MATH2210E 10 Week(s) Credit 2 ACE \$385

Review the basic concepts of calculus. Discuss variables, functions, limits, continuity, derivatives, maxima and minima, differentials, approximate methods for finding roots, successive derivatives, parametric equations, mean value theorem and solution of indeterminates. This course is required for Calculus II (MATH2211E). ACE College Credit Recommendation Service reviewed.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

April 16 - June 25, 2018
6:00 - 9:00 pm Monday Washington, DC

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

Calculus II

MATH2211E 10 Week(s) Credit 2 ACE \$385

Improve your calculus skills. Learn to use simple integration, special and approximate methods of integration and standard forms. Understand the uses of the constant of integration; definite, improper and multiple integrals; area; and series and expansion of functions. ACE College Credit Recommendation Service reviewed.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Calculus III

MATH2212E 10 Week(s) Credit 2 ACE \$385

The students will continue to explore more in learning and understanding the advanced concepts of Calculus in Sequences, Infinite Series, Power Series, Taylor and Maclaurin Series, convergence of Taylors Series, Three Dimensional Coordinate Systems, Vectors, The Dot Product, The Cross Product, Lines and Planes in Space, Vector Functions, modeling Projectile Motion, Arc Length and Unit Tangent Vector T, Curvature and the Unit Normal Vector N, Torsion and the Unit Binomial Vector B, Functions of Several Variables, Limits and Continuity in Higher Dimensions, Partial Derivatives, The Chain Rule, Directional Derivatives and Gradient Vectors, Tangent Planes and Differentials, Extreme Values and Saddle Points, Lagrange Multipliers, Double Integrals, Area Moments and Center of Mass, Triple Integrals in Rectangular Coordinates, Triple integrals in Cylindrical and Spherical Coordinates, Line Integrals, and Vector Fields, Work, Circulation and Flux.

Session Dates

January 25 - March 29, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC
April 16 - June 25, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
October 04 - December 13, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC

Real Analysis I

MATH5001E 10 Week(s) Credit 2 ACE \$385

An introduction to analysis (real analysis), an important branch of mathematics which provides a foundation for numerical analysis, functional analysis, harmonic analysis, differential equations, differential geometry, complex analysis and many other areas of specialization within mathematics. Students will advance their ability from their mostly computational knowledge to prove anything themselves mathematically with proper reasoning and justification in Real System. This course develops the theory of calculus carefully and rigorously from basic principles and gives the students a chance to learn how to construct their own proofs. Prerequisite for Graduate or PhD Programs.

Session Dates

January 22 - April 02, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
July 12 - September 13, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC

Differential Equations

MATH7007E 10 Week(s) Credit: 3 CEU \$405

Provides an understanding of the solution of first and second order differential equations, homogeneous and non-homogeneous differential equations, physical applications, initial value problems, systems of linear differential equations, series solutions, numerical methods, LaPlace Transforms and Fourier Series. Demonstrate the usefulness of ordinary differential equations for modeling physical and other phenomena. Utilize complementary mathematical approaches for solutions using analytical methods, graphical analysis and numerical techniques.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Linear Algebra I

MATH4575E 10 Week(s) Credit 2 ACE \$385

Linear Algebra is a subject with applications to all physical and social sciences, as well as other areas of mathematics, such as differential equations and statistics. You receive a solid introduction to linear algebra covering the basics of determinants, matrices, linear spaces and subspaces, linearly independent sets and bases, diagonalization, eigenvectors and eigenvalues and the Gram-Schmidt Diagonalization Process.

Session Dates

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

STATISTICS

Introductory Statistics I

STAT1101E 10 Week(s) Credit 2 ACE \$385

Using statistics for data analysis helps businesses, government and consumers make more informed decisions. Examine basic statistical terms and methods, including mean, median and mode; the collection of data; and the classification and presentation of data in tables and graphs. Learn to measure dispersion, skewness and kurtosis. Gain an understanding of basic probability theory, including methods of counting, and discrete and continuous probability and distributions. ACE College Credit Recommendation Service reviewed.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Thursday Washington, DC

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Introductory Statistics II

STAT1102E 10 Week(s) Credit 2 ACE \$385

Advance your statistics skills by exploring the following topics: sample distributions and estimates of population parameters from samples; sample design, including simple-random, stratified and cluster sampling; tests of significance; chi-square and other nonparametric methods; measures of correlation and association; the F distribution; and one-way analysis of variance and experimental design. ACE College Credit Recommendation Service reviewed.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 10 - September 11, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Natural History



ENVIRONMENTAL STUDIES

Environmental Policy: Air

ENVS8316E 10 Week(s) Credit: 3 CEU \$385

Explore the history of air pollution issues and the development of air pollution control laws. Study stationary and mobile sources of pollution, control technologies and pollution prevention and policy development and regulations for air resources. Gain an appreciation of current topics such as ozone depletion, acid rain and global warming.

