

EVENING AND WEEKEND COURSES

CATALOG AND COURSE SCHEDULE



JANUARY—
DECEMBER
2010

Business and Management • Communications, Editing and Writing
Foreign Languages • Graphic Arts and Photography • Information Technology
Mathematics and Statistics • Natural Sciences • Paralegal Studies
Social Sciences • Test Preparation • Certificates of Accomplishment

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SEE PAGE 5 FOR OUR NEW COURSES AND PROGRAMS



Evening and Weekend Courses

This catalog contains descriptions for all of our course offerings from January 2010 to December 2010. For additional course information and class locations, visit graduateschool.edu/evening.

Important Deadline Reminders

It is recommended that you register at least two to three weeks in advance of the class start date to ensure that a space is open and that the class has not closed. Popular classes may close even earlier so please plan your registration accordingly.

Transfers and Cancellations

Before the class start date, you may transfer your registration to another class that begins within six months the start date of the original registration.

A transfer will be processed if requested in writing, and submitted in a timely manner, payment is made for any additional fees, and space is available in the requested class. The transfer may be applied only one time, can be used by anyone in your organization if the tuition was paid by your employer, and is nonrefundable even if applied to a class of lesser value than the original class.

If you do not cancel your registration in a timely manner, you will be responsible for the full tuition.

Key Term Dates

Winter 2010 Term

Courses start the week of January 19

Spring 2010 Term

Courses start the week of April 12

Summer 2010 Term

Courses start the week of June 28

Fall 2010 Term

Courses start the week of September 20

Contact Information

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Evening Programs Staff Mailbox

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Evening & Weekend Programs Web Site

graduateschool.edu/evening

2010 Evening and Weekend

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COMING IN 2010

*The Center for Academic Programs and Distance Education
announces these new programs for 2010!
Check for updates at graduateschool.edu under News and Events.*

EVENING AND WEEKEND PROGRAMS - NEW CERTIFICATE PROGRAMS



Construction Technology Certificate of Accomplishment

This program will cover the basic and general skill sets required to perform technical functions in the construction industry such as evaluating construction drawings and specifications, bidding and estimating construction projects, plus reviewing the various methods of construction for residential and light commercial structures. A construction math pre-test will be administered to gauge student's math skills. Students must bring a basic function calculator to class.



Literary Arts Certificate of Accomplishment

The literary arts certificate program will offer classes in the areas of screenwriting, playwriting, essay writing, short fiction, poetry, women's voices in literature, Caribbean literature and the study of various American authors and poets of the 19th and 20th centuries.



Theatre, Film and The Performing Arts Certificate of Accomplishment

This new certificate program will encompass the foundational work required by creative artists in the arenas of theatre, film and the performing arts require in developing their understanding and expertise in their chosen craft. Classes will be offered in Introduction to Acting, Intermediate Acting, Voice and Movement, Directing, Acting for Film and Television, Stage Design, Costumes and Filmmaking.

Look for these new or revised courses in 2010 offered through Evening and Weekend Programs

Basic Conversational Spanish - February 2010
College English - April 2010
Communication for Academic Success - April 2010
Conversational/Intermediate Russian - April 2010
Foreign Film Night - May 2010
How to Start a Nonprofit Organization - June 2010
How to be Successful in College - June 2010
Introduction to Critical Thinking - April 2010
Introduction to Financial Management - April 2010
Introduction to Psychology - January and April 2010
Linear Algebra - April 2010
Spanish for Reading Knowledge - April 2010

Coming Soon:

- Phlebotomy Certificate of Accomplishment
- EKG Technician Certificate of Accomplishment
- Medical Office Assistant Certificate of Accomplishment



Accounting

Introduction to Accounting

ACCT0099E 2 Credits Tuition: \$395

Measure your aptitude and interest in the field of accounting. 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.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Principles of Accounting I

ACCT1104E 2 Credits Tuition: \$395

Strengthen your knowledge of the accounting cycle. Understand its completion and the process for generating important statements detailing a company's financial stability. Discover how the collected information from merchandise and cash transactions, accounts receivable and accounts payable, merchandise inventory, and deferrals and accruals is used in the development of financial statements and the procedures for periodic reporting. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Certificate of Accomplishment in Accounting

Learn the terms, principles, systems and methods of analysis required to become a professional accountant, bookkeeper or budget analyst. This program offers a range of courses from basic to advanced accounting.

Requirements:

Basic Accounting: 14 credits – 6 required courses (12 credits) and 1 elective (2 credits)

Advanced Accounting: 26 credits – 6 required courses (12 credits) and 14 credits of electives.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses:

Evening and Weekend Classroom Courses

Principles of Accounting I: Basic Principles	ACCT1104E	2 Credits
Principles of Accounting II: Financial Accounting	ACCT1105E	2 Credits
Principles of Accounting III: Managerial Accounting	ACCT1106E	2 Credits
Intermediate Accounting I	ACCT2206E	2 Credits
Intermediate Accounting II	ACCT2207E	2 Credits
Intermediate Accounting III	ACCT2208E	2 Credits

Elective Courses (complete 2 credits for Basic, or 14 credits for Advanced):

Evening and Weekend Classroom Courses

Analysis and Interpretation of Financial Statements	FINC5510E	2 Credits
Business Law I	LAWS1322E	3 Credits
Business Law II	LAWS2325E	3 Credits
Project Management	MGMT1120E	2 Credits
Federal Government Accounting I	ACCT2260C	2 Credits
Federal Government Accounting II	ACCT2261C	2 Credits

Certificate of Accomplishment in Federal Government Accounting Procedures

Advance your career by forging the special accounting skills and mastering the parlance necessary for government advancement in accounting, bookkeeping or budget analysis. The federal universe requires knowledge of short-term continuing resolutions, non-appropriations and authorizing legislation. Learn it all in this complete certificate program.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 10 credits): Evening and Weekend Classroom Courses

Principles of Accounting I: Basic Principles	ACCT1104E	2 Credits
Principles of Accounting II: Financial Accounting	ACCT1105E	2 Credits
Principles of Accounting III: Managerial Accounting	ACCT1106E	2 Credits
Federal Government Accounting I	ACCT2260C	2 Credits
Federal Government Accounting II	ACCT2261C	2 Credits

Elective Courses (complete 4 credits): Evening and Weekend Classroom Courses

Intermediate Accounting I	ACCT2206E	2 Credits
Intermediate Accounting II	ACCT2207E	2 Credits
Intermediate Accounting III	ACCT2208E	2 Credits
Cost Accounting I	ACCT2253E	1 Credit
Analysis and Interpretation of Financial Statements	FINC5510E	2 Credits

Principles of Accounting II

ACCT1105E 2 Credits Tuition: \$395

Gain extensive insight into accounting principles for partnership corporations. Understand the uses of asset valuation, systems and effective internal controls. Acquire skills in system design, formation, income measurement and liquidation. Further discussion focuses on organization and operation of corporations, stockholders' equity, earnings and dividends. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Principles of Accounting I (ACCT1104E) or equivalent.

January 25 – March 29, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 14, 2010	Mon	6 p.m. – 9 p.m.
June 28 – August 30, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Principles of Accounting III

ACCT1106E 2 Credits Tuition: \$395

Master costing systems for different departments and branches of business operations. Understand the uses of branch accounting, including how income taxes can affect your business decisions. Use cost and revenue relationships to help make management decisions. Gain skills in developing management reports, doing special analyses and generating statements of changes in a financial position. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Principles of Accounting II (ACCT1105E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Course Requirement Summary

Associate of Applied Science Degree in Accounting*

Core Course Titles – 26 Credits required – Classroom or Distance Education

Course	Classroom	Distance Education		
Course	Course Code	Credits	Course Code	Credits
Principles of Accounting I: Basic Principles	ACCT1104E	2	ACCT1101C	2
Principles of Accounting II: Financial Accounting	ACCT1105E	2	ACCT1102C	2
Principles of Accounting III: Managerial Accounting	ACCT1106E	2	ACCT1103C	2
Intermediate Accounting I	ACCT2206E	2	ACCT2201C	3
Intermediate Accounting II	ACCT2207E	2	ACCT2202C	3
Intermediate Accounting III	ACCT2208E	2	-	-
Analysis and Interpretation of Financial Statements	FINC5510E	2	-	-
Business Law I	LAWS1322E	3	LAWS1120C	3
Business Law II	LAWS2325E	3	-	-
Project Management	MGMT1120E	2	-	-
Cost Accounting I	ACCT2253E	2	ACCT2250C	1
Cost Accounting II	ACCT2254E	2	ACCT2251C	1

Elective Course Titles – 4 credits required – Classroom only at this time

Course	Classroom	Distance Education		
Course	Course Code	Credits	Course Code	Credits
Introduction to Information Systems	COMP1120E	2	-	-
Introduction to Computer Programming	COMP1121E	2	-	-
Using Structured Problem Solving				
Information Architecture	COMP3308E	2	-	-
Technical Writing	WRIT3305E	2	-	-
Administrative Procedures	MGMT1108E	2	-	-

General Education Course Titles – 30 credits required – Classroom or Distance Education

Course	Classroom	Distance Education		
Course	Course Code	Credits	Course Code	Credits
Humanities – Minimum of 6 credits				
College English	ENGL1515E	3	-	-
Communications	ENGL1120E	2	-	-
Writing Reports & Other Government Documents	-	-	WRIT2301C	1
Writing Plain Language for the Government	WRIT1120E	2	-	-
Foreign Languages**	See Below**	2-4	-	-
Behavioral Science – Minimum of 6 credits				
Economics I	ECON1310E	3	-	-
Economics II	ECON1311E	3	-	-
Introduction to Psychology	PSYC1200E	3	-	-
Natural/Applied Science – Minimum of 6 credits				
Geology	NATH 1125E	2	-	-
Human Ecology	NATH2280E	2	-	-
Introduction to Ecology	NATH1160E	2	-	-
The Science Behind Environmental Issues	ENVS1189E	2	-	-
Mathematics – Minimum of 6 credits				
Basic Technical Mathematics (Pre-Calculus Algebra)	MATH1128E	2	-	-
Calculus I	MATH2210E	2	MATH2210C	2
Calculus II	MATH2211E	2	MATH2211C	2
College Algebra	-	-	MATH2250C	3
Elements of Statistics	-	-	STAT3350C	3
Introductory Statistics I	STAT1101E	2	-	-
Introductory Statistics II	STAT1102E	2	-	-

*This discipline is subject to change. For the most current information, go to graduateschool.edu/degrees.

**The Graduate School offers an extensive selection of over 100 foreign language courses in languages such as Arabic, Chinese, Farsi, French, German, Greek, Hindi, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Turkish and Urdu, as well as English as a Second Language. All of these courses can be applied toward the Humanities component of the General Education requirement for the associate degree program.

Please visit graduateschool.edu/evening for a complete listing of foreign language courses.

Intermediate Accounting I

ACCT2206E 2 Credits Tuition: \$395

Explore accounting further by investigating balance sheets, income statements and cash flow statements. The course includes detailed analysis of balance sheet items (e.g. cash, inventory, accounts receivable and other current assets), with an emphasis on the concepts of present and future values. Current pronouncements of the FASB are discussed and applied. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Principles of Accounting III (ACCT1106E) or equivalent.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Accounting II

ACCT2207E 2 Credits Tuition: \$395

Make sure you are prepared with correct information about your firm's investments and creditors. Learn to track information on tangible fixed assets, intangible assets, special purpose funds, current and contingent liabilities, bonds, pensions and leases, and problem areas such as income determination. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Intermediate Accounting I (ACCT2206E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Accounting III

ACCT2208E 2 Credits Tuition: \$395

Gain knowledge of corporations, formations, contributed capital and the nature of capital stock. You explore par value of stock, special sales of stock, unrealized capital gains, corporations' retained earnings and dividends, contraction and expansion of corporate capital, earnings per share, accounting changes, error correction and incomplete records. **ACE College Credit Recommendation Service reviewed.**

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Intermediate Accounting II (ACCT2207E) or equivalent.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Cost Accounting I

ACCT2253E 2 Credits Tuition: \$395

Acquire the knowledge and skills to use cost accounting principles, concepts and practices to develop activity-based programs, projects and budgets based on expected accomplishments and other measures of performance or outcome. This course is designed for government, non-government and commercial entities. Learn to track the purchase of materials; the storage and issuance of materials; and inventory, timekeeping, payroll and other operating expenses to charge costs and complete your cost cycle.

This course is part of the Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Principles of Accounting I (ACCT1104E) or equivalent.

September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
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With ACE College Credit
Recommendation Service-reviewed
courses you can earn college credit.
See graduateschool.edu/ACE for
more information.

Cost Accounting II

ACCT2254E 2 Credits Tuition: \$395

Enhance your knowledge and skills in process cost accounting using standard cost accounting systems and procedures. Understand and apply the flow of process costs; production data cost flow; average costing for work in process, units lost or increased in production; first-in, first-out costing of work in process; by-products and joint products; cost classifications for decision making; budgeting; standard costs of materials; labor and manufacturing overhead; direct costing; decision cost analysis and capital expenditure analysis.

This course is part of Certificate of Accomplishment in Accounting and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Cost Accounting I (ACCT2253E) or equivalent.

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.

Financial Management

Analysis and Interpretation of Financial Statements

FINC5510E 2 Credits Tuition: \$395

Learn to apply the methods and techniques of preparing, analyzing and interpreting commercial and government financial statements. Examine the nature and limitations of these statements and their terminology, content and organization. Understand determination and interpretation of trends and ratios for internal and external users of statements.

This course is part of the Certificate of Accomplishment in and the Certificate of Accomplishment in Federal Government Accounting Procedures.

Prerequisite: Principles of Accounting I (ACCT1104E) or equivalent.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

Becoming Debt Free

FINC7070E 0.6 CEU Tuition: \$150

Learn how you got into debt, how to get out of debt and how to stay out of debt. Use the principles of corporate finance to evaluate your current debt situation and develop your own personalized plan to become debt-free. This workshop provides you with the knowledge and tools you need to conquer debt and change your life. A TI business calculator is required (BAII or BA35).

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Financial Accounting for Business Students

ACCT1110E 3 Credits Tuition: \$395

Preparing to enter graduate business school but already understand the details of accounting covered in a beginner's course? In this course you start with basic accounting concepts and quickly enter the areas of corporate and partnership entities. Acquire the skills to analyze financial statements and explore the connection of accounting to current business news.

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

September 22 – December 8, 2010 Wed 6 p.m. – 9 p.m.

