

eliminating racism
empowering women
ywca

national capital area

Distance Learning

Class Offering

Fall 2020

YWCA NCA Career Education & Training Center

The Career Education & Training Center (CETC) is a licensed, non-degree granting institution with the District of Columbia Higher Education Licensing Commission.

The YWCA NCA CETC recognizes the importance of a student's goal for educational attainment in both academic and professional courses, but also believes that the two are inseparable and must be integrated into the overall curriculum in order for students to truly gain the knowledge, skills and abilities necessary for them to be successful as lifelong learners and in their professional careers. Our program combines adult education, workplace preparation skills & training, and case management services to assist adult learners in gaining 21st Century work readiness skills that will make them good employees for any employer looking for workers with strong math, writing, reading, communication and critical thinking skills.

Students can earn a certificate in Hospitality and Administrative Support Services which prepares them for careers in the Hospitality and Business Administration/IT industries.

All classes will be held virtually until the 2021 term. Classes are open to DC residents, aged 18 and up.

Fall Class Calendar

		Hours per Term	Days per Week	Start Time	End Time	Start Date	End Date
MATH 101 Workplace AB	Day	48	4	9:30 AM	11:00 AM	9/28/2020	12/17/2020
				11:30 AM	12:30 PM		
MATH 201 Workplace BC	Day	48	2	11:30 AM	12:30 PM	9/29/2020	12/17/2020
RLA101 Reading, Writing, & Communication for the Workplace	Day	48	2	10:00 AM	11:00 AM	9/29/2020	12/17/2020
SSW101 - Soft Skills for the Work Place	Day	48	2	2:00 PM	3:00 PM	9/28/2020	12/16/2020
HOSP 100 Foundations of Hospitality	Day	72	3	2:30 PM	4:00 PM	9/29/2020	12/17/2020
ILT101 Information Literacy & Technology	Day	24	2	11:30 AM	12:30 PM	9/28/2020	12/16/2020
IC3 G5 Digital Literacy	Day	48	3	12:30 PM	2:00 PM	9/29/2020	12/17/2020
IC3 G5 Digital Literacy	Evening	48	3.5	6:15 PM	8:00 PM	9/29/2020	12/17/2020
GED Prep Tutoring Groups	Day					9/28/2020	12/17/2020

Meet your instructors



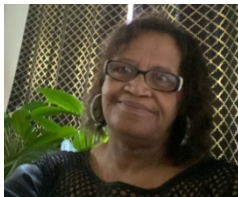
“I think not only DC residents but all residents should learn math especially the everyday aspects of math. Numeracy is a critical skill to succeed in higher education and the workforce”.

-Brian Demps

“The great benefits of a D.C. Resident receiving their Hospitality Certification are the valuable skills they obtain in administration, financial management, life skills, gold level customer service and job operational experiences which are all transferable skills. The D.C. Residents, who are hospitality certified are strong candidates not only for careers in hotel, restaurants, event venues, catering, airport, airline, transportation and other tourism jobs. They are also qualified candidates for careers in hospital services, government contracting services, corporate and college contract food and housekeeping services and many more public service jobs”



-Sheyda Gill



Attending the YWCA, with all we have to offer, will either be a great beginning or a terrific ending to your life story. A career change, a new career, GED support or career counseling/guidance you will find it here in a nurturing, caring environment. Sign up today; we're waiting just for you.

- Marisha Pennington

Classes Descriptions

Reading, Writing, & Communication For The Workplace

Students will acquire 21st Century workforce skills and academic skills needed in today's workforce. Contextualized lessons center on reading and writing at work. Students will learn how to read with purpose, use critical thinking skills to comprehend online information, graphs, charts, and labels. In addition, students will be able to build their vocabulary for the workplace and home, as well as practice skills like writing letters, emails, and memos; evaluating cause and effect; and developing a main idea.