This course is part of the Certificate of Accomplishment in Environmental Studies.

Session Dates

April 16 - June 25, 2018

6:00 - 9:00 pm

Monday

Washington, DC

Environmental Policy: Water Pollution

ENVS9315E 10 Week(s) Credit: 3 CEU \$385

Explore and analyze current issues and future directions for water-quality law and policy. Examine a survey of federal water-quality laws and policies, with particular emphasis on the Clean Water Act, wetlands protection, oil spills and toxic substance discharges.

This course is part of the Certificate of Accomplishment in Environmental Studies.

Session Dates

July 09 - September 17, 2018

6:00 - 9:00 pm

Monday

Washington, DC

Environmental Ethics

ENVS8179E 10 Week(s) Credit: 3 CEU \$385

The relationship between humans and their environment raises the question of what role the human ought to play as citizens of the world. Broadly, the course tracks three analytical frameworks: the environmental rights framework (do humans have the right to a clean environment?); the utilitarian framework (are environmental problems the result of market failures?); and the environmental justice framework (how are the burdens of environmental harm allocated among individuals and groups in society?). The historical context of the course includes examining both the philosophies of groups and disciplines and the viewpoints and teachings of such notables as Crèvecoeur, Thoreau, Muir, Pinchot, Theodore Roosevelt, Rachel Carson and others. The course raises issues for analysis, debate and discussion among participants. The common thread is global climate change and students will be expected to examine this issue from the various viewpoints mentioned above.

This course is part of the Certificate of Accomplishment in Environmental Studies.

Session Dates

October 04 - December 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

International Environmental Law

ENVS8321E 10 Week(s) Credit: 3 CEU \$385

Examine the background of international environmental law and its sources. Discover how organizations with international reach contribute to the development of environmental law. Discuss in detail the structure of international environmental law including enforcement. In an international legal context, address several environmental issues including biodiversity, watercourses, air, atmosphere and waste shipment.

Session Dates

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC

NEPA: Policy Procedure and Science/Art

ENVS8435E 10 Week(s) Credit: 3 CEU \$385

Learn about the philosophy and practice of ecological theory and discuss contemporary challenges to effective implementation of the National Environmental Policy Act (NEPA). NEPA establishes national environmental policy, goals and implementation processes for the protection, maintenance and enhancement of the environment. Understand how to properly develop and file an Environmental Assessment (EA), a Finding of No Significant Impact (FONSI) and an Environmental Impact Study (EIS).

This course is part of the Certificate of Accomplishment in Environmental Studies.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

HORTICULTURE

Principles of Horticulture

HORT1160E 10 Week(s) Credit 2 ACE \$385

Explore the basic principles of growing fruits, vegetables, flowers and ornamental plants. Learn about botany, taxonomy, plant pathology, soils, gardening techniques, greenhouse growing/nursery production and equipment. Certificate participants should complete this course before taking other horticulture courses. Field trips to be announced. ACE College Credit Recommendation Service reviewed.

This is part of the Certificate of Accomplishment in Horticulture and Landscape Design.

Session Dates

January 22 - April 02, 2018
6:00 - 9:00 pm Monday Washington, DC

April 18 - June 20, 2018
6:00 - 9:00 pm Wednesday Washington, DC

July 12 - September 13, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 02 - December 04, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Propagating Perennials and Woody Plants

HORT8210E 10 Week(s) Credit 3 CEU \$385

Discover basic plant reproduction techniques. Learn to work with seeds with simple germination requirements, seeds with complex germination requirements, stem and leaf cuttings, grafting and budding, bulbs, and tubers. The course, highlighted by hands-on experience, also covers soil preparation, watering, and transplanting.

This is part of the Certificate of Accomplishment in Horticulture and Landscape Design.

Session Dates

January 25 - March 29, 2018
6:00 - 9:00 pm Monday Washington, DC

Organic Landscaping

HORT7190E 10 Week(s) Credit: 3 CEU \$385

Covers the growing trend for organic landscape practices including care, design, and maintenance. Learn how to incorporate methods and materials that enhance the ecology and long term health and value of property. Understand the benefits of sustainable gardening practices, permaculture, and working with natural systems and biological cycles to preserve the ecosystem. Weekend field trips are required.

This course is part of the Certificate of Accomplishment in Horticulture and Landscape Design.