Personal Finances: Asset Accumulation and Management

FINC7050E 1.5 CEU Tuition: \$305

Learn how to accumulate, organize and manage a variety of investment assets in this comprehensive introduction to personal investment planning. Gain insight on using investments efficiently to maximize your returns. Examine market risk versus investment return trade-offs. Conduct effective research to choose stocks, bonds and mutual funds. Understand the advantages and disadvantages of various investment strategies and discuss the implications of economic and business conditions for investment planning.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Stocks and the Stock Market

FINC7075E 1.2 CEU Tuition: \$275

Make your money work for you with a course that focuses on developing investment strategies. Find out how to use index mutual funds to select individual stocks. Learn how to interpret price-earning ratios and read annual reports. Relate economic issues to the stock market and your investments. Discover options as a defensive strategy. This course is designed for investors, business journalists or those who are responsible for managing trusts, pensions or profit-sharing plans.

January 23 – April 3, 2010 Sat 9 a.m. – Noon

Human Resources

EEO, Affirmative Action and Diversity

PERS2225E 3 Credits Tuition: \$375

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. 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.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Employee Relations

PERS2220E 2 Credits Tuition: \$375

Learn how to handle the delicate issues involved in successful employee relations. Address issues faced by employee relations specialists, including grievances, Equal Employment Opportunity/Affirmative Action matters, merit pay, labor relations, disciplinary actions, employee benefits and investigations of complaints. **ACE College Credit Recommendation Service reviewed.**

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

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Certificate of Accomplishment in Personnel Administration

Focusing on practices and procedures in the federal government, this certificate helps prepare you to perform effectively in an entry-level position. It consists of a minimum of 14 total required credits in the three categories.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Course (complete 2 credits):

Federal Human Resources Management	PERS1130E	2 Credits
OR		
Federal Human Resources Management (Online)	PERS1730E	2 Credits

Human Resources Courses (complete 8 Credits):

EEO, Affirmative Action and Diversity	PERS2225E	3 Credits
Employee Relations	PERS2220E	2 Credits
Developmental Internship (Supervised Application)	PERS5599E	2 Credits
Human Resources Recruiting Principles and Practices	PERS2230E	1 Credit
Staffing and Placement	PERS2250E	2 Credits

Elective Courses (complete 4 credits):

Administrative Procedure	MGMT1108E	3 Credits
Administrative Office Management	MGMT1109E	3 Credits
Alternative Dispute Resolution	LAWS3315E	2 Credits
Management Analysis	MGMT2290E	2 Credits
Project Management	MGMT1120E	3 Credit
Writing Plain Language for the Government	WRIT1120E	2 Credits

Federal Human Resources Management

PERS1130E 2 Credits Tuition: \$375

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; federal personnel employment, recruitment, selection and placement; performance appraisal and recognition; training and development; terminations, 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.**

NOTE: This is a hybrid course that meets in-class five times, but activities between meetings are conducted online via the Blackboard platform; the first session meets in the classroom. You will receive a username and password upon registration to access the Blackboard server.

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

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Federal Human Resources Management via GS Online

PERS1730E 2 Credits Tuition: \$355

Receive an overview of the federal human resources management (HRM) process, the environment in which it takes place in, its special terminology, and the relationships among HRM functions: compensation, hiring, employee retention, performance management and human resources relations.

In this independent study online scheduled course, you submit assignments to an instructor, who grades them and gives you feedback. Textbook must be purchased separately. Ten-week sessions.

This course is part of the Certificate of Accomplishment in Human Resources Management and the Certificate of Accomplishment in Personnel Administration.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Human Resources Recruiting Principles and Practices

PERS2230E 1 Credit Tuition: \$375

Learn a variety of traditional and innovative techniques (including online strategies) for recruiting and attracting qualified and diverse candidates to your organization. Explore job interviewing methods, practice various models for job analysis and conducting candidate evaluations. Enhance your understanding of the federal employment laws such as Title VII of the Civil Rights Act, as amended; Equal Pay Act; Rehabilitation Act; and Americans with Disabilities Act. **ACE College Credit Recommendation Service reviewed.**

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

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Staffing and Placement

PERS2250E 2 Credits Tuition: \$375

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 Knowledges, 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 Resources Administration concerns. **ACE College Credit Recommendation Service reviewed.**

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

Prerequisite: Basic personnel or administrative course or personnel management experience.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

Developmental Internship (Supervised Application)

PERS5599E 2 Credits Tuition: \$375

Observe and participate in the work of experienced Human Resources (HR) professionals. This developmental internship offers an opportunity to apply the skills learned in the personnel administration certificate program. A typical internship includes 40 hours, either full-time or part-time, in an agency HR department. A member of the HR faculty helps you set up an internship, monitors your accomplishments and evaluates your performance. **ACE College Credit Recommendation Service reviewed.**

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

By appointment with instructor.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Management

Administrative Office Management

MGMT1109E 3 Credits Tuition: \$375

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 the Certificate of Accomplishment in Personnel Administration.

Prerequisite: Administrative Procedure (MGMT1108E) recommended.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.

Certificate of Accomplishment in Administrative Procedures

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

This certificate program consists of six required courses and two electives.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 14 credits):

Administrative Procedure	MGMT1108E	3 Credits
Administrative Office Management	MGMT1109E	3 Credits
Introduction to Information Systems	COMP1120E	2 Credits
Federal Human Resources Management	PERS1130E	2 Credits
Communication	ENGL1120E	3 Credits
Business Mathematics	MATH2203E	2 Credits

Elective Courses (complete 6 credits):

Introduction to Accounting	ACCT0099E	2 Credits
Principles of Editing for Publication	EDIT1150E	2 Credits
Proofreading	EDIT1170E	3 Credits
Project Management	MGMT1120E	3 Credit
Strategic Management	MGMT2290E	2 Credits
Practical Writing	WRIT1110E	3 Credits
Writing Plain Language for the Government	WRIT1120E	3 Credits

Administrative Procedure

MGMT1108E 3 Credits Tuition: \$375

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.**

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

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Business, Government and Society

MGMT4000E 3 Credits Tuition: \$475

Business, Government and Society is an applications-oriented course examining the relationship between the market sector and government policy. The course addresses social regulation, traditional economic regulation and antitrust, economic deregulation and selected topics.

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
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Establishing and Operating a Small Business

MGMT2223E 2 Credits Tuition: \$375

Gain an understanding of the environment in which small businesses and their owners operate. Discuss types of ventures, financial planning and organization. Learn procedures for forming a corporation, selecting a location and determining facility requirements. Analyze marketing, cost control and legal and government issues. This course is designed for the beginning entrepreneur and those wanting to start a small business.

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Introduction to Marketing

MGMT2339E 2 Credits Tuition: \$375

Examine the dynamics of marketing and its role in today's society and business world. Gain an overview of markets, consumer behavior, the marketing field, strategic marketing, market research and planning, and target market analysis. Study marketing case studies and applications.

April 13 – June 14, 2010	Tue	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Marketing Techniques for the 21st Century

MGMT2250E 2 Credits Tuition: \$375

Marketing has taken many interesting turns in the last 15 years. Businesses now use the most sophisticated Web-based e-Commerce methods electronic capability allows. As a counterpoint, "buzz" selling (old-fashioned word-of-mouth selling) has also reemerged as a favored tactic. The hard core employ guerilla marketing techniques, and just about everyone uses some type of personalization strategy. Marketing today offers many options, but what really works for your situation? What resources and skills do you need to market your program? Whether you are after the basics or want to update your inventory of marketing techniques, this class gives you an opportunity to mix and match several techniques into a single integrated marketing plan.

April 17 – June 26, 2010	Sat	9 a.m. – Noon
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Project Management

MGMT1120E 2 Credits Tuition: \$375

Acquire the skills needed to organize and complete complex and challenging tasks. Learn the basic steps to managing projects through the use of case studies and team simulations. Master the use of project organization, work breakdown structures, scheduling, PERT analysis and cost estimating. Gain an understanding of how work groups communicate and how to effectively handle project breakdowns. Learn to conduct project reviews, presentations and closure. **ACE College Credit Recommendation Service reviewed.**

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

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Strategic Management

MGMT2290E 2 Credits Tuition: \$375

Improve your understanding of and obtain practice in interpreting strategic management concepts, processes and procedures. Learn how to appropriately apply these ideas in today's workplace. Gain a solid understanding of how to formulate progressive, realistic and relevant strategic, operational and functional organizational strategies, as well as how to communicate these in the workplace. Participate in a team exercise conducting a situational analysis on an organization of the participant's choosing and presenting team findings to the class. This class utilizes a dynamic blended approach incorporating both classroom and Web-based exercises, and is designed for both individuals and work-teams that wish to learn how to apply the latest strategic management concepts and theory in the workplace. **ACE College Credit Recommendation Service reviewed.**

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

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Storytelling Strategies for Organizations

MGMT4500E 2 Credits Tuition: \$375

Once considered an odd idea, organizational storytelling has become widely recognized as a powerful, results-driven tool for success. Discover how narrative forges connections, strengthens relationships, informs strategy, enhances persuasive communication—and ultimately supports improving organizational performance. Managers, consultants, executives and communicators of all types will benefit from learning how to align narrative with personal/organizational mission, track the history of organizational storytelling, identify and use the seven elements of narrative form, and explore strategies for crafting clear content.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.



Thinking about Grad School, Law School or Business School?

Our prep classes can ease test-day anxieties and save you money.

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Classes fill up quickly.



Editing

Practices in Editing

EDIT3320E 2 Credits Tuition: \$375

Receive hands-on experience organizing, revising and editing documents. Learn to produce crisp, clear and concise memos, letters, reports, feature articles and news stories. Review usage and style techniques to make your copy sparkle. **ACE College Credit Recommendation Service reviewed.**

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

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Principles of Editing for Publications

EDIT1150E 3 Credits Tuition: \$375

Learn the overall process of publication, from story idea to printing. Explore new technologies affecting editing and print production in today's publishing industry. Master the various processes that produce a completed publication: form and organization, grammar, rhetoric, style (editorial and mechanical), copy marking, fitting and proofreading. Front matter (tables, charts and illustrations) and back matter (indexes, bibliographies and notes) are also covered. **ACE College Credit Recommendation Service reviewed.**

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

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 15 – November 17, 2010 Wed 6 p.m. – 9 p.m.

Certificate of Accomplishment in General Studies

The Certificate in General Studies offers participants a solid foundation in liberal studies. The courses provide a balanced curriculum in humanities, applied, behavioral and natural sciences; mathematics and statistics. Students seeking a well-rounded education without a major or specific concentration of study will find this certificate an excellent opportunity to develop a solid foundation. The certificate prepares participants for leadership roles in many fields, including journalism, business, law, medicine, politics and education.

Credits in this certificate program can be transferred to degree programs in some of our Partner in Education schools including Georgetown University.

Requirements: 30 credits

Ten to thirteen (10–13) courses over five areas of study. Substitutions can be made with the permission of the program manager. Courses selected for this certificate must be reviewed and recommended for credit by the American Council on Education (ACE).

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Complete 30 Credits

Humanities (minimum of 6 Credits)

College English	ENG1515E	3 Credits
Communications	ENG1120E	3 Credits
Introduction to Critical Thinking	WRIT3325E	2 Credits
Writing Plain Language for the Government	WRIT1120E	2 Credits
Technical Writing	WRIT3305E	2 Credits

Foreign Language (minimum of 4 Credits)

Any two foreign language courses

Behavioral Science (minimum of 6 Credits)

Principles of Economics I: Macroeconomics	ECON1310E	3 Credits
Principles of Economics II: Macroeconomics	ECON1311E	3 Credits
Introduction to Psychology	PSYC1200E	3 Credits

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Certificate of Accomplishment in General Studies (continued)

Mathematics and Statistics (minimum of 6 Credits)

Basic Technical Mathematics (Pre-Calculus Algebra)	MATH1128E	2 Credits
Calculus I	MATH2210E	3 Credits
Calculus II	MATH2211E	3 Credits
Introductory Statistics I	STAT1101E	2 Credits
Introductory Statistics II	STAT1102E	2 Credits

Natural and Applied Sciences (minimum of 8 Credits)

Animal Behavior	NATH1151E	2 Credits
Biology for Naturalists	NATH1110E	2 Credits
Geology	NATH1125E	2 Credits
Introduction to Ecology	NATH1160E	2 Credits
Introduction to Information Systems	COMP1120E	2 Credits
The Living Soil	NATH1175E	2 Credits
The Science Behind Environmental Issues	ENVS1189E	2 Credits
Wildlife Ecology	NATH2265E	2 Credits

Certificate of Accomplishment in Editorial Practices

Employees with writing and editorial skills command a premium. To produce documents calls for knowledge of grammar, style and editing; to convey them to print calls for a background in print production and publishing. The Certificate Program in Editorial Practices contains courses that explain the process of publication from story idea to print.

Requirements:

Four (4) required courses and one (1) elective course (11 credit hours)

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 4 courses):

Principles of Editing for Publication	EDIT1150E	2 Credits
Printing, Layout and Design	EDIT2270E	3 Credits
Practice in Editing	EDIT3320E	2 Credits
Proofreading	EDIT1170E	3 Credits

Elective Courses (complete 1 course):

Legal Writing	LAWS2256E	2 Credits
Technical Writing	WRIT3305E	3 Credits

Printing, Layout and Design

EDIT2270E 2 Credits Tuition: \$375

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. Obtain an overview of printing processes, materials and special techniques. Incorporate learned knowledge to create a variety of design projects with and without the aid of a computer. **ACE College Credit Recommendation Service reviewed.**

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

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.

Proofreading

EDIT1170E 2 Credits Tuition: \$375

Learn to comprehend and apply proofreading techniques in order to recognize and correct errors, including spelling, punctuation, capitalization, number notation, abbreviations and word division. Proofreading of narrative text, graphics and tabular materials will be explored, in addition to critical review for technical quality. **ACE College Credit Recommendation Service reviewed.**

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

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

English

English Skills

ENGL0030E 2 Credits Tuition: \$375

Master the fundamentals of written English. Analyze sentences and clauses to gain a thorough understanding of correct standard usage of English grammar. Ultimately, students will develop paragraphs and essays using the rules of English learned throughout the course. This course is designed for native speakers of English or non-native speakers who already feel comfortable speaking English.

June 28 – July 28, 2010 Mon & Wed 6 p.m. – 9 p.m.