Course: RLA101

48 Hours

Workplace Math AB

Students will learn critical thinking skills, how to apply basic math skills in the workplace, determine correct operations to solve a problem, interpret graphs, and know how to use decimals, percents, and fractions to understand their paychecks and help them manage a personal budget.

Course: MATH 101

48 Hours

Workplace Math BC

Students will build upon everyday math skills learned in Workplace Math AB, which is a prerequisite for Workplace Math BC. This course uses the student's prior knowledge of basic math concepts such as computing percentages, fractions, solving word problems, etc. and applies it to common business usage covering such topics as percentages, interest, business loans, bank and cash discounts, and business statistics.

Course: MATH 201

48 Hours

Soft Skills For The Workplace

Students will acquire necessary workplace skills related to speaking/listening skills, self and time management, goal setting, interviewing, and ethics and etiquette. Students will be required to complete a Capstone project that will include working in teams, presentation skill building, and an introduction to diversity and professionalism.

Course: SSW101

48 Hours

Information Literacy & Technology

Introduction to keyboarding, basic computer skills, social media and digital footprinting. Students will also learn how to use critical thinking skills to acquire, evaluate, use, and create information ethically, as well as share information and ideas with others while also seeking multiple perspectives in the context of workplace, home, and community.

Course: ILT101

24 Hours

IC3 G5 Digital Literacy

Technology is integrated into nearly every aspect of our lives and especially the workplace. The IC3 Global Standard Certification gives the student a comprehensive solution for learning how to succeed in workplace, or any environment that requires the use of digital technology, computers and the internet. Students completing the coursework will be eligible to take the IC3 G5 Digital Literacy Certification, creating a pathway to higher level certifications such as MOS, CompTIA A+, etc.

Course: ILT 301

48 hours

Foundations Of Hospitality

Introduction to the basic skills and knowledge necessary to begin a career in the hospitality, customer service or any service industry leading to a certification in Certified Guest Service Professional (CGSP) . The guest Service GOLD curriculum will be taught to teach students the foundation of good customer Students will also have the opportunity to earn their SafeServ Food Handler's Certification and additional certifications in Restaurant Server, Front Desk Representative, and Room Attendant.

Course: HOSP100

72 Hours

****Optional Exams students can take online after completing HOSP 100***

Sample Schedule

9:30AM - 11:00AM	Monday & Wednesday (9:30AM-11:00AM) Tuesday & Thursday (11:30AM-12:30PM) Math 101 Workplace AB Mr. Demps	
11:00AM - 11:30AM	BREAK	
11:30AM - 12:30PM	Tuesday Math 201 Workplace BC Ms. Marisha	Thursday Math 201 Workplace BC Ms. Marisha
11:30AM - 12:30PM	Monday Information Literacy & Technology Ms. Marisha	Wednesday Information Literacy & Technology Ms. Marisha
12:30PM - 2:00PM	BREAK	
12:30PM - 2:00PM	Tuesday IC3 G5 Digital Literacy <small>**Students participating in this class must have approved the "Information Literacy & Technology" class</small>	Thursday IC3 G5 Digital Literacy <small>**Students participating in this class must have approved the "Information Literacy & Technology" class</small>
10:00 AM - 11:00 AM	Tuesday RLA101 Reading, Writing, & Communication for the Workplace Ms. Gill	Thursday RLA101 Reading, Writing, & Communication for the Workplace Ms. Gill
2:00PM-3:00PM	Monday Soft Skills for the Work Place Mr. Demps	Wednesday Soft Skills for the Work Place Mr. Demps
2:30PM-4:00PM	Tuesday HOSP 100 Foundations of Hospitality Ms. Gill	Thursday HOSP 100 Foundations of Hospitality Ms. Gill
3:00PM-4:00PM	Zoom Happy Hour: Hot Topics YWCA Instructors	
By Appt	GED Prep Tutoring Groups (Tutors Sessions scheduled via Google Meet)	
6:15PM – 8:00PM	Tuesday IC3 G5 Digital Literacy Mr. Wright	Thursday IC3 G5 Digital Literacy Mr. Wright