Session Dates

July 11 - September 12, 2018
6:00 - 9:00 pm Wednesday Chevy Chase, MD

NATURAL HISTORY

Biology for Naturalists

NATH1110E 10 Week(s) Credit 2 ACE \$365

Explore the basic biological principles and processes that govern the natural world. Our evolutionary and ecological lens focuses on mechanisms, patterns, relationships, adaptations, and environmental influences. Topics include the cell and the genetic basis of life: evolution; biological diversity and the tree of life; a comparative survey of the plant and animal kingdoms; and an introduction to ecology. Labs, outdoor activities and Field Trips provide hands-on opportunities to apply course content. Field Trip dates are May 12, June 2, and June 16, 2018. This course is recommended background for other courses in the Natural History Field Studies Certificate Program. ACE College Credit Recommendation Service Reviewed. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies and Environmental Studies.

Session Dates

April 17 - June 19, 2018
7:00 - 9:00 pm Tuesday Chevy Chase, MD

Bird Life

NATH7115E 10 Week(s) Credit: 3 CEU \$365

Study the life histories and ecology of resident and migrant birds of the Central Atlantic region. Emphasis is on birding techniques, use of field guides, introduction to birdsong, and identification of our area's birds. Bird forms and adaptations, habitats, plumage, migration, and conservation are also covered. The course features a field trip to Blackwater National Wildlife Refuge in Maryland as well as two other field trips. Field Trip Dates are October 1, and October 22, and November 19. This course is part of the Certificate of Accomplishment in Natural History Field Studies.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

October 01 - December 10, 2018
7:00 - 9:00 pm Monday Chevy Chase, MD

Winter Bird Life

NATH7163E 10 Week(s) Credit: 1.5 CEUs \$269

Woodland birds are easy to sight in winter when leaves are off deciduous trees, and waterfowl are numerous and easy to locate. Learn about avian winter survival strategies, how to attract overwintering birds, where to look for birds in winter, and the essential connection between waterfowl and the Chesapeake Bay. Two field trips will provide opportunities to identify and study winter birds and their behavior. Field Trip dates are February 3 and February 10. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies and Environmental Studies.

Session Dates

January 22 – February 26, 2018
7:00 - 9:00 p.m. Monday Chevy Chase, MD

Butterflies of Spring

NATH8272E 5 Week(s) Credit: 1.5 CEU \$269

Because they spend time as caterpillars feeding on specific host plants, but range widely for nectar as adults, butterflies are sensitive indicators of plant diversity and habitat quality. Learn to identify adult butterflies of the region; study butterfly conservation based on an expanded understanding of butterfly biology, behavior and habitat requirements; and learn how to contribute meaningfully to citizen science projects that track butterfly population dynamics and ranges. Saturday field trips will include opportunities to observe rare and endangered species, and to participate in official annual butterfly counts. Field Trips: April 21, April 28, May 12, 2018 with Sunday Rain Dates. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

Session Dates

April 19 - May 17, 2018
6:00 - 8:00 pm Thursday Washington, DC

Fall Woody Plant Identification

NATH7145E 10 Week(s) Credit: 3 CEU \$365

As summer fades and fall colors emerge, do you wonder which trees contribute to the kaleidoscope brightening our environment? Now's the time to take another item off of your 'to do' list and learn to identify the trees surrounding you. Participants will study the major woody plant families and species found in the Mid-Atlantic's forest communities. Field trips feature the use of recognition characteristics and botanical keys to identify many local woody plants. Students should have a 10x hand lens. Field Trip Dates: September 23, October 14 and 28, 2017. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

September 18- November 20, 2018
6:00 - 8:00 pm Tuesday Washington, DC

Ferns and Lycophytes

NATH7148E 10 Week(s) Credit: 1.5 CEU \$269

Ferns are ferntastic! This class will reveal the unique structure and fascinating life histories of ferns and lycophytes. Examine their taxonomy, including how names are chosen, and describe, classify, and identify them. Investigate the intriguing evolutionary history of ferns and lycophytes. Learn how easy it is to grow ferns and how to garden with them. Two field trips will focus on the identification and ecology of our native ferns and lycophytes. Students must have a good quality 10X-14X hand lens or they will miss the marvelous detail of these wonderful plants. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled. Field Trip Dates are: July 15 and July 22, 2017.