Communications

ENGL1120E 3 Credits Tuition: \$375

Improve your oral and written communication skills for business and private use. Focus on developing strong organization and clear, correct presentation of ideas. Understand how to apply these skills to a variety of speaking and writing situations. Become aware of the nonverbal and perceptual aspects of effective interpersonal communications. Learn successful expressions of intent and how to speak to or write for a specific audience. **ACE College Credit Recommendation Service reviewed.**

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

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

Public Speaking

SPCH1151E 2 Credits Tuition: \$375

Develop the self-confidence and skills needed for effective public speaking. Learn the basic steps for preparation and delivery of successful short speeches. Improve your delivery skills through the practice of speaking publicly and receive feedback in a supportive environment. The instructor will be available to address individual needs and issues. **ACE College Credit Recommendation Service reviewed.**

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

ESOL

English as a Second Language: Communication Skills II

ESOL1121E 2 Credits Tuition: \$375

Build on your existing knowledge to communicate better in English. This high beginner course is for those who already have some knowledge of basic language skills in English. Learn to use the past tense, direct object pronouns and simple phrasal verbs to discuss time, weather and past activities. All four communication skills (listening, speaking, reading and writing) are practiced in a realistic context and include discussions of culture.

January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
July 10 – September 11, 2010	Sat	9 a.m. – Noon
September 25 – December 11, 2010	Sat	9 a.m. – Noon

English as a Second Language: Communication Skills III

ESOL1122E 2 Credits Tuition: \$375

Designed for those at the intermediate level, this course emphasizes complex and contrasting vocabulary, verb tenses and idiomatic expressions. Activities emphasize all four communication skills (listening, speaking, reading and writing) and culture.

Prerequisite: ESOL: Communication Skills II (ESOL1121E).

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

English as a Second Language: Communication Skills IV

ESOL1123E 2 Credits Tuition: \$375

Designed for those at an advanced level, this course emphasizes communication using more complex structures and verb tenses. A variety of language activities develops effectiveness in listening, speaking, reading and writing.

Prerequisite: ESOL: Communications Skills III (ESOL1122E).

January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Sat	9 a.m. – Noon
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

English as a Second Language: Communication Skills V

ESOL1124E 2 Credits Tuition: \$375

Not for beginners! A variety of language activities help participants master English-speaking skills while strengthening their writing and reading proficiency. Strengthen communication by using complex structures and verb tenses.

Prerequisite: ESOL: Communications Skills IV (ESOL1123E).

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Advanced English Conversation

ESOL1129E 2 Credits Tuition: \$375

Improve your English conversation skills through formal, directed discussions. Weekly conversations focus on different topics, including current events, U.S. culture, the arts, social issues, travel and other topics. A variety of conversation-eliciting techniques are used. Grammar is covered as necessary.

Prerequisite: ESOL: Communications Skills V (ESOL1124E) or equivalent.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Sign Language

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

SIGN7000E 2.4 CEU Tuition: \$320

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!

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

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

SIGN8000E 2.4 CEU Tuition: \$320

If you took ASL for Family and Friends: Introduction (SIGN7000E) and got hooked on the language, this is the next course for you. Take your ability to communicate with your deaf/hard-of-hearing family members, friends, or co-workers to a greater 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. While there is still a focus on vocabulary building, most of this course deals with language use for the purpose of conveying more complex ideas. The world of ASL awaits you!

Prerequisite: ASL for Family and Friends: Introduction (SIGN7000E) or a minimum of 24 contact hours of ASL in another learning environment.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Writing

Creative Nonfiction

WRIT2219E 2 Credits Tuition: \$375

Examine the nature of "seeing" as a writer and explore various modes of turning personal experiences into prose in this hands-on writing class. Discover techniques for telling a story, involving readers in your narrative and making your nonfiction writing vivid and enjoyable. The course is designed for those interested in creatively applying storytelling skills to professional writing and improving their nonfiction writing.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

Effective Business Writing

WRIT2225E 2 Credits Tuition: \$375

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.

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.

June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

Essential Writing

WRIT7070E 1.2 CEU Tuition: \$295

Improve your basic writing skills and build a foundation for writing success. Explore the basics of English grammar and work up to analyses of more complicated structures. You complete numerous exercises and write sentences that illustrate grammatical principles and improve the accuracy and clarity of your writing.

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.
September 25 – December 11, 2010 Sat 9 a.m. – Noon

Grant Writing

WRIT3321E 2 Credits Tuition: \$375

Become familiar with the different formats for government, private industry and nonprofit business proposals. Analyze procedures and processes for developing and preparing grant proposals and identify funding sources. Grant components, including statements of objectives, budgets, capability statements, narratives and evaluation methods are explained, and samples of various formats are critiqued and reviewed.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
September 25 – December 11, 2010 Sat 9 a.m. – Noon

Introduction to Critical Thinking

WRIT3325E 2 Credits Tuition: \$375

Critical thinking is a necessary skill for anyone who needs to write, read and interpret prose with precision. Understand how to use language and logic as tools of understanding, interpretation and inference. Through examination of materials drawn from a variety of sources including current news media, Shakespeare and material identified by participants, you learn to identify valid and invalid forms of argument, classic fallacies and the use of various rhetorical devices.

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Memoir and Journal Writing

WRIT1115E 2 Credits Tuition: \$375

Whether you write for posterity or publication—or both—putting down your life story can be fun, therapeutic, and profitable. A recent *New York Times Magazine* article has dubbed our age that of the literary memoir. Explore journal and memoir writing and learn how to turn your life experiences into stories and books.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

Practical Writing I

WRIT1110E 3 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

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

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.
April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.
June 29 – August 31, 2010 Tue 6 p.m. – 9 p.m.
September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Screenwriting

WRIT3301E 2 Credits Tuition: \$375

There is a saying in the film industry: “It all starts with a great script.” Learn the basics of good screenwriting. Develop storytelling techniques and find personal style within the format of the screenplay. Class activities include the art of eavesdropping, characters and their arcs, and analysis of at least one film and its script. The class concludes with advice on submitting a script for either film or television.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

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See www.graduateschool.edu/ACE
for more information.

Screenwriting Master Class

WRIT7001E 1.5 CEU Tuition: \$275

This class is an intensive workshop designed to give aspiring screenwriters an appropriate forum to have their work read, critiqued and eventually produced. In each session, working screenwriters have their scripts read aloud by colleagues and volunteer actors alike, and then those scripts are critiqued. A big hurdle in screenwriting is beginning, so nurturing the creative, mentally exerting process of putting ideas onto paper is a focus of the class. Participants have the opportunity to learn how to market their scripts, and every aid is given to aspiring screenwriters to have their scripts read, optioned and produced. This class is appropriate not only for writers who've already produced a script, but also for those who have ideas that they'd like to experiment with on paper.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

Technical Writing

WRIT3305E 3 Credits Tuition: \$375

Learn to target an audience, work with technical data, edit, make documents more readable, handle review cycles and get approvals. Become familiar with testing and feedback mechanisms, publication standards and specifications, project management and scheduling and handling multiple tasks. The course emphasizes types of documents that participants work with in their jobs. Exercises in rewriting documents and creating new materials are assigned. **ACE College Credit Recommendation Service reviewed.**

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

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.
September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Travel Writing

WRIT3320E 2 Credits Tuition: \$375

Learn to write about and sell your travel experiences. Gain insight into the ins and outs of freelance travel writing from a published professional. During the course you write several travel stories and submit them for publication to area journals, newspapers and magazines. This course is part of the Certificate of Accomplishment in General Studies.

Prerequisite: Practical Writing (WRIT1110E) or similar experience.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

Writing for Public Relations and Marketing

WRIT1105E 2 Credits Tuition: \$375

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.

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Writing Plain Language for the Government

WRIT1120E 3 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

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

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

TEXTBOOKS

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FOREIGN LANGUAGES

Arabic

Introductory Arabic I

ARAB1151E 2 Credits Tuition: \$375

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.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 23 – April 3, 2010	Sat	9 a.m. – Noon
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 201	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
September 23 – December 2, 2010	Thu	6 p.m. – 9 p.m.

Introductory Arabic II

ARAB1152E 2 Credits Tuition: \$375

Engage in simple Arabic conversations involving 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.

Prerequisite: Introductory Arabic I (ARAB1151E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
July 10 – September 11, 2010	Sat	9 a.m. – Noon
August 9 – September 13, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Introductory Arabic III

ARAB1153E 2 Credits Tuition: \$375

Build on your introductory level reading, writing and oral skills in Modern Standard Arabic (MSA). Practice using more complex Arabic vocabulary in dialogues and learn to use present, past, and future tenses in conversation and writing. Discuss short readings on a variety of topics.

Prerequisite: Introductory Arabic II (ARAB1152E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

FOREIGN LANGUAGE LEVELS

Course Number/Level:	Estimated Equivalency:
ARABIC	
Introductory Arabic I, II, III, IV	Beginning Arabic / First Year University-Level Arabic
Intermediate I, II, III, Advanced I, Advanced II	Intermediate Arabic / Second Year University-Level Arabic
CHINESE	
Introductory Chinese I, II, and III	First Year University-Level Chinese
Intermediate Chinese I, II, and III	Second Year University-Level Chinese
ESOL	
ESOL: Communications Skills I	Beginner
ESOL: Communications Skills II	High Beginner
ESOL: Communications Skills III	Intermediate
ESOL: Communications Skills IV	High Intermediate
ESOL: Communications Skills V	Advanced
FARSI	
Introductory Farsi I – III	First Year University-Level Farsi
FRENCH	
Conversational French I – IV	First Year University-Level French
Intermediate French I – III	Second Year University-Level French
Advanced French I – III	Third Year University-Level French
GERMAN	
Introductory German I – III	First Year University-Level German
Intermediate German I – III	Second Year University-Level German
Advanced German I – III	Third Year University-Level German
HINDI	
Introductory Hindi I – III	First Year University-Level Hindi
Intermediate Hindi I – III	Second Year University-Level Hindi
ITALIAN	
Introductory Italian I – IV	First Year University-Level Italian
Intermediate Italian I – III	Second Year University-Level Italian
JAPANESE	
Introductory Japanese I – III	Beginning Japanese
Intermediate Japanese I – III	Intermediate Japanese
KOREAN	
Introductory Korean I – III	Beginning Korean
Intermediate Korean I – III	Intermediate Korean
PORTUGUESE	
Introductory Portuguese I – III	First Year University-Level Portuguese
Intermediate Portuguese I – III	Second Year University-Level Portuguese
RUSSIAN	
Introductory Russian I – III	First Year University-Level Russian
Intermediate Russian I – III	Second Year University-Level Russian
Advanced Russian I, II, and III	Third Year University-Level Russian
TURKISH	
Conversational Turkish I – III	First Year University-Level Turkish
URDU	
Introductory Urdu I – III	First Year University-Level Urdu

* The conversational track is designed to focus on speaking and listening skills although students get practice reading and writing, primarily through homework. The introductory track gives more or less equal weight to each of the four skill areas – listening, speaking, reading and writing.

We Can Bring Foreign Language Training to Your Organization!

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Albanian	Italian
Arabic (MSA and dialects)	Japanese
Chinese (Cantonese)	Korean
Chinese (Mandarin)	Lithuanian
Czech	Pashto
English as a Second Language	Polish
Farsi	Portuguese (Brazilian)
French	Russian
Gaelic	Serbo-Croatian
German	Spanish
Greek (Modern)	Swahili
Hebrew	Swedish
Hindi	Thai
Hungarian	Turkish
Indonesian	Urdu
	Vietnamese

For more information, e-mail onsite@graduateschool.edu

Introductory Arabic IV

ARAB1154E 2 Credits Tuition: \$375

Concluding the introductory year of Arabic, you learn to read Arabic with greater ease, increase your knowledge of Arabic culture and engage in more sophisticated conversations using increasingly complex vocabulary and grammar. Grammar focuses on the various particles, passive voice, verb positions, the negative imperative and uninflected nouns.

Prerequisite: Introductory Arabic III (ARAB1153E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
August 9 – September 13, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intensive Arabic I

ARAB2205E 4 Credits Tuition: \$715

Through interactive exercises, discussions and lessons, you learn to read and write Arabic script and construct sentences, paragraphs and dialogs for simple communication. The intensive format maximizes the opportunity to retain and apply new concepts in a short amount of time. No prior knowledge of Arabic is required.

April 12 – June 21, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 8, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 20 – December 1, 2010	Mon & Wed	6 p.m. – 9 p.m.

Intensive Arabic II

ARAB2206E 4 Credits Tuition: \$715

This course covers material from Introductory Arabic III and Introductory Arabic IV in a ten-week session, meeting twice per week. Those who have successfully completed Introductory Arabic II or the equivalent may enter this intensive course and build their ability to use more complex Arabic vocabulary to correctly use present, past, and future tenses in conversation and writing. Participants discuss short readings on a variety of subjects.

January 25 – April 5, 2010	Mon & Wed	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 8, 2010	Mon & Wed	6 p.m. – 9 p.m.

Intermediate Arabic I

ARAB2210E 2 Credits Tuition: \$375

Express wishes, extend an invitation, give directions, describe professions and congratulate others in this low-intermediate course. Review grammar, including noun and pronoun cases, nominal and verbal sentences, the permutative, the Idafa structure, and verb forms and tenses. Read short passages, write short letters, and learn to use conditional structures, the passive voice, verbal nouns, and multiple Idafa in speaking, reading and writing.

Prerequisite: Introductory Arabic IV (ARAB1154E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Intermediate Arabic II

ARAB2211E 2 Credits Tuition: \$375

Build your knowledge of grammar and apply new concepts in short paragraphs, reading passages, dialogues 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.

Prerequisite: Intermediate Arabic I (ARAB2210E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 30, 2010	Mon	6 p.m. – 9 p.m.
September 21 – October 21, 2010	Tue & Thu	6 p.m. – 9 p.m.

Intermediate Arabic III

ARAB2212E 2 Credits Tuition: \$375

Learn to use moods of the present tense, conditional sentences, and the passive of hollow verbs, among other, more complex grammar in short paragraphs. Use your knowledge of more complex grammar to understand short reading passages. Discuss terms children use to address their parents, children's nicknames and relevant cultural topics.

January 19 – February 18, 2010	Tue & Thu	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.

Advanced Arabic I

ARAB2250E 2 Credits Tuition: \$375

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

Prerequisite: Intermediate Arabic III (ARAB2212E) or equivalent, or permission from the instructor.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Advanced Arabic II

ARAB2251E 2 Credits Tuition: \$375

Authentic texts and periodicals serve to build vocabulary and engender discussion in this advanced level course. Grammar points include prepositional phrases, nouns with 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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Arabic III (ARAB2212E) or equivalent, or permission from the instructor.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

Not sure which foreign language course level is right for you?

See the guide on page 23 or call (202) 314-3660.

Chinese (Mandarin)

Introductory Chinese I

CHIN1151E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.
September 25 – December 1, 2010	Sat	9 a.m. – Noon

Introductory Chinese II

CHIN1152E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Chinese I (CHIN1151E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Introductory Chinese III

CHIN1153E 2 Credits Tuition: \$375

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.

ACE College Credit Recommendation Service reviewed.

Prerequisite: Introductory Chinese II (CHIN1152E) or equivalent.