Session Dates

July 12 - August 02, 2018
6:00 - 8:00 pm Thursday Washington, DC

Human Ecology

NATH8280E 10 Week(s) Credit: 3 CEU \$365

Although existing in habitats of their own design, humans cannot escape the biological and physical constraints on energy use, food production, population and interactions with other species. Applying ecological principles, participants examine the interactions of the human population, the use of renewable and non-renewable resources, and pollution problems and solutions. Course discussions focus on the ecological, economic and political considerations of dealing with environmental problems in the new century. There will be no class on March 14, 2018. Field Trip Dates: February 17 and March 17, 2018. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

January 24 - March 21, 2018
6:45 - 9:15 pm Wednesday Chevy Chase, MD

Introduction to Ecology

NATH1160E 10 Week(s) Credit 2 ACE \$365

A fundamental understanding of ecology and the physical and biological principles on which ecosystems depend is essential for any naturalist. Learn to interpret the patterns and processes of nature by studying energy flow, food webs, biogeochemical cycles, population dynamics, communities, behavioral and evolutionary ecology, biodiversity, biomes and plant/animal interactions. Modern ecological issues such as habitat loss, species extinctions, environmental chemicals and climate change will be considered. A previous course in biology is strongly recommended. ACE College Credit Recommendation Service Reviewed. Field Trip Dates: October 7 and November 4, 2017. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

October 02 - December 04, 2018
7:00 - 9:00 pm Tuesday Chevy Chase, MD

Introduction to Fungi

NATH7203E 15 Hour(s) Credit: 1.5 CEU \$269

Fungi are incredibly diverse and fascinating organisms that have been shaping the terrestrial biota in many ways we are just beginning to discover and understand. Fungi evolved rather unique strategies of exploitation and cooperation with other organisms. We will cover basic biology of fungi (e.g., anatomy & physiology, life-cycles, ecology, and evolution) while focusing on our local fungi to gain a new perspective and appreciation of their place in the forest around us. Field Trip Dates: August 6 and 20, 2016.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

August 29 - September 19, 2018

7:00 - 9:00 pm Wednesday Chevy Chase, MD

Insect Life

NATH7130E 10 Week(s) Credit: 3 CEU \$365

Learn to identify insects and discover their roles in the balance of nature. Study their life histories, the ecologies of important insect forms, the necessity of insects in biotic communities and principal insect families of the Central Atlantic region. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled. Field Trip Dates: July 15 (8:30 am - 12 pm), July 29 (8:30 am - 12 pm), and August 12, 2017 (6 pm - 9 pm).

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

July 10 - September 11, 2018

6:30 - 8:30 pm Tuesday Chevy Chase, MD

Land-Use Principles

NATH8255E 10 Week(s) Credit: 3 CEU \$365

Land use planning decisions made in your community affect you every day: your decision to walk, drive or bike; the placement of parks and green space; your sense of place and connection to the past. Gain a working understanding of the legal and regulatory principles as well as the political forces at work in making land use decisions. Sustainable design and smart growth propose solutions to the tradeoffs between land and people, economic development and environmental protection. This course integrates aspects of ecosystems, conservation, and human ecology to explore how you can influence our existing and future built environment to fit into the natural environment. Field trips allow you to see how the principles and practices are being applied close to home. Field trips visit several sites to study typical land uses and problems. Field Trip Dates: February 10; March 3 and March 17, 2018. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

January 24 - March 28, 2018

6:00 - 8:00 pm Wednesday Chevy Chase, MD

Mammals

NATH8290E 10 Week(s) Credit: 3 CEU \$365

Examine the characteristics, physiology, adaptations, ecology and behavior of mammals with emphasis on species of the mid-Atlantic region. Studies will include identification through analysis of skulls, study skins, tracks and other signs commonly found in natural areas. Field trips will include nocturnal and diurnal observation of wild mammals in their natural habitats. Field Trip Dates: October 15 and November 5, 2016.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

October 01 - December 03, 2018
7:00 - 9:15 pm Monday Chevy Chase, MD

Non-Native Invasive Plants of the Mid-Atlantic

NATH8319E 5 Week(s) Credit: 1.5 CEU \$269

Learn about organisms that are non-native to the mid-Atlantic region and whose introduction causes or is likely to cause environmental or economic harm, or harm to human health. Focus is identification and control of invasive terrestrial and aquatic plant species. Students will receive an overview of the issue, acquire understanding of the multiple impacts of non-native invasives, and gain detailed information about major species in our region and how to manage (remove/control) them. Two field trips to area park properties and natural habitat areas are planned so students become adept at species identification and can compare various management options. Required: a 10x hand lens or higher quality glass loupe. Field Trip Dates are June 25 and July 9, 2016.