January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Intermediate Chinese I

CHIN2210E 2 Credits Tuition: \$375

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 Web sites. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Chinese III (CHIN1153E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

TEXTBOOKS

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Intermediate Chinese II

CHIN2211E 2 Credits Tuition: \$375

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.

Prerequisite: Intermediate Chinese I (CHIN2210E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Intermediate Chinese III

CHIN2212E 2 Credits Tuition: \$375

In this high-intermediate level course, participants read selections from modern Chinese literature—essays, short stories and newspaper articles. Conversation and writing exercises, using Chinese characters, are based upon reading materials. Grammar includes adverbs; particles; the “a” structure; “chule... yiwai”; notional passive sentences; the interrogative pronouns of general denotation; “bei” sentences; and “budan... erqie...” Chinese culture is addressed through song, poetry, literature and articles. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Chinese II (CHIN2211E) or equivalent.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
August 9 – September 13, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Farsi

Introduction to Farsi I

FARS1151E 2 Credits Tuition: \$375

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 should not enroll.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – September 13, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Introduction to Farsi II

FARS1152E 2 Credits Tuition: \$375

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

Prerequisite: Introduction to Farsi I (FARS1151E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

French

Conversational French I

FREN1110E 2 Credits Tuition: \$375

Learn to hold a simple conversation in French. Dialogues and interactive exercises help you learn common, everyday vocabulary and grammatical structures with an emphasis oral communication. Reading, writing and listening activities reinforce the grammar and vocabulary introduced in oral exercises and dialogues. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 13, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Conversational French II**FREN1111E** **2 Credits** **Tuition: \$375**

Learn to describe past and present activities, and future plans in French, using basic grammar, vocabulary, and idioms. Accustom your ear to the sounds and rhythms of the language and acquire the ability to form natural links between French words. Cultural discussions include mannerisms as well as relations among French-speaking countries. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational French I (FREN1110E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Conversational French III**FREN1112E** **2 Credits** **Tuition: \$375**

Achieve greater competency in spoken French. Learn to express conditions and feelings in the past, describe places and relationships and use the subjunctive to make requests. Continue to build proficiency in speaking with pronunciation exercises. Cultural lessons and discussions help participants relate with greater ease to contemporary French and Francophone culture. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational French II (FREN1111E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Not sure which foreign language course level is right for you?

**See the guide on page 23
or call (202) 314-3660.**

Conversational French IV**FREN1114E** **2 Credits** **Tuition: \$375**

In this pre-intermediate class, students acquire the grammar and vocabulary necessary to discuss topics such as work, money, cultural events as well as more complex topics including the environment, agriculture and World War II. Grammar includes: relative pronouns, verb *dire*, verb+ preposition + infinitive, conditional sentences with « *si* », demonstrative pronouns, impersonal expressions + infinitive, forms and usage of subjunctive, irregular subjunctive, possessive pronouns, plus perfect and indirect discourse.

Prerequisite: Conversational French II (FREN1111E) or equivalent.

September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.
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French Review Level I**FREN1161E** **2 Credits** **Tuition: \$375**

Receive a solid review of French basics. Designed for those who have recently completed the first year of college French, this course covers fundamental grammatical concepts, everyday vocabulary, and common idioms to provide a firm basis to advance to higher levels. This review course includes written exercises, simple text reading, oral drills and beginning-level conversation in French.

Prerequisite: Recent completion of one year of college French, or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

French Review Level II**FREN1162E** **2 Credits** **Tuition: \$375**

Learn advanced grammatical concepts, sophisticated vocabulary and less-common idioms to advance to higher levels. Designed for those who have studied intermediate-level French and want to review their skills, this second French review course includes more challenging written exercises, text reading, oral drills and high-intermediate-level conversation in French.

Prerequisite: Recent completion of two years of college French or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 13, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

French Review Level III

FREN1163E 2 Credits Tuition: \$375

This third-level review course is for students with intermediate skills in French who want to review and hone grammar, conversation and writing skills. Conversation practice refines the student's knowledge of the subjunctive and enriches vocabulary through idioms and text discussions. Readings offer increased opportunities for oral and written expression. Music and video are integrated to reinforce learning objectives and expand exposure to both the Parisian French and that used in Francophone countries.

Prerequisite: French Review Level II (FREN1162), Intermediate French (FREN2210) or equivalent.

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Intermediate French I

FREN2210E 2 Credits Tuition: \$375

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.**

Prerequisite: Conversational French III (FREN1112E) or equivalent.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.
April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
June 29 – August 31, 2010 Tue 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Intermediate French II

FREN2211E 2 Credits Tuition: \$375

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.

Prerequisite: Intermediate French I (FREN2210E) or equivalent.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

German

German for Reading Knowledge I

GERM1115E 2 Credits Tuition: \$375

Designed for those who need to read advanced general and technical material in German for professional, personal or test situations, this course introduces participants to relatively difficult texts in specific disciplines. With the aid of a dictionary, participants learn to recognize basic and more complex grammatical structures. Some background in German is helpful but not necessary.

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.

German for Reading Knowledge II

GERM1116E 2 Credits Tuition: \$375

This 10-week course is designed as the completion of German for Reading Knowledge I (GERM1115E) course, and is open to participants who can read basic German texts in their own fields. Topics covered are complex German grammatical constructions necessary to read academic and technical German texts. Special focus is given to the levels and types of encapsulation.

Prerequisite: German for Reading Knowledge I (GERM1115E) or basic reading knowledge of German.

April 13 – June 14, 2010 Tue 6 p.m. – 9 p.m.

Introductory German I

GERM1151E 2 Credits Tuition: \$375

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.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.
June 28 – August 2, 2010 Mon & Wed 6 p.m. – 9 p.m.
September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Introductory German II

GERM1152E 2 Credits Tuition: \$375

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.

Prerequisite: Introductory German I (GERM1151E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Introductory German III

GERM1153E 2 Credits Tuition: \$375

Take what you've 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 tense, as well as subjunctive and some passive voice. Emphasis is on increasing natural speech and combinations of grammar and vocabulary.

Prerequisite: Introductory German II (GERM1152E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

German Review Level I

GERM1161E 2 Credits Tuition: \$375

Now that you've completed a year—or the equivalent—of German, don't let it disappear! Take this opportunity to ask questions about those difficult points of the introductory grammar and vocabulary. Reinforce your knowledge in new ways through reading, listening, writing and reading exercises that will spark your curiosity. Drills, role-plays, readings and targeted listening activities help you correct usage and solidify your knowledge to move you into more advanced study of the language.

Prerequisite: Introductory German II (GERM1152E) or recent completion of one year of college German.

September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
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German Review Level II

GERM1162E 2 Credits Tuition: \$375

This second German review course is for people who have studied high school or college-level German and feel they need to review intermediate-level German. The course covers more advanced grammatical concepts, more sophisticated vocabulary and fewer common idioms, providing students with a high intermediate-level knowledge of German. Read more difficult texts, work on more difficult written exercises, do sophisticated oral drills and converse in German at the high-intermediate level. Videos are also incorporated in the course.

Prerequisite: A strong basic knowledge of German.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
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Intermediate German I

GERM2210E 2 Credits Tuition: \$375

For participants with a firm knowledge of elementary level German, this low-intermediate course introduces increasingly complex vocabulary structures and vocabulary while improving the ability to communicate freely in oral and written German.

Prerequisite: Introductory German III (GERM1153E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intermediate German II

GERM2211E 2 Credits Tuition: \$375

Designed for participants with a good background in the language, this course emphasizes reading and writing skills and helps develop a more varied and contemporary vocabulary through the study of newspapers, magazines and recordings.

Prerequisite: Intermediate German I (GERM2210E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
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Intermediate German III

GERM2212E 2 Credits Tuition: \$375

Authentic texts and recordings are key features of this course designed for the further development of skills in reading, writing and speaking. Through interactive role plays, presentations and class discussions, students acquire and apply their language skills. Grammar includes: reflexive verbs; the intensifiers “selbst” and “selber”; modals; passive constructions; the subjunctive; indirect discourse; and active verbs in passive voice.

Prerequisite: Intermediate German II (GERM2211E) or equivalent.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

Greek

Introductory Greek I

GREE1151E 2 Credits Tuition: \$375

With an emphasis on vocabulary and an introduction to basic grammar, this beginner's course offers a foundation for comprehension and speaking, reading and writing Greek.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Introductory Greek II

GREE1152E 2 Credits Tuition: \$375

Enhance your skills in reading and conversation. Participants develop a basic knowledge of Greek, review grammar and build vocabulary through writing exercises.

Prerequisite: Introductory Greek I (GREE1151E) or equivalent.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.
June 28 – September 13, 2010 Mon 6 p.m. – 9 p.m.

Introductory Greek III

GREE1153E 2 Credits Tuition: \$375

This course focuses on the practical usage of Greek and uses more advanced grammatical and written concepts. The study of the language is enhanced by reading Greek literature.

Prerequisite: Introductory Greek II (GREE1152E) or equivalent.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

Intermediate Greek I

GREE2210E 2 Credits Tuition: \$375

Designed for participants with a solid background in the language, this course emphasizes reading and writing as well as development of a more varied and contemporary vocabulary through study of newspapers, and magazines.

Prerequisite: Introductory Greek III (GREE1153E) or equivalent.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
June 29 – August 31, 2010 Tue 6 p.m. – 9 p.m.

Hindi

Introductory Hindi I

HIND1151E 2 Credits Tuition: \$375

Designed for those with no prior knowledge of the language, this course introduces the basics of Hindi culture and language while focusing on grammar, reading and writing.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Introductory Hindi II

HIND1152E 2 Credits Tuition: \$375

In this second basic introduction course, participants continue to build on their conversation and comprehension skills of Hindi language and culture through grammar, reading and writing exercises.

Prerequisite: Introductory Hindi I (HIND1151E) or equivalent.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

Introductory Hindi III

HIND1153E 2 Credits Tuition: \$375

Designed for those with a solid foundation in basic Hindi, this course helps participants expand their vocabulary. Participants develop more complex structural patterns through readings and dialogues and progress in the use of the language, both in oral and written work. A variety of subjects that reflect Indian culture and thought are covered.

Prerequisite: Introductory Hindi II (HIND1152E) or equivalent.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Intermediate Hindi I**HIND2210E** **2 Credits** **Tuition: \$375**

Expand your use of vocabulary through readings, a review of grammar and some writing. The course is designed for participants with a good knowledge of the language at the high basic level or equivalent.

Prerequisite: Introductory Hindi III (HIND1153E) or equivalent.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Italian

Conversational Italian I**ITAL1110E** **2 Credits** **Tuition: \$375**

Practice simple dialogues to introduce yourself and others, identify people and professions, tell time and talk about the weather. Cultural topics may include family life and food. Little or no prior knowledge of the Italian language is required. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

September 21 – October 21, 2010 Tue & Thu 6 p.m. – 9 p.m.

Conversational Italian II**ITAL1111E** **2 Credits** **Tuition: \$375**

Practice conversation to improve fluency and build vocabulary through dialogues and readings. Intended for those with some basic knowledge of the language, this course introduces new grammatical points. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational Italian I (ITAL1110E) or equivalent.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

June 28 – August 30, 2010 Mon 6 p.m. – 9 p.m.

October 25 – November 29, 2010 Mon & Wed 6 p.m. – 9 p.m.

Conversational Italian III**ITAL1112E** **2 Credits** **Tuition: \$375**

Designed for those with a fair knowledge of spoken Italian, this course teaches participants expanded grammar rules and provides intensive practice in conversation to improve vocabulary and fluency. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational Italian II (ITAL1111E) or equivalent.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

July 1 – September 2, 2010 Thu 6 p.m. – 9 p.m.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Conversational Italian IV**ITAL1113E** **2 Credits** **Tuition: \$375**

This course is designed for students with a solid base in Italian and corresponds to the final chapters of the first year of university-level Italian. Major topics covered are vocabulary about such topics as music, archaeology, politics and government. Students study grammatical content including verbs of emotion, the past conditional, the subjunctive and verbal and adverbial phrases. The course seeks to build students ability to express more abstract ideas in Italian and build on knowledge of previously learned grammar.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

The Graduate School offers language training on-site!

We will ship the material to your door and have an instructor conduct training at your location.

We can even custom design our courses to meet your group's needs.

For more information, e-mail
onsite@graduateschool.edu

Japanese

Introductory Japanese I

JAPN1151E **2 Credits** **Tuition: \$375**

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. **ACE College Credit Recommendation Service reviewed.**

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Introductory Japanese II

JAPN1152E **2 Credits** **Tuition: \$375**

Participants with knowledge of hiragana are introduced to katakana as well as more kanji (Chinese characters), vocabulary and grammar rules. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Japanese I (JAPN1151E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.

Introductory Japanese III

JAPN1153E **2 Credits** **Tuition: \$375**

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Japanese II (JAPN1152E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Intermediate Japanese I

JAPN2210E **2 Credits** **Tuition: \$375**

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.

Prerequisite: Introductory Japanese II (JAPN1153E) or equivalent.

June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Japanese II

JAPN2211E **2 Credits** **Tuition: \$375**

Build on the reading and language skills acquired in Intermediate Japanese I while focusing more closely on kanji.

Prerequisite: Intermediate Japanese I (JAPN2210E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Japanese III

JAPN2212E **2 Credits** **Tuition: \$375**

Reading and speaking ability are increased as students learn to read and write up to 275 kanji. More difficult materials, as well as writing simple letters and free compositions are included. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Japanese II (JAPN2211E) or equivalent.

September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
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Not sure which foreign language course level is right for you?

**See the guide on page 23
or call (202) 314-3660.**

Korean

Conversational Korean I

KORN1110E 2 Credits Tuition: \$375

Study pronunciation and intonation patterns. With an emphasis on vocabulary, phrases and expressions in everyday conversation, this beginners' course includes practice in reading and writing. Korean culture is also discussed.

Prerequisite: Some background in Korean would be helpful but is not required.

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
July 10 – June 11, 2010	Sat	9 a.m. – Noon
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Conversational Korean II

KORN1111E 2 Credits Tuition: \$375

Build on the skills acquired in Conversational Korean I. Participants with some basic knowledge of Korean will strengthen vocabulary, phrases, everyday expressions, pronunciation, intonation patterns and reading and writing, and continue discussions on Korean culture.

Prerequisite: Conversational Korean I (KORN1110E) or equivalent.

January 23 – April 3, 2010	Sat	9 a.m. – Noon
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Conversational Korean III

KORN1112E 2 Credits Tuition: \$375

Improve pronunciation and understanding of basic Korean grammar and useful expressions; learn to read and write longer phrases and some short sentences. Continue to build your vocabulary and study grammar. Cultural features are presented together with aspects of history and politics. The course is designed for participants with a fair knowledge of the language.