Session Dates

July 09 - July 30, 2018
7:00 - 9:15 pm Monday Chevy Chase, MD

Reptiles and Amphibians

NATH8276E 10 Week(s) 3 Credit: CEU \$365

The course is an introduction to the study of reptiles and amphibians in the Mid-Atlantic region. Reptile and amphibian biology, ecology, behavior and natural history will be discussed. An emphasis will be placed on local species diversity, identification, and conservation. Field Trip Dates: TBA (students must attend at least two of the three). If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

April 17 - June 12, 2018
6:00 - 8:15 pm Tuesday Washington, DC

Spring Flower Identification

NATH7135E 10 Week(s) Credit: 3 CEU \$365

Learn to recognize common spring wildflowers. Increase your enjoyment of the season by learning about flower identification, the relationships of plants, and how they are classified. Gain an appreciation for the rich flora of the Central Atlantic region through study of the principal spring-blooming plant families in the area. Field trips emphasize practice in recognizing diagnostic characteristics and in using identification keys. The field trips feature some of the area's best wildflower locations. Recommended: a 10x hand lens. Field Trip Dates: April 21, May 5, May 19, and June 2, 2018. Students must attend 3 of the 4 Field Trips. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled. .

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

April 11 - June 06, 2018
6:30 - 8:30 pm Wednesday Chevy Chase, MD

Stream Ecology

NATH8217E 10 Week(s) Credit: 3 CEU \$365

This course will focus on stream ecosystems and the human-caused stressors that affect them. Topics include stream structure and function, benthic macroinvertebrate and freshwater fish ecology and identification, ecological interactions, and stormwater management and ecological restoration. At the end of this course, students will have an understanding of physical, chemical and biological processes of streams and rivers, plus the field and laboratory methods commonly used by ecologists to study and restore the health of streams. On field trips, students will visit a stream restoration site, identify fish and benthic macroinvertebrate habitat types, sample for benthic macroinvertebrates, and visit the fall-line Northwest Branch stream. Field Trip Dates: TBA with one alone for the Student's Project. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

April 18 - June 13, 2018
7:00 - 9:00 pm Wednesday Chevy Chase, MD

The Living Soil

NATH1175E 10 Week(s) Credit 2 ACE \$365

Knowledge of soils is basic to understanding plant communities and ecosystems. Examine the nature of soils and their influence on environment. Learn the structure, properties and the classification of soils and the significance of these factors to plant growth and other uses. Discover life in the soil, and study the soil groups and natural land resource areas of the Central Atlantic region. Previous courses in wetlands and biology are helpful. Field Trip Dates: April 28, May 19, and June 9, 2018. ACE College Credit Recommendation Service Reviewed. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Horticulture, Landscape Design, Natural History Studies and Environmental Studies.

Session Dates

April 09 - June 18, 2018
6:00 - 8:00 pm Monday Washington, DC

October 03 - December 05, 2018
7:00 - 9:00 pm Wednesday Chevy Chase, MD

U.S. Conservation History

NATH8252E 10 Week(s) Credit: 3 CEU \$365

This course examines the development of environmental conservation thought and practice in the United States from the pre-colonial era through the early twenty-first century. The course also considers how land and natural resources have been fundamental agents in shaping the lives of the country's inhabitants and, in parallel, how Americans' perceptions of the environment and its resources have shaped the natural world. Some of the topics studied include human views of nature and wilderness; U.S. land dispersal policies; the creation of National Parks, Forests, and Wildlife Refuges; principal conservation policies from 1900-1964; and the environmental and ecology movements from 1960-2000s. Three field trips will permit students to connect reading assignments with tangible examples of how past conservation efforts have given rise to our current-day programs. All field trips are required: Feb 10 (Patuxent Research Refuge); Feb 23 (Aldo Leopold Film Screening at ANS Woodend Sanctuary); and Mar 3, 2018 (Rachel Carson House in Silver Spring). If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

Session Dates

January 23 - March 27, 2018
7:00 - 9:00 pm Tuesday Chevy Chase, MD

Weather and Climate

NATH7140E 10 Week(s) Credit: 3 CEU \$365

This course explores fundamental concepts related to weather and climate. Students will learn the physical processes that make up Earth's atmosphere and drive local, regional and global circulation and weather patterns. Topics include weather map analysis and forecasting, weather satellite imagery, clouds and cloud development, and severe storms and hurricanes. Other relevant topics, such as El Niño and global climate change, will also be discussed. Field Trip Dates: October 14, 2017 and another TBA. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

October 03 - December 05, 2018
6:00 - 8:30 pm Wednesday Washington, DC

Wetland Ecosystems

NATH8211E 10 Week(s) Credit: 3 CEU \$365

The National Capital area harbors a rich variety of wetlands, ranging from bogs to tidal marshes. Become familiar with the landscape and ecological processes that form wetlands and identify the plants and animals commonly found in wetlands. Gain an understanding of wetland conservation, including wetland restoration and policy. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled. Field Trip Dates: July 8 (Battle Creek Swamp), July 15 (Jug Bay), and July 22 (Suitland Bog).