Prerequisite: Conversational Korean II (KORN1111E) or equivalent.

April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
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Portuguese (Brazilian)

Introductory Portuguese I

PORT1151E 2 Credits Tuition: \$375

Receive a basic foundation for speaking, reading, writing and understanding Brazilian Portuguese with emphasis on grammar and pronunciation. Designed for participants with no prior knowledge of the language, this course also provides an introduction to aspects of Brazilian culture.

January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Introductory Portuguese II

PORT1152E 2 Credits Tuition: \$375

Through the use of progressive sequencing, you learn to communicate in Brazilian Portuguese, even in the early stages of learning the language. Designed to improve grammar and comprehension of Portuguese, this course approaches reading and writing by way of the spoken language.

Prerequisite: Introductory Portuguese I (PORT1151E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Introductory Portuguese III

PORT1153E 2 Credits Tuition: \$375

Build on your Portuguese communication skills. Through the use of Brazilian newspapers and magazines you enhance your reading and writing skills.

Prerequisite: Introductory Portuguese II (PORT1152E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Portuguese I

PORT2210E 2 Credits Tuition: \$375

While focusing on the development of reading, writing and conversational skills, this course emphasizes vocabulary expansion and group discussion. Participants review grammatical concepts acquired in Introductory Portuguese III and continue to study Brazilian culture through music, books and newspapers.

Prerequisite: Introductory Portuguese III (PORT1153E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Portuguese II

PORT2211E 2 Credits Tuition: \$375

Focus on developing reading, writing and conversational skills, and emphasize vocabulary expansion and group discussion. You review grammatical concepts acquired in Introductory Portuguese III and continue to study Brazilian culture through music, books and newspapers.

Prerequisite: Intermediate Portuguese I (PORT2210E) or equivalent.

April 15 – June 17, 2010	Tue	6 p.m. – 9 p.m.
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Russian

Introductory Russian I

RUSS1151E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 28 – September 6, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Introductory Russian II

RUSS1152E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Russian I (RUSS1151E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
August 3 – September 2, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Introductory Russian III

RUSS1153E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Russian II (RUSS1152E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Intermediate Russian I

RUSS2210E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Russian III (RUSS1153E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intermediate Russian II

RUSS2211E 2 Credits Tuition: \$375

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

Prerequisite: Intermediate Russian I (RUSS2210E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.

Intermediate Russian III

RUSS2212E 2 Credits Tuition: \$375

The course provides further development of skills in reading, writing and vocabulary using foreign newspapers. The course is designed for participants with a good knowledge of the language. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Russian II (RUSS2211E) or equivalent.

April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
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Advanced Russian I

RUSS4412E 2 Credits Tuition: \$375

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. More complex topics in grammar are addressed in the context of readings and discussions. The course is conducted entirely in Russian.

Prerequisite: Intermediate Russian III (RUSS2212E) or equivalent.

September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
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Advanced Russian II

RUSS4413E 2 Credits Tuition: \$375

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.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
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Advanced Russian III

RUSS4414E 2 Credits Tuition: \$375

This course follows Advanced Russian II. The focus is on conversation and review of grammar. Using various topics of importance in today's Russia, students in this advanced class develop their ability 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.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
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Spanish**Conversational Spanish I**

SPAN1110E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 23 – April 3, 2010	Sat	9 a.m. – Noon
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
July 10 – September 11, 2010	Sat	9 a.m. – Noon
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Conversational Spanish II

SPAN1111E 2 Credits Tuition: \$375

Continue to improve your Spanish vocabulary and fluency. Those with some basic knowledge of the language will practice conversation and advanced grammar. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational Spanish I (SPAN1110E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 23 – April 3, 2010	Sat	9 a.m. – Noon
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
April 17 – June 26, 2010	Sat	9 a.m. – Noon
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Conversational Spanish III

SPAN1112E 2 Credits Tuition: \$375

Improve your ability to read, write and speak basic Spanish. Designed for high-beginners who have recently completed at least one semester of beginner-level Spanish, participants receive an introduction to new grammatical concepts and vocabulary. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational Spanish II (SPAN1111E) or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Conversational Spanish IV

SPAN1114E 2 Credits Tuition: \$375

Continue to build vocabulary and grammar skills and further develop your comprehension of the language through individual presentations and group discussions on specific practical situations. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational Spanish III (SPAN1112E).

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Introductory Spanish I

SPAN1151E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon & Wed	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Introductory Spanish II

SPAN1152E 2 Credits Tuition: \$375

Enhance reading and writing skills through exercises using grammatical patterns. Participants also discover new aspects of the Hispanic community in the United States. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Spanish I (SPAN1151E) or equivalent.

January 23 – April 3, 2010	Sat	9 a.m. – Noon
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Introductory Spanish III**SPAN1153E 2 Credits Tuition: \$375**

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Spanish II (SPAN1152E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Introductory Spanish IV**SPAN1154E 2 Credits Tuition: \$375**

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

Prerequisite: Introductory Spanish III (SPAN1153E).

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tues	6 p.m. – 9 p.m.

Spanish Review Level I**SPAN1161E 2 Credits Tuition: \$375**

Receive a broad review of basic Spanish. Through written exercises, simple text reading, oral drills and beginning-level conversation in Spanish you apply grammatical concepts, everyday vocabulary and common idioms in context. Upon successful completion of this course, you will have a firm basis from which to advance to higher levels. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Recent completion of one year of college Spanish, or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 20 – December 29, 2010	Mon	6 p.m. – 9 p.m.

Spanish Review Level II**SPAN1162E 2 Credits Tuition: \$375**

Review skills in intermediate-level Spanish and explore more advanced grammatical concepts. Those who have recently completed at least two years of college Spanish will receive more challenging written exercises, text reading, oral drills and high-intermediate-level conversations in Spanish, allowing advancement to higher levels. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Recent completion of two years of college Spanish, or equivalent.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Spanish Review Level III**SPAN1163E 2 Credits Tuition: \$375**

Designed for participants that have recently completed three years of college Spanish, this third review course offers increased opportunities for oral and written expression to refine your knowledge of the subjunctive and enrich vocabulary through idioms and text discussions. In addition to featuring more challenging texts, the course integrates music and video to reinforce learning objectives and expand exposure to both Peninsular and Latin American culture.

Prerequisite: Recent completion of three years of college Spanish or equivalent.

April 14 - June 16, 2010	Wed	6 p.m. – 9 p.m.
August 10 – September 9, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Intensive Spanish I**SPAN2205E 4 Credits Tuition: \$705**

Learn Spanish in a short time. Enhance reading, writing and conversational skills by studying basic grammar, idiomatic expressions and everyday vocabulary through exercises and dialogue. **ACE College Credit Recommendation Service reviewed.**

April 12 – June 21, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 8, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 21 – December 2, 2010	Tue & Thu	6 p.m. – 9 p.m.

Intensive Spanish II

SPAN2206E 4 Credits Tuition: \$715

For students with a fair knowledge of Spanish, the content from Introductory Spanish III (SPAN1153E) and Introductory Spanish IV (SPAN1154E) is combined for students to learn the language in a short time.

Through the use of individual presentations and group discussions based on practical situations, students further develop their speaking, reading and writing skills and comprehension of the language. **ACE College Credit Recommendation Service reviewed.**

January 19 – March 25, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 28 – September 8, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 21 – November 29, 2010	Mon & Wed	6 p.m. – 9 p.m.

Intermediate Spanish I

SPAN2210E 2 Credits Tuition: \$375

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 preterite versus the imperfect and subject and object pronouns, and introduces the perfect tense and future and conditional verb formations. **ACE College Credit Recommendation Service reviewed.**

Prerequisites: Introductory Spanish IV (SPAN1154E), Conversational Spanish IV (SPAN1114E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tues	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Intermediate Spanish II

SPAN2211E 2 Credits Tuition: \$375

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. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Spanish I (SPAN2210E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Intermediate Spanish III

SPAN2212E 2 Credits Tuition: \$375

Get an introduction to more difficult structures and readings, including Spanish newspapers, magazines and recordings. Group discussions on various topics develop a higher level of comprehension and reading, writing and speaking skills. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Spanish II (SPAN2211E).

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

Advanced Spanish I

SPAN2250E 2 Credits Tuition: \$375

Engage in informal discussions to enhance conversation and comprehension skills. You are exposed to extensive reading of more advanced texts as well as articles from Spanish magazines and newspapers. Grammar is covered as needed. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Spanish III (SPAN2212E).

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.

Advanced Spanish II

SPAN2251E 2 Credits Tuition: \$375

Continue to advance in the Spanish language. Discussions continue to include more advanced texts and periodicals. Comprehension and conversational abilities are emphasized in this very advanced language course.

Prerequisite: Advanced Spanish I (SPAN2250E) or equivalent.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
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Advanced Spanish Grammar

SPAN2253E 2 Credits Tuition: \$375

Continuing to stress functional communication on a variety of topics, this course reviews Spanish grammar with emphasis on the most difficult and advanced grammatical structures. Short compositions and discussions based on selected readings are used to enhance reading and writing skills. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Previous knowledge of advanced-level Spanish.

April 17 – June 26, 2010 Sat 9 a.m. – Noon

Conversaciones en Español

SPAN3310E 2 Credits Tuition: \$375

Maintain and improve your conversational ability. Weekly discussions, conducted entirely in Spanish, cover a wide range of participant-selected topics. Past subjects have included current events in Latin America, music, art, theater, cinema, current authors and articles.

Prerequisite: Intermediate Spanish II (SPAN2211E).

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Learning Intermediate Spanish through Videos I

SPAN3900E 2 Credits Tuition: \$375

This is a multimedia based Intermediate Spanish review course whose primary focus is on the development and improvement of listening and speaking skills followed by reading and writing. The use of instructional technology is an essential component of this course which involves the use of multimedia materials to facilitate and enhance language learning.

The topics reviewed during ten weeks are: the preterit and the imperfect; direct and indirect object pronouns; reflexive pronouns and reflexive verbs; regular and stem-changing verbs; the perfect tense; the future tense and the conditional verbs; gustar and similar verbs; ser and estar; the present participle and the past progressive; and possessive adjectives and possessive pronouns.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Turkish

Conversational Turkish I

TURK1110E 2 Credits Tuition: \$375

With an emphasis on vocabulary, phrases and expressions in everyday conversation, this beginners' course teaches pronunciation and intonation patterns and includes practice in grammar, reading and writing. Participants will discuss Turkish culture. No background in Turkish is required.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Conversational Turkish II

TURK1111E 2 Credits Tuition: \$375

Continue to work on your conversational Turkish skills. Designed for beginners who have some formal elementary-level experience with the Turkish language, this course focuses on grammar and builds speaking, listening, reading and writing skills.

Prerequisite: Conversational Turkish I (TURK1110E) or equivalent.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

Conversational Turkish III

TURK1112E 2 Credits Tuition: \$375

Continue to work on your conversational Turkish skills. Designed for advanced beginners who have some formal elementary-level experience with the Turkish language, this course focuses on grammar and helps build speaking, listening, reading and writing skills. This course provides a final introduction to Turkish grammar and improves oral, reading and writing skills. Learn to converse with greater ease and fluency on a wide range of topics.

Prerequisite: Conversational Turkish II (TURK1111E) or equivalent.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

Urdu

Introductory Urdu I

URDU1151E **2 Credits** **Tuition: \$375**

Participants begin foundation work in speaking and understanding the Urdu language and culture. Grammar, reading and writing are an integral part of the course. No previous background in Urdu language study is required.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Introductory Urdu II

URDU1152E **2 Credits** **Tuition: \$375**

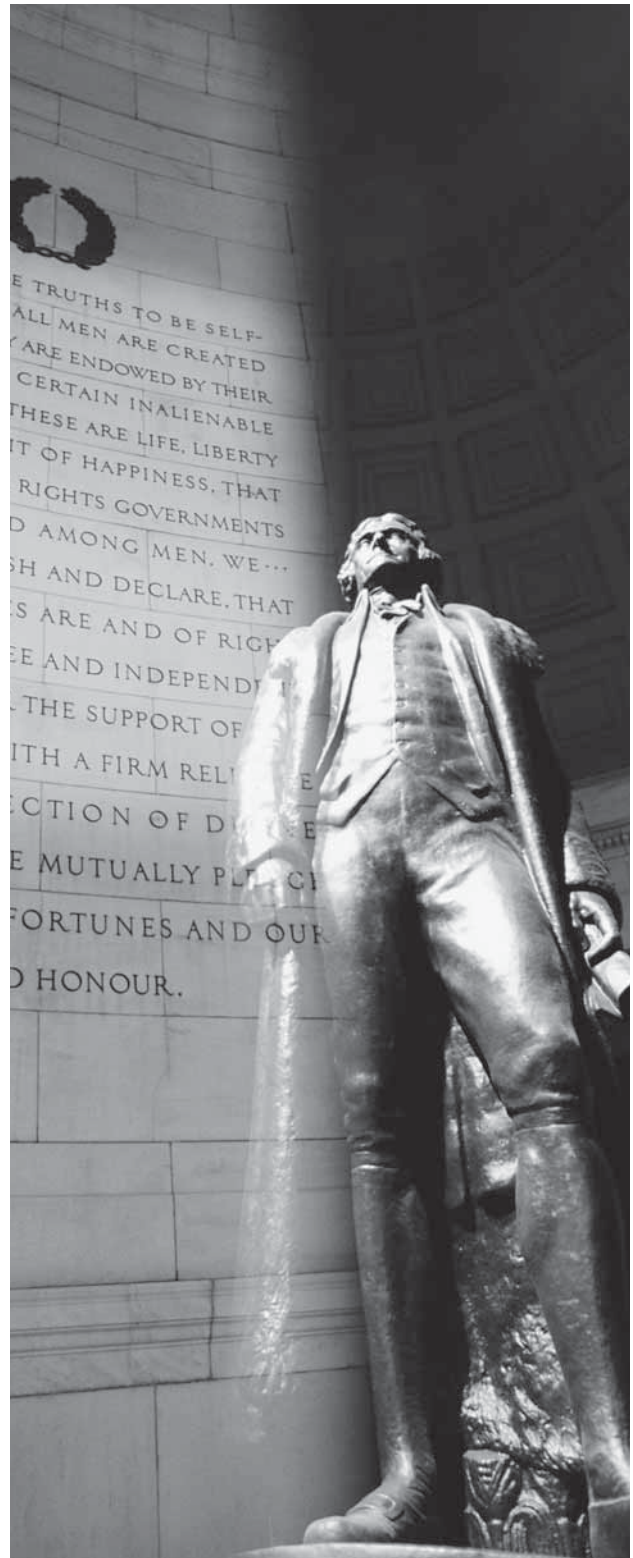
Participants continue the foundation work in speaking and understanding the Urdu language and culture. Small groups participate in mini-dialogues to learn how to communicate more effectively in the language. Grammar, reading and writing continue to be an integral part of the course.

Prerequisite: Introduction to Urdu I (URDU1151E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.

Not sure which foreign language course level is right for you?

**See the guide on page 23
or call (202) 314-3660.**





GRAPHIC ARTS and PHOTOGRAPHY

Graphic Arts

Adobe InDesign: Introduction

COMP7002E **1.8 CEU** **Tuition: \$305**

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.

January 20 – February 24, 2010	Wed	6 p.m. – 9 p.m.
April 14 – May 19, 2010	Wed	6 p.m. – 9 p.m.
June 30 – August 4, 2010	Wed	6 p.m. – 9 p.m.
September 22 – October 27, 2010	Wed	6 p.m. – 9 p.m.

Adobe InDesign: Intermediate

COMP8003E **1.2 CEU** **Tuition: \$305**

Acquire the concepts and skills to use Adobe InDesign effectively. You get hands-on practice working with basic through advanced techniques to get the most out of your experience. Learn type controls; graphics file management, layers and document setup. Whether you are a designer, a prepress professional or just a beginner, you will find InDesign to be a powerful but intuitive page layout application.

Prerequisite: Adobe InDesign: Introduction (COMP7002E).

March 3-24, 2010	Wed	6 p.m. – 9 p.m.
May 26 – June 16, 2010	Wed	6 p.m. – 9 p.m.
August 11 – September 1, 2010	Wed	6 p.m. – 9 p.m.
November 3 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Certificate of Accomplishment in Digital Graphic Arts

Master the latest in publishing for print or the Web. Electronic publishing is industry-wide, and graphic designers and artists, production artists and illustrators must be comfortable with the new software tools. Our Digital Graphic Arts Certificate Program provides the necessary courses.

Required Courses (complete 10 credits and 1.8 CEU):

Understanding the Design Process	GART2201E	2 Credits
Fundamentals of Desktop and Electronic Publishing	GART2203E	2 Credits
Design and Typography	GART2225E	2 Credits
Creative Thinking and Design	GART3303E	2 Credits
Computer Graphics Applications	GART3341E	2 Credits
Adobe Photoshop: Introduction	COMP7001E	1.8 CEU
Developing a Portfolio (Capstone)	GART5000E	2 Credits

Elective Courses (complete 3.0 CEU):

Introduction to Adobe Illustrator for Windows	GART7703E	1.5 CEU
Adobe Photoshop: Intermediate	COMP8002E	1.2 CEU
Adobe Dreamweaver: Introduction	COMP7247E	1.8 CEU
Adobe Dreamweaver: Advanced	COMP9247E	1.2 CEU
Adobe Acrobat 7.0: Introduction	COMP7000E	1.8 CEU
Adobe Acrobat 7.0: Intermediate	COMP8001E	1.2 CEU
Adobe InDesign: Introduction	COMP7002E	1.2 CEU
Adobe InDesign: Intermediate	COMP8003E	1.2 CEU

With ACE College Credit Recommendation Service-reviewed courses you can earn college credit. See graduateschool.edu for more information.

Adobe Photoshop: Introduction

COMP7001E 1.8 CEU Tuition: \$305

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.

January 19 – February 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – May 18, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 3, 2010	Tue	6 p.m. – 9 p.m.
September 21 – October 26, 2010	Tue	6 p.m. – 9 p.m.

Adobe Photoshop: Intermediate

COMP8002E 1.2 CEU Tuition: \$205

Advance to intermediate techniques within the Photoshop application. Focus on the Pen tool, vector shapes and paths and advanced shape layering processes. Learn how to automate commands and prepare images for two-color printing.

Prerequisite: Adobe Photoshop: Introduction (COMP7001E).

March 2-23, 2010	Tue	6 p.m. – 9 p.m.
May 25 – June 15, 2010	Tue	6 p.m. – 9 p.m.
August 10-31, 2010	Tue	6 p.m. – 9 p.m.
November 2-23, 2010	Tue	6 p.m. – 9 p.m.

Computer Graphics Applications

GART3341E 2 Credits Tuition: \$365

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.

Prerequisite: Windows experience.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

Creative Thinking and Design

GART3303E 2 Credits Tuition: \$405

This course picks up where “Understanding the Design Process” left off with a more in-depth study of graphic foundation techniques. It offers a 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. Computers are not used in this class.

Prerequisite: Understanding the Design Process (GART2201E).

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Design and Typography

GART2225E 2 Credits Tuition: \$405

Explore and apply in-depth topics in typography and design including history, type classification and identification, principles of design and communication techniques. Apply learned knowledge to numerous practical design projects that emphasize using typography creatively and effectively. Typographic and design skills will be discussed and put into practice by means of in-class discussions and exercises, homework assignments and class critiques. Please note that computers are not used in the classroom.

June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
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Fundamentals of Desktop and Electronic Publishing

GART2203E 2 Credits Tuition: \$405

Acquire basic skills in print and online publishing using PC desktop publishing. Learn the process of taking electronic documents to offset printing presses or electronic (Web) presentations. Understand the uses of page layout, image editing, illustration and Web construction software packages including QuarkXPress, Adobe Photoshop and Adobe Illustrator. Hands-on exercises provide insight into how these programs are used in professional settings and present an overview of graphic design and typography.

Prerequisite: Windows experience.

April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Introduction to Adobe Illustrator for Windows

GART7703E 1.5 CEU Tuition: \$335

Create graphics for multiple environments, including the Web, books and multimedia presentations, using one of the most common graphics applications. Familiarize yourself with Illustrator's tools, including path and object editing; assigning of colors, gradients and patterns; process and spot colors; drawing and shaping curves; image importing; creating layers and editing charts; and creating test effects.

April 13 – May 11, 2010 Tue 6 p.m. – 9 p.m.

Understanding the Design Process

GART2201E 2 Credits Tuition: \$405

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

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

Developing a Portfolio (Capstone)

GART5000E 2 Credits Tuition: \$405

In this advanced course, the student has the opportunity to develop a portfolio of work using all the skills learned throughout the print track of the Graphic Arts Certificate Program: design foundation, strategic and creative problem solving, typography and computer applications (Quark, PhotoShop, PageMaker). Class presentation, participation and critique are required. Work with real deadlines and a strategy. Projects may include: logo development and application, newsletter, advertisements, posters, brochures and more. The student will exit the class and the certificate program (print track) with approximately 3-5 highly finished portfolio pieces.

Prerequisites: Completion of all courses in the Certificate of Accomplishment in Graphic Design.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Photography

Introduction to Digital Photography

PHOS1075E 2 Credits Tuition: \$375

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, but not exclusively: advanced exposure control, color of light, night photography, portraiture, landscape, flash, etc. 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.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Wedding Photography

PHOS2240E 2 Credits Tuition: \$375

If you have a professional or personal interest in entering the field of wedding photography, obtain the nuts and bolts of what you need to successfully capture this important event in a couple's life. This course addresses necessary equipment and its use, basic posing and lighting techniques and ratios, bridal and engagement portraiture, candid techniques, multiple lighting and special effects, vignetting, and soft focus, Synchor-sun and flash fill techniques. In addition, gain business skills for working with clients, licensing, accounting and tax considerations, basic sales techniques, pricing and packaging, ethics and responsibility, marketing and advertising, telephone techniques, suppliers and scripting the wedding.

Note: The school does not provide darkroom facilities.

Prerequisite: Introduction to Digital Photography (PHOS1075E) or instructor's permission.

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.



INFORMATION TECHNOLOGY

Computer Literacy

Introduction to Computer Programming Using Structured Problem Solving

COMP1121E 2 Credits Tuition: \$490

An understanding of computer programming is essential for success in many areas of information technology, including Web page design and development, database conceptualization and construction and applications development. This course focuses on developing structured solutions to information-related problems and on implementing such solutions in a high-level, procedure-oriented computer programming language.

You learn the steps of the programming process, from problem definition to solution implementation and the rules of structured programming. You also learn the logical transition from the structured approach to the object-oriented approach and gain an understanding of the essentials of object-oriented design. The terminology, logical constructs and general approach to problem solving presented in this course are directly transferable to other sub-disciplines in information technology.

Prerequisite: Introduction to Information Systems (COMP1120E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Introduction to Information Systems

COMP1120E 2 Credits Tuition: \$490

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 the Certificate of Accomplishment in Paralegal Studies.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

CompTIA

A+® Certification: 2006 Objectives

COMP3201E 4 Credits Tuition: \$890

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA A+ Certification course is the first step in your preparation. Build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. Acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize and perform preventative maintenance of basic personal computer hardware and operating systems.

Prerequisite: End-user skills with Windows-based personal computers.

January 19 – March 4, 2010	Tue & Thu	6 p.m. – 9 p.m.
April 13 – May 27, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 12, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 4, 2010	Tue & Thu	6 p.m. – 9 p.m.

Adobe

Adobe Acrobat 7.0: Introduction

COMP7000E 1.8 CEU Tuition: \$295

Focus on effectively applying the many powerful features and functions of the Acrobat application. Practice creating, storing, accessing and distributing simple and visually rich documents, forms, diagrams, maps, photographs and multimedia presentations across the Internet and enterprisewide intranets. Course content is applicable for all computer platforms (PC, Mac and UNIX).

January 25 – March 8, 2010	Mon	6 p.m. – 9 p.m.
April 12 – May 17, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 1, 2010	Mon	6 p.m. – 9 p.m.

Adobe Acrobat 7.0: Intermediate

COMP8001E 1.2 CEU Tuition: \$295

This class provides you with the concepts and skills to use Adobe Acrobat effectively. You get hands-on practice working with basic through advanced techniques to get the most out of your experience. Adobe Acrobat Professional software enables business, legal, government, creative and engineering professionals who work with graphically complex documents to improve the reliability and efficiency of business-critical document exchange.

Reliably exchange documents, streamline critical document reviews, protect intellectual property and ensure high-quality printed output.

Prerequisite: Adobe Acrobat 7.0: Introduction (COMP7000E).

March 15 – April 5, 2010	Mon	6 p.m. – 9 p.m.
May 24 – June 21, 2010	Mon	6 p.m. – 9 p.m.
November 8 – 29, 2010	Mon	6 p.m. – 9 p.m.

Adobe Dreamweaver: Introduction

COMP7247E 1.8 CEU Tuition: \$335

Learn the fundamentals of this powerful Web development software tool and how to apply them in a hands-on environment. Learn the basic skills of adding text, graphics and links to a Web page, as well as how to instantly add Flash text and buttons. Utilize forms, libraries, templates and frames, and learn to manage a Web site through Dreamweaver facilities.

Prerequisite: Knowledge of Microsoft Windows.

January 20 – February 24, 2010	Wed	6 p.m. – 9 p.m.
April 14 – May 19, 2010	Wed	6 p.m. – 9 p.m.
June 30 – August 4, 2010	Wed	6 p.m. – 9 p.m.
September 22 – October 27, 2010	Wed	6 p.m. – 9 p.m.

Adobe Dreamweaver: Advanced

COMP9247E 1.2 CEU Tuition: \$235

Discover the more advanced features of the Dreamweaver Web development software. Through a series of hands-on projects, you utilize the Insert Navigation Bar Tool, work with Flash buttons and text, define head elements and style sheets, and work with layers to insert media objects.

Prerequisite: Adobe Dreamweaver: Introduction (COMP7247E).

March 3 – 24, 2010	Wed	6 p.m. – 9 p.m.
May 26 – June 16, 2010	Wed	6 p.m. – 9 p.m.
August 11 – September 1, 2010	Wed	6 p.m. – 9 p.m.
November 3 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Adobe Flash: Introduction

COMP7248E 1.2 CEU Tuition: \$235

Delve into Macromedia Flash, the primary application for designing and delivering low bandwidth animations and presentations on Web sites. Explore the software's fundamental capabilities and learn how to perform functions such as manipulating objects, building layers, adding text with behavioral and appearance characteristics, and publishing a Flash movie with added musical tracks.

Prerequisite: HTML Programming: Introduction or equivalent.

January 19 – February 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – May 18, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 3, 2010	Tue	6 p.m. – 9 p.m.
September 21 – October 26, 2010	Tue	6 p.m. – 9 p.m.

Adobe Flash: Advanced

COMP9248E 1.2 CEU Tuition: \$245

Discover the use of ActionScript to animate, process data, create dynamic content and manipulate components. Through hands-on exercises, you explore the object-oriented capabilities of Macromedia Flash and learn to use ActionScript objects, methods, events, properties and functions, with an eye toward ActionScript best practices.

Prerequisite: Macromedia Flash: Introduction (COMP7248E).

March 2 – 23, 2010	Tue	6 p.m. – 9 p.m.
May 25 – June 15, 2010	Tue	6 p.m. – 9 p.m.
August 10 – 31, 2010	Tue	6 p.m. – 9 p.m.
November 2 – 23, 2010	Tue	6 p.m. – 9 p.m.

Internet

Creating a Podcast

COMP7003E 0.9 CEU Tuition: \$215

Podcasting, offering audio content for download via the Internet, is a great way to offer non-visual material to a worldwide audience. This course presents the basic skills, equipment and knowledge you need to start creating your own Internet-based "radio show." As with many digitally-based media, access to the technology is inexpensive, but the difference between a tossed-together podcast and a polished show is like night and day. This class helps you get started on an appealing, well-produced podcast.

January 21 – February 4, 2010	Thu	6 p.m. – 9 p.m.
July 1-15, 2010	Thu	6 p.m. – 9 p.m.

Designing Section 508-Compliant Web Sites

COMP3443E 2 Credits Tuition: \$375

Learn to upgrade existing Web sites and design new Web sites to comply with Section 508, a requirement to make Web sites available to people with motor, visual or hearing disabilities. Receive an introduction to Section 508 and a demonstration of how assistive technologies interpret accessible and inaccessible Web sites. Designed for WebMasters, programmers and project managers, sessions include lecture as well as hands-on exercises applying concepts to real-world scenarios.

Prerequisites: HTML, xHTML and CSS Fundamentals (COMP8099E) or a working knowledge of HTML. Familiarity with advanced functions such as Frames, Cascading Style Sheets, Scripting and Flash is helpful but not required.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Fundamentals of Computer Security

COMP3315E 2 Credits Tuition: \$375

This course provides those responsible for computer security with an overview of security issues. It is designed to introduce and cover the fundamental areas of concern facing computer security officers, from mainframe to PCs. The course objectives are covered in lectures, group discussions, slides and video presentations. The instructor provides insight into computer security based on operational experiences. In addition, hands-on risk analysis exercises are performed.