This course is part of the Certificate of Accomplishment in Natural History Field Studies.

Session Dates

July 09 - September 17, 2018
6:00 - 8:00 pm Monday Chevy Chase, MD

Paralegal Studies



PARALEGAL STUDIES

Administrative Law and Procedure

LAWS3330E 10 Week(s) Credit: 3 ACE \$385

Learn the principles and practices of administrative law in the federal field. Concentration will be on provisions of the Administrative Procedure Act dealing with formal and informal rulemaking and adjudication, notice, hearing, evidence, findings, and control by the courts, and pertinent and applicable principles of constitutional law.

Session Dates

April 18 - June 20, 2018

6:00 - 9:00 pm Wednesday Washington, DC

October 02 - December 04, 2018

6:00 - 9:00 pm Tuesday Washington, DC

Bankruptcy Law

LAWS1180E 10 Week(s) Credit 2 ACE \$385

This course is designed to prepare students to understand bankruptcy and how to operate in law firms dealing with bankruptcy cases. This course provides the building blocks of bankruptcy law by explaining bankruptcy cases from the perspective of the debtor, the trustee, and the creditor. This course also explains how cases are commenced, converted, dismissed, and closed. Understand the general concept of bankruptcy and insolvency, the reasons for bankruptcy, the process of a Chapter 7, 13, and 11 bankruptcy, and how to fill out the standard bankruptcy filing forms. The course will be a combination of reading, in class lecture, and completing assignments to prepare the student to working a bankruptcy firm.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018

6:00 - 9:00 pm Monday Washington, DC

Business Law I

LAWS1322E 10 Week(s) Credit: 3 ACE \$385

Gain an understanding of legal principles involved in contracts, sales, the Uniform Commercial Code and business torts and crimes. Contracts, sales, warranties are covered. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Paralegal Studies.

Session Dates

April 19 - June 21, 2018

6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018

6:00 - 9:00 pm Wednesday Washington, DC

Business Law II

LAWS2325E 10 Week(s) Credit: 3 ACE \$385

Build upon knowledge gained in Business I and develop an understanding of legal principles involved in personnel and real property law and the law of agency, corporations and partnerships. Analyze the legal relationship between business and society, including the roles of corporate stock and stockholders. Study rules of law in terms of why they were promulgated, the social, economic and political forces that influenced their formulation, and their public policy implications. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Accounting and Paralegal Studies.

Session Dates

April 19 - June 21, 2018

6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018

6:00 - 9:00 pm Wednesday Washington, DC

Criminal Law

LAWS1155E 10 Week(s) Credit 3 ACE \$385

Master the basic principles and procedures of criminal law, including the sources and types of law, due process, the role of the judicial system and its components. Explore the landmark cases that have influenced the principles and procedures of criminal law. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018

6:00 - 9:00 pm Monday Washington, DC

Environmental Law

LAWS1345E 10 Week(s) Credit 3 ACE \$385

Examine federal environmental statutes, their implementation by federal agencies and their interpretation in decisions by the Supreme Court and other federal appellate courts. Review statutes that are implemented by the Environmental Protection Agency, including the Clean Air Act; Clean Water Act; Compensation and Liability Act; Federal Water Pollution Control Act; Federal Safe Drinking Water Act; Toxic Substance Control Act and others. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

January 23 - March 27, 2018

6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018

6:00 - 9:00 pm Monday Washington, DC

Family Law

LAWS1160E 10 Week(s) Credit: 3 ACE \$385

Discover the legal aspects of family law. Areas explored include divorce and annulment, separation, defense, adoption, legitimization, custody, habeas corpus, support, alimony, tax consulting, validity and jurisdiction service. Obtain a review analysis of a separation and custody agreement as well as other documents in divorce proceedings. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Introduction to Law for Paralegals

LAWS1310E 10 Week(s) 3 ACE \$385

Discover the role of the paralegal or legal assistant. Delve into the American system of law, court systems and court procedures, and gain legal background knowledge. This is the introductory course for the Certificate of Accomplishment in Paralegal Studies. Participants need no prior legal knowledge. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Immigration Law I