Subjects covered include: computer crimes; computer security laws, directives and regulations; computer security program management; threats and vulnerabilities in computer systems; information technology and physical access controls; media protection and environmental concerns; risk assessment methodologies; software and hardware security; telecommunications and life cycle management; personnel security requirements; contingency and disaster planning; hackers and viruses; and mini- and microcomputer security requirements.

April 12 - June 21, 2010	Mon	6 p.m. – 9 p.m.
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HTML, xHTML and CSS Fundamentals

COMP8099E 2 Credits Tuition: \$490

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.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – November 23, 2010	Wed	6 p.m. – 9 p.m.

Information Architecture

COMP3308E 2 Credits Tuition: \$490

Learn to structure information so people can find it, use it and appreciate the experience. Explore how humans process information and how you can follow a focused structure to build products that help them out. Through class lectures and discussions, you learn strategies for making the complex clear and you integrate ideas from the diverse fields that are influencing the emerging information architecture profession. Students explore a personal project or participate in a “real world” class project.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Java Programming Language: Introduction

COMP3050E 2 Credits Tuition: \$490

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.

Prerequisites: Create programs using a procedural language, such as C, or a scripting language, such as Perl.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

TEXTBOOKS

For book information and ordering, visit graduateschool.edu/books or call (800) 466-1365.

Microsoft Office Suite

Microsoft Excel 2003: Introduction

COMP7402E 1.8 CEU Tuition: \$305

Receive a thorough introduction to the three distinct processes for managing data of Microsoft Excel: spreadsheet, database and graphing. Using the primary feature, spreadsheet, you learn to manipulate numbers for sophisticated calculations such as budgets, finances, inventories or numerically oriented tasks. Using the database and graphing functions you learn to select, retrieve, view and chart data contained within the spreadsheet mode.

Prerequisite: Knowledge of Windows.

April 13 – May 18, 2010 Tue 6 p.m. – 9 p.m.
June 29 – August 3, 2010 Tue 6 p.m. – 9 p.m.
September 21 – October 26, 2010 Tue 6 p.m. – 9 p.m.

Microsoft Excel 2003: Intermediate

COMP8402E 1.2 CEU Tuition: \$305

Build on the basic introductory skills of Microsoft Excel. Learn techniques to work with large worksheets and managing multiple layers of worksheets at the same time. Explore interaction with Web technologies including saving a worksheet as a Web page. You also cover the use of enhanced charting facilities and advanced functions.

Prerequisite: Microsoft Excel 2003: Introduction (COMP7402E).

May 25 – June 15, 2010 Tue 6 p.m. – 9 p.m.
August 10 – 31, 2010 Tue 6 p.m. – 9 p.m.
November 2 – 22, 2010 Tue 6 p.m. – 9 p.m.

Microsoft PowerPoint 2003: Introduction

COMP7401E 1.8 CEU Tuition: \$305

Develop effective presentations and deliver them professionally using today’s screen projection technology. Working with this application, you explore the functions of the software and the communications principles that lead to dynamic slide shows. Learn such basics as creating and saving a presentation, adding new slides, using templates, editing slides, working with graphics and clip art, and adding speaker notes.

Prerequisite: Knowledge of Windows.

July 10 – August 14, 2010 Sat 9 a.m. – 3 p.m.

Microsoft Project 2007

COMP7810E 1.8 CEU Tuition: \$325

This course is designed for individuals who wish to improve their ability to manage tasks and task-related resources, timelines and costs. Participants learn to use this application's tools to better organize work and people, ensuring that projects are delivered on time and within budget. Methods for controlling and updating progress, tracking schedule and resource changes, and creating reports will be demonstrated.

Prerequisite: Knowledge of Windows.

April 13 – May 18, 2010 Tue 6 p.m. – 9 p.m.

Microsoft Sharepoint

COMP7005E 1.5 CEU Tuition: \$490

This course highlights and teaches users the features, functionality and benefits to SharePoint MOSS 2007 and or 2003. Students will learn how to navigate, build and manage from A-Z, their SharePoint sites. In addition, they will learn how to utilize certain collaborative features to reach across internal and or external business lines, such as department to department, Corp to Corp, or project to project. The material within the module provides the flexibility and leniency to incorporate the hot spots and interest areas deemed most beneficial by the class. The course also recognizes that involving participants in hands-on activities, coupled with step-by-step visual graphics decreases the level of stress, boredom and anxiety. You will get it — easily!

January 21 – February 18, 2010 Thu 6 p.m. – 9 p.m.

July 21 – July 29, 2010 Thu 6 p.m. – 9 p.m.

Microsoft Operating Systems

Microsoft Certified Desktop Support Technician (MCDST)

COMP8000E 3 Credits Tuition: \$505

The Microsoft Certified Desktop Support Technician (MCDST) credential proves that you have the skills to successfully support end-users and to troubleshoot desktop environments running on the Microsoft Windows operating system successfully. MCDST candidates are required to pass two core exams. The MCDST designation provides industry recognition of your knowledge and proficiency with Microsoft products and technologies.

The MCDST certification covers the skills of help-desk technicians, customer-support representatives, technical support specialists and technical support representatives.

Course Objectives:

- Perform and troubleshoot both an attended installation of the Windows XP operating system and a post-installation configuration of that system
- Monitor and analyze system performance
- Troubleshoot connecting to local and network print devices
- Configure and troubleshoot hardware devices and drivers, storage devices, display devices, local user and group accounts and Internet Connection Firewall (ICF) settings
- Configure support for multiple languages or multiple locations
- Troubleshoot network protocols
- Monitor, manage and troubleshoot access to files and folders
- Troubleshoot application installation problems
- Configure and troubleshoot e-mail account configurations
- Manage Microsoft Outlook data, including configuring, importing and exporting data, and fixing corrupted data
- Configure, troubleshoot and resolve issues concerning Internet Explorer and Outlook Express
- Identify and troubleshoot problems related to security permissions and application security settings
- Configure and troubleshoot connectivity for applications

Prerequisites: Knowledge of A+ certification or the equivalent. A working knowledge of the desktop PC operating in workgroup or Active directory domain is required.

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Oracle

SQL (Oracle 10g): Introduction

COMP4110E 2 Credits Tuition: \$490

Oracle is the most widely used database in the world. It turns on virtually every kind of computer. It functions virtually identically on all these machines, so when you learn it on one, you can use it on any other. This fact makes knowledgeable Oracle users and developers very much in demand, and makes your Oracle knowledge and skills very portable.

This course covers the objectives of Exam 1Z0-007, Instruction to Oracle9i: SQL and the SQL portions of 1Z0-042 Oracle Database 10g: Administration. After taking this course, students will have knowledge on database concepts, and how to interact with database in context of a hypothetical “real world” business.

The syntax of command to access and manipulate information stored in database will be presented in a real-world environment. The topics to be covered are: Data Query Language (DQL), Data Definition Language (DDL), Data Manipulate Language (DML) and Data Control Language (DCL). By taking this class, students will obtain full knowledge and skills to manipulate and modify data stored in a database; control the output of information to meet business criteria; and create and modify different database objects, such as tables, indexes, views, users and more. Students should be proficient in writing and understating SQL queries. The foundation will be build up for the further development as Oracle developers or Oracle database administrators for the future. Also, students should be able to take Exam 1Z0-007 and 1Z0-042.

Prerequisite: Familiarity with DMS or any major database language.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

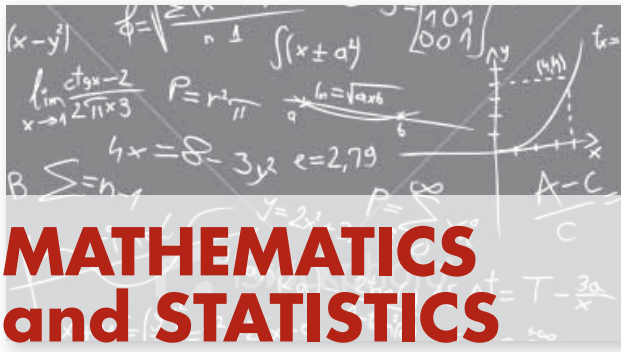


Get the Recognition You Deserve!

The Graduate School offers Certificate of Accomplishment programs for evening courses to encourage individuals to complete well-rounded programs in their chosen fields of study. Certificates of Accomplishment are offered in many areas, including:

- A+ Certification: 2006 Objectives
- Accounting
- Administrative Procedures
- General Studies
- Digital Graphic Arts
- Economics
- Editorial Practices
- Environmental Studies
- Federal Government Accounting Procedures
- Horticulture
- Landscape Design
- Microsoft Certified Desktop Support Technician (MCDST)
- Natural History Field Studies
- Paralegal Studies
- Personnel Administration

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MATHEMATICS and STATISTICS

Mathematics

Basic Technical Mathematics

MATH1128E 2 Credits Tuition: \$375

Examine fundamental algebraic operations, factoring, fractions, exponents, radicals, functions, graphs, linear equations, quadratic equations, progressions, binomial theorems, logarithms and infinite series. **ACE College Credit Recommendation Service reviewed.**

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

Prerequisites: High school algebra and geometry, or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Business Mathematics

MATH2203E 2 Credits Tuition: \$375

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.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
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Linear Algebra I

MATH4575E 2 Credits Tuition: \$375

Linear Algebra is a subject with applications to all physical and social sciences as well as to 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.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Pre-Calculus

MATH1700E 2 Credits Tuition: \$375

Examine mathematical concepts and functions necessary as a prerequisite for successful completion of Calculus I. Topics include; (1) polynomials of higher degree and the fundamental theorem of algebra; (2) 2-dimensional and basic 3-dimensional analytic geometry; (3) rational, trigonometric, exponential and logarithmic function; (4) equations and inequalities; (5) matrices and determinants; and (6) sequences and the binomial theorem.

Prerequisite: Basic Technical Mathematics (MATH1128E) or equivalent.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Calculus I

MATH2210E 2 Credits Tuition: \$375

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.**

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

Prerequisite: Basic Technical Mathematics (MATH1128E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
August 3 – September 2, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Calculus II

MATH2211E 2 Credits Tuition: \$375

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.**

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

Prerequisite: Calculus I (MATH2210E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – July 29, 2010	Tue & Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
August 3 – September 2, 2010	Tue & Thu	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Mathematics for Economists I

MATH4475E 2 Credits Tuition: \$375

Develop knowledge of sets, functions, differential calculus and matrices as applied to economic problems (static and comparative-static equilibrium analyses). This course is designed for economics participants who need the basic mathematical tools necessary for the field and for those who wish to relate their mathematical skills to the field of economics. **ACE College Credit Recommendation Service reviewed.**

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Mathematics for Economists II

MATH4476E 2 Credits Tuition: \$375

Learn optimization concepts and maxima and minima applications in economics. Develop skills using Lagrange-multiplier methods, exponential and logarithmic functions, and the applications of these tools in the theory of the firm and consumer choice theory. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Participants must have Mathematics for Economists I (MATH4475E) to enroll.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.

Mathematics for Economists III

MATH5577E 2 Credits Tuition: \$375

Explore the use of integral calculus, differential equations and difference equations in analyzing dynamic economics; the Solow growth model; the Domar burden-of-debt model; the cobweb model; the Samuelson multiplier-accelerator interaction model; linear programming and game theory.

Prerequisite: Mathematics for Economists II (MATH4476E) or instructor's permission.

April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Statistics

Introductory Statistics I

STAT1101E 2 Credits Tuition: \$375

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.**

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

Prerequisite: High school algebra or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 28 – August 2, 2010	Mon & Wed	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

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Introductory Statistics II

STAT1102E 2 Credits Tuition: \$375

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.**

Prerequisite: Introductory Statistics I (STAT1101E) or equivalent.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 28 – September 6, 2010	Mon	6 p.m. – 9 p.m.
August 9 – September 13, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.

Exploratory Data Analysis for Computers

STAT2201E 2 Credits Tuition: \$375

This introductory, hands-on (theory and praxis) EDA course is designed to teach a number of very powerful graphical data techniques for the analysis of data. Learn the fundamentals of JMP, SAS Corporation's powerful (point-and-click) interactive graphics software package. Overall, the focus is on easily implemented, practical applications. The course uses a variety of sample industry data sets to illustrate data editing and analysis techniques and includes hands-on/practice CPU sessions. Ultimately, you should see a marked improvement in your data analysis/editing capability.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
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NATURAL SCIENCES

Environmental Studies

Environmental Dispute Resolution

ENVS3300E 2 Credits Tuition: \$375

Explore the theories and techniques of dispute resolution. Develop a toolkit of principles and practices of Alternative Dispute Resolution (ADR) to resolve environmental conflicts and create better policies. Learn basic negotiation skills, conflict assessment, environmental mediation and facilitation principles through case studies and in-class exercises.

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

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Environmental Ethics

ENVS1179E 2 Credits Tuition: \$375

This course explains the relationship between humans and their environment and raises the question of what role the human ought to play as citizens of the world. Broadly, the course tracks three analytical frameworks: 1) the environmental rights framework (do humans have the right to a clean environment?); 2) the utilitarian framework (are environmental problems the result of market failures?); 3) 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 Crevecoeur, 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.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

June 28 – September 6, 2010 Mon 6 p.m. – 9 p.m.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Certificate of Accomplishment in Environmental Studies

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

(complete 31 credits):

Required Courses (complete 9 credits):

Environmental Ethics	ENVS1179E	2 Credits
Environmental Law	LAWS1345E	2 Credits
Environmental Policy and Politics	ENVS3317E	2 Credits
International Environmental Law	ENVS3321E	3 Credits

Elective Courses (complete 16 Credits):

Environmental Policy (complete 6 credits):

Environmental and Natural Resource Economics	ECON2215E	2 Credits
Environmental Policy: Air	ENVS3316E	2 Credits
Environmental Policy: Pesticides and Toxic Substances	ENVS3319E	2 Credits
Environmental Policy: Solid Waste and Hazardous Materials	ENVS3318E	2 Credits
Environmental Policy: Water Pollution	ENVS3315E	2 Credits
NEPA: Policy, Procedure and Science	ENVS4435E	2 Credits

Natural/Environmental Curriculum (complete 10 credits):

Biology for Naturalists	NATH1110E	2 Credits
Conservation Philosophy	NATH2250E	2 Credits
Environmental Dispute Resolution	ENVS3300E	2 Credits
Estuarine Ecosystems	NATH2206E	2 Credit
Fresh Water Ecosystems	NATH2207E	2 Credits
Geology	NATH1125E	2 Credits
Human Ecology	NATH2280E	2 Credits
Introduction to Ecology	NATH1160E	2 Credits
Land-use Principles	NATH2255E	2 Credits
Sustainable Development	PUAP2281E	2 Credits
The Living Soil	NATH1175E	2 Credit
Weather and Climate	NATH1140E	2 Credits
Wetland Ecosystems	NATH2211E	2 Credits
Wildlife Ecology	NATH2265E	2 Credits

Environmental Policy: Air**ENVS3316E 2 Credits Tuition: \$375**

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.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.