LAWS2252E 10 Week(s) Credit: 3 ACE \$385

Gain the training you need to work within the Immigration and Nationality Act. Explore the provisions on agencies of enforcement, visa eligibility and procedure, grounds for removal, removal procedure, relief from removal, as well as administrative and judicial review. Review the forms used by the Department of Homeland Security and attend a hearing before an immigration judge. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Legal Ethics/Law Office Systems

LAWS1315E 10 Week(s) Credit 3 ACE \$385

Examine the role and activities of the paralegal in the law office environment. Discuss the professional and ethical conduct of lawyers and non-lawyers, as well as basic management principles of a law office. Specific topics include managing cases, integrity, competence, accounting, timekeeping, billing, automation and time management. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Legal Writing

LAWS2256E 10 Week(s) Credit 3 ACE \$385

Improve your writing effectiveness in the legal setting. Learn techniques for clear and convincing legal writing, and how to summarize case opinions and identify legal issues. Gain skill in preparing accurate, concise and logical arguments and memorandum. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Legal Research I

LAWS5551E 10 Week(s) Credit 2 ACE \$385

Learn the skills needed to review and analyze legal materials used in researching statutory and judicial publications. Examine the utility, contents and currency of these publications for the paralegal. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC

July 09 - September 17, 2018
6:00 - 9:00 pm Monday Washington, DC

Legal Research II

LAWS5552E 10 Week(s) Credit: 2 ACE \$385

Extend your review and analytical skills developed in Legal Research I. Learn to research materials to assist attorneys in general or government practice. Gain practice in applying rules for statutory interpretation, compiling legislative histories, preparing office briefs, checking cites and weighing authorities. Includes an overview of computer-assisted research and effective writing skills. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Negotiations and Alternative Dispute Resolution (ADR)

LAWS3315E 10 Week(s) Credit 2 ACE \$385

Explore negotiation processes as an alternative to litigation as a means to resolving legal disputes. Alternative Dispute Resolution (ADR) refers to any means of settling disputes outside of the courtroom and typically includes arbitration, mediation, early neutral evaluation and conciliation. Explore and practice negotiation processes. Learn how ADR can reduce costs, judicial burden, lead to a more rapidly resolution, and contribute to a vision of peace and cooperation in the world. ACE College Credit Recommendation Service reviewed.

This course is part of the Certificate of Accomplishment in Paralegal Studies and Personnel Administration.

Session Dates

April 16 - June 25, 2018

6:00 - 9:00 pm Monday

Washington, DC



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World Economics



SOCIAL SCIENCES

Principles of Economics I: Macroeconomics

ECON1310E 10 Week(s) Credit: 3 ACE \$415

Explore macroeconomics and the economic organization of a market economy. Gain an appreciation and understanding of fiscal and monetary policies. Discover the role of supply and demand, consumption, investment, production, taxes, and money and banking. Study contemporary problems of unemployment and inflation and the role of the government in regulating economic policies. ACE College Credit Recommendation Service reviewed.

Session Dates

January 25 - March 29, 2018		
6:00 - 9:00 pm	Thursday	Washington, DC
April 16 - June 25, 2018		
6:00 - 9:00 pm	Monday	Washington, DC
July 11 - September 12, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC

Principles of Economics II: Macroeconomics

ECON1311E 10 Week(s) Credit: 3 ACE \$415

Gain an overview of the modern market economy as a system for dealing with the problem of scarcity. Study supply and demand, welfare and surplus, markets and market failures. Gain an understanding of the roles of consumers, producers and other economic agents. ACE College Credit Recommendation Service reviewed.

Session Dates

January 23 - March 27, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
April 17 - June 19, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
October 01 - December 17, 2018		
6:00 - 9:00 pm	Monday	Washington, DC

Econometrics I

ECON5545E 10 Week(s) Credit: 3 ACE \$415

Learn basic theories and methods underlying empirical economics and the estimation and application of the general linear model. Learn the application of the least square properties, tests of significance, confidence regions, analysis of variance, predictions and multicollinearity. The course utilizes the E-VIEWS software package (student version). You can locate more about this software at www.eviews.com. ACE College Credit Recommendation Service reviewed.

Session Dates

January 23 - March 27, 2018
6:00 - 9:00 pm Tuesday Washington, DC
July 09 - September 17, 2018
6:00 - 9:00 pm Tuesday Washington, DC

Econometrics II

ECON5546E 10 Week(s) Credit: 2 ACE \$415

Gain skills in simulation, forecasting and policy analysis using econometric models. Expand your knowledge of general linear models to include dummy variables, seasonal adjustment, autocorrelation, lagged variables and simultaneous-equation estimation methods (two-stage least squares, limited information and three-stage least-squares). ACE College Credit Recommendation Service reviewed.

Session Dates

January 24 - March 28, 2018
6:00 - 9:00 pm Wednesday Washington, DC
April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC
October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

International Trade Policy

ECON5500E 10 Week(s) Credit: 2 ACE \$415

Learn the basics of U.S. trade law and its development. Gain knowledge of the economic, political and legal foundations of trade policies and their interaction with international commitments. Examine the U.S. role in international trade organizations and agreements, like the WTO and NAFTA. Discuss globalization, free trade vs. fair trade, environmental issues, regional, bilateral and multilateral liberalization, international dispute settlement, countervailing duties and anti-dumping law. This course is taught from a practitioner's perspective, examining how each of these disciplines informs trade policy. This is a graduate level course and prior knowledge of macro and microeconomics is expected.

Session Dates

April 17 - June 19, 2018
6:00 - 9:00 pm Tuesday Washington, DC
October 03 - December 12, 2018
6:00 - 9:00 pm Wednesday Washington, DC

Economics of Corporate Finance

ECON2203E 10 Week(s) Credit: 2 ACE \$415

Master the basics of corporate finance and knowledge of the corporate financial manager's role in the firm as it relates to long-term issues in investing and financing. Learn to analyze how stocks and bonds are valued and how corporations raise the financing required for major investments. Topics such as investment, financing, payout, corporate governance decisions and mergers and acquisitions are also covered. No previous coursework in business is required.

Session Dates

April 19 - June 21, 2018
6:00 - 9:00 pm Thursday Washington, DC

Sign Language

AMERICAN SIGN LANGUAGE

American Sign Language (ASL) for Family & Friends: Introduction

SIGN7000E 10 Week(s) Credit: 3 CEU \$385

Do you have deaf/hard-of-hearing family members, friends, or co-workers with whom you wish to communicate through sign language? This introductory level American Sign Language (ASL) course is designed to teach the basics of the language and culture of deaf Americans. Come learn to listen with your eyes and speak with your hands while also learning fun tips for remembering various ASL vocabulary words and sentence structures. You will be on your way to communicating in the silent world among us!

Session Dates

January 23 - March 27, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC
April 18 - June 21, 2018		
6:00 - 9:00 pm	Wednesday	Washington, DC
October 02 - December 04, 2018		
6:00 - 9:00 pm	Tuesday	Washington, DC



American Sign Language (ASL) for Family & Friends: Intermediate

SIGN8000E 8 Week(s) Credit: 2.4 CEU \$330

Follow-up course to ASL for Family and Friends: Introduction (SIGN7000). Take your ability to communicate with your deaf/hard-of-hearing family members, friends, or co-workers to a higher level. This intermediate level ASL course is designed to increase the basic skills you acquired in the beginner's course by focusing on more complex principles of ASL. There is still a focus on vocabulary building, most of this course covers language usage for the purpose of conveying more complex ideas.

Session Dates

January 25 - March 15, 2018
6:00 - 9:00 pm Thursday Washington, DC

July 10 - August 28, 2018
6:00 - 9:00 pm Tuesday Washington, DC



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provides an overview of management, with emphasis on the practical aspects of administering personnel, financial, and auxiliary services in the government.

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teaches fundamentals of design, with a focus on preparing documents for publication. Students use traditional and digital media techniques to develop a portfolio.

Economics

is designed to provide fundamental knowledge of economic principles and policies, including Microeconomics, Macroeconomics, Finance Principles, and Financial Management.

Editorial Practices

teaches editing and the use of editing/proofreading symbols to edit for consistency of style, grammar and syntax.

Environmental Studies

provides a comprehensive view of environmental issues, policy, and law. Conservation issues and Biological Processes are explored.

Horticulture

teaches the cultivation of fruit, vegetables, flowers and ornamental plants, along with principles of landscape and garden design, and includes field trips to area gardens.

Landscape Design

teaches the essentials of designing outdoor areas, including backyards, community gardens and commercial spaces. Includes field trips.

Natural History Field Studies

Co-sponsored by the Audubon Naturalist Society (ANS) since 1962, the Natural History Field Studies Program links conservation activities with environmental education. This curriculum provides a comprehensive overview of the region's natural history with an emphasis on learning in the field.

Paralegal Studies

includes courses in Ethics, Torts, Writing, and Research, as well as instruction in specialized fields such as Immigration, Environmental, Criminal, Estate Planning, and Probate Law.

Personnel Administration

teaches the principles, procedures, and regulations of Federal Human Resources Management, covering all basic areas of HR.



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