Environmental Policy: Pesticides and Toxic Substances**ENVS3319E 2 Credits Tuition: \$375**

This course focuses on the law and policy related to two environmental statutes that regulate the use of new and existing chemicals in commerce. The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) is a licensing statute primarily governing the use of pesticides, herbicides and fungicides. The Toxic Substance Control Act (TSCA) requires the development of data with respect to the health and environmental effects of chemicals and provides authority to regulate such substances that pose an unreasonable risk.

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

April 17 – June 26, 2010	Sat	9 a.m. – Noon
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Environmental Policy and Politics**ENVS3317E 2 Credits Tuition: \$375**

Explore the background and context of environmental policy-making and politics in the major environmental policy areas: air and water pollution control and hazardous waste management; land use; and protection of natural resources, living and non-living.

Examine case studies surrounding the development and implementation of key environmental policies in the U.S. from the state to federal levels. Select and report on an environmental policy issue of your choice.

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

April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
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Environmental Policy: Solid Waste and Hazardous Materials**ENVS3318E 2 Credits Tuition: \$375**

Explore the underlying principles that shape environmental laws regarding waste. Examine the major provisions of these laws on their impact on emerging issues. Explore the Solid Waste Disposal Act, Resource Conservation and Recovery Act and Comprehensive Environmental Response Compensation and Liability Act and their state law counterparts.

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

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
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Environmental Policy: Water Pollution**ENVS3315E 2 Credits Tuition: \$375**

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.

July 1 – September 2, 2010	Thu	6 p.m. – 9 p.m.
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International Environmental Law**ENVS3321E 2 Credits Tuition: \$375**

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.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.

NEPA: Policy, Procedure and Science/Art

ENVS4435E 2 Credits Tuition: \$375

Learn about the philosophy and practice of ecological theory and discuss contemporary challenges to effective implementation of the National Environmental Policy Act (NEPA). NEPA established 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). **ACE College Credit Recommendation Service reviewed.**

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

September 23 – December 9, 2010 Thu 6 p.m. – 9 p.m.

Occupational Safety and Health

ENVS3325E 2 Credits Tuition: \$375

Get a full understanding of the Occupational Safety and Health field and its pertinent regulations. Topics covered include NIOSH, MSHA, and OSHA; exposure and regulation; occupational medicine; HSMS; physical, chemical and biological agents; office, fire and vehicular safety; and personal protective equipment.

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

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

The Science Behind Environmental Issues

ENVS1189E 2 Credits Tuition: \$375

Gain a stronger understanding of environmental issues and develop skills to investigate and understand them. Issues, selected jointly by students and the instructor, will be evaluated on beliefs inherent in the public discussion, followed by an introduction to the basic science principles central to understanding the issue, followed by a re-examination of the public dialogue. A number of environmental issues will be examined and may include: climate change, genetically modified organism crops, the issues of biofuels, chemical contamination of the environment, nuclear waste disposal, oil spills, coastal dead zones and fertilizer run-off.

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Horticulture and Landscape Design

Analytical Drawing and Drafting

HORT2301E 2 Credits Tuition: \$365

This course is designed for those who have had no prior experience or coursework in architectural and landscape freehand drawing and drafting. You progress through series of walks, site visits, and drawing exercises, learning different free-hand drawing methods and techniques to develop analytical drawing skills. The second half of the course is devoted to hand drafting techniques and how to create a design development construction drawing. Learn graphic layout and composition techniques and build a body of work or portfolio to present to clients and/or potential landscape design employers.

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

July 1 – September 2, 2010 Thu 6 p.m. – 9 p.m.

BayScapes - Gardening and Landscaping to Save the Bay

HORT1145E 2 Credits Tuition: \$365

Learn to create attractive, low-maintenance, affordable and environmentally friendly gardens and landscapes. The Alliance for the Chesapeake Bay and the U.S. Fish and Wildlife Service developed BayScapes to address the cumulative impact of individual, public and commercial land management decisions on the Chesapeake Bay. Topics include: integrated pest management; organic lawn care; creating wildlife habitat; native plant gardening; and the five principles of BayScapes. Three local field excursions are included.

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

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

With ACE College Credit Recommendation Service-reviewed courses you can earn college credit. See graduateschool.edu/ACE for more information.

Certificate of Accomplishment in Horticulture

The horticulture curriculum provides a fundamental understanding of gardening, horticulture, and landscaping. This program consists of 24 total credits.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 8 courses):

Principles of Horticulture	HORT1160E	2 Credits
Living Soil	NATH1175E	2 Credits
Landscape Plants of Fall	HORT2231E	2 Credits
Landscape Plants of Winter	HORT2232E	2 Credits
Landscape Plants of Spring	HORT2233E	2 Credits
Landscape Plants of Summer	HORT2234E	2 Credits
Perennials for Spring	HORT2236E	2 Credits
Perennials for Summer	HORT2237E	2 Credits

Electives (complete 4 courses):

Perennials for Fall	HORT2238E	2 Credits
Propagating Perennials and Woody Plants	HORT2210E	2 Credits
Principles of Landscape Design I	HORT1101E	2 Credits
Principles of Landscape Design II	HORT2201E	2 Credits
Landscape Construction I	HORT1119E	2 Credits
Landscaping with Plants for the Professional and Home Gardener	HORT1140E	2 Credits
BayScapes: Gardening and Landscaping to Save the Bay	HORT1145E	2 Credits
Organic Landscaping	HORT1190E	2 Credits

Certificate of Accomplishment in Landscape Design

The landscape design curriculum provides participants with a fundamental understanding of gardening, horticulture and landscaping. It consists of 24 total required credits, taken in four subject areas.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 24 credits): Basic Studies (complete 1 course):

Principles of Horticulture	HORT1160E	2 Credits
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Identification Courses (complete 4 courses):

Landscape Plants of Fall	HORT2231E	2 Credits
Landscape Plants of Winter	HORT2232E	2 Credits
Landscape Plants of Spring	HORT2233E	2 Credits
Landscape Plants of Summer	HORT2234E	2 Credits

Design Courses (complete 4 courses):

Principles of Landscape Design I	HORT1101E	2 Credits
Principles of Landscape Design II	HORT2201E	2 Credits
Landscape Construction I	HORT1119E	2 Credits
Landscaping with Plants for the Professional and Home Gardener	HORT1140E	2 Credits

Enrichment Courses (complete 3 courses):

BayScapes: Gardening and Landscaping to Save the Bay	HORT1145E	2 Credits
Propagating Perennials and Woody Plants	HORT2210E	2 Credits
Perennials for Spring	HORT2236E	2 Credits
Perennials for Summer	HORT2237E	2 Credits
Perennials for Fall	HORT2238E	2 Credits
Living Soil	NATH1175E	2 Credits
Organic Landscaping	HORT1190E	2 Credits

Landscape Construction I**HORT1119E 2 Credits Tuition: \$365**

Students learn to design walls, walks, patios and stairs in a design studio format with numerous drawing exercises. Classwork includes researching construction techniques and learning to calculate slopes. Field work includes taking horizontal and vertical measurements on a selected site, assessing drainage patterns, and identifying existing plants. (Site visits will be scheduled for two weekend days around the 4th and 6th weeks of class.) Students will produce concept and site plans with elevations, construction details, and planting designs. This course is recommended for students nearing the end of the Landscape Design and Horticulture programs; students should expect to produce design drawings suitable for a portfolio.

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

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

Landscape Plants of Fall**HORT2231E 2 Credits Tuition: \$365**

Explore landscape plants and how to use them. Utilizing the resources of the National Arboretum, participants hold laboratory and field sessions to examine the seasonal value of selected trees, shrubs, vines and ground covers, identifying their characteristics and general cultural requirements. The class also covers broadleaf evergreens, berried trees and shrubs, trees for autumn coloration and plants for espalier.

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

September 25 – December 11, 2010 Sat 9 a.m. – Noon

Landscape Plants of Spring**HORT2233E 2 Credits Tuition: \$365**

Examine the seasonal value, identifying characteristics, and general cultural requirements of selected trees, shrubs, vines and ground covers. Using the resources of the National Arboretum, you engage in laboratory and field sessions covering spring flowering and landscape plants.

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

April 17 – June 26, 2010 Sat 9 a.m. – Noon

Landscape Plants of Summer**HORT2234E 2 Credits Tuition: \$365**

Engage in laboratory and field sessions covering landscape plants of summer interest, including summer blooms, hedge and screen plants, and trees for small properties using the resources of the National Arboretum. Explore the seasonal ornamental value, identifying characteristics and general cultural requirements of selected trees, shrubs, vines and ground covers.

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

July 10 – September 11, 2010 Sat 9 a.m. – Noon

Landscape Plants of Winter**HORT2232E 2 Credits Tuition: \$365**

Examine the seasonal value, identifying characteristics and general cultural requirements of selected trees, shrubs, vines and ground covers. Using National Arboretum resources, participate in laboratory and field sessions covering landscape plants of winter interest, including broad-leaved and needle evergreens as well as other winter ornamental plants.

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

January 23 – April 3, 2010 Sat 9 a.m. – Noon

Landscaping with Plants for the Professional and Home Gardener**HORT1140E 2 Credits Tuition: \$365**

Explore how plants are used in landscape design, their associations in nature and their most interesting characteristics. Dates and locations of field trips are discussed at the first class meeting. This course is taught in gardens, fields and woods. Wear walking shoes and bring a sketchbook.

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

Prerequisite: Principles of Landscape Design (HORT1101E) is recommended and may be taken concurrently.

April 17 – June 26, 2010 Sat 9 a.m. – Noon

September 25 – December 11, 2010 Sat 9 a.m. – Noon

Organic Landscaping

HORT1190E 2 Credits Tuition: \$365

Discuss the growing market for organic landscape services: organic land care, design and maintenance. Learn to incorporate methods and materials that respect natural ecology and the long-term health of the environment. Throw out the petrochemical fertilizers, understand the benefits of low input, sustainable gardening, learn about poly-cultural landscaping, work with natural systems, encourage biological cycles and preserve the environment. Class incorporates two field trips scheduled on weekends.

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

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Perennials for Fall

HORT2238E 2 Credits Tuition: \$365

Learn how to incorporate fall perennials to keep your landscaping blooming. This course provides you with the necessary tools to maintain and successfully grow fall perennials.

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

September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Perennials for Spring

HORT2236E 2 Credits Tuition: \$365

Learn to culture and use perennial plants including natives, cultivars, ferns, bulbs and vines. This course provides the necessary tools to maintain and successfully grow spring perennials.

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

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Perennials for Summer

HORT2237E 2 Credits Tuition: \$365

Get the necessary tools to successfully grow and maintain summer perennials to liven up your landscape and beautify your home.

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

June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

Principles of Horticulture

HORT1160E 2 Credits Tuition: \$365

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. It is recommended that certificate participants complete this course before taking other horticulture courses.

Field trips to be announced. **ACE College Credit Recommendation Service reviewed.**

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

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

September 23 – December 9, 2010 Wed 6 p.m. – 9 p.m.

Principles of Landscape Design I

HORT1101E 2 Credits Tuition: \$365

Improve your home's appearance or launch your landscape design career. Learn how to design and landscape with plants and structures by generating a basic landscape design of a property.

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

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Principles of Landscape Design II

HORT2201E 2 Credits Tuition: \$365

Build on the design skills and knowledge developed in Principles of Landscape Design (HORT1101E) and gain hands-on practice rendering landscape designs using plants and landscape related structures. Drawing exercises and assignments will challenge participants to create landscape design concepts for many needs and various types of properties.

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

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

Propagating Perennials and Woody Plants

HORT2210E 2 Credits Tuition: \$345

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

September 22 - December 1, 2010 Wed 6 p.m. – 9 p.m.

Natural History Field Studies

Animal Behavior

NATH1151E 2 Credits Tuition: \$345

Examine animals' behavior in their natural environments. Learn about the physiological bases of animal behavior, differential capacities, experience and inheritance, social behavior and organization, territoriality, orientation and migration, communication, reproduction and the evolution of behavior. Examples are drawn from pets and local wild mammals and birds. **ACE College Credit Recommendation Service reviewed.**

Field Trips: January 19 and March 13.

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

January 19 – March 23, 2010 Tue 7 p.m. – 9 p.m.

All of our Natural History Field Studies classes are offered in partnership with The Audubon Naturalist Society of the Central Atlantic States.

Certificate of Accomplishment in Natural History Field Studies

The Natural History Field Studies program is cosponsored by the Audubon Naturalist Society (ANS) and the Graduate School since 1962. Please visit the ANS Web site at www.audubonnaturalist.org for courses not currently scheduled and for other naturalist activities provided by the Society.

This certificate program consists of 26 total required credits, taken in five subject areas. The recommended order of courses is "Basic Studies," followed by Identification courses, Ecosystems courses, then the Conservation courses and Electives. Please note that some courses have prerequisite requirements.

Elective options can be selected from any of the Electives listed below, or from any course listed below that is not already used to fulfill another requirement for this certificate.

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3349 or certificates@graduateschool.edu.

Basic Studies (complete 6 credits):

Biology for Naturalists	NATH1110E	2 Credits
Geology	NATH1125E	2 Credits
The Living Soil	NATH1175E	2 Credits
Weather and Climate	NATH1140E	2 Credits

Identification Courses (complete 6 credits to include 2 plant and 2 animal credits):

Fall Woody Plant Identification	NATH1145E	2 Credits
Ferns and Fern Allies	NATH1138E	2 Credits
Fish Ecology and Identification	NATH2278E	2 Credits
Insect Life	NATH1130E	2 Credits
Introduction to Ornithology	NATH1118E	2 Credits
Mammals	NATH2290E	2 Credits
Reptiles and Amphibians	NATH2276E	2 Credits
Spring Flower Identification	NATH1135E	2 Credits
Winter Woody Plant Identification	NATH1146E	2 Credits

Ecosystems (complete 6 credits):

Introduction to Ecology	NATH1160E	2 Credits
Eastern Forest Ecosystems	NATH2215E	2 Credits
Estuarine Ecosystems	NATH2206E	2 Credits
Freshwater Ecosystems	NATH2207E	2 Credits
Wetland Ecosystems	NATH2211E	2 Credits

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Certificate of Accomplishment in Natural History Field Studies (continued)

Conservation (complete 4 credits):

Conservation Philosophy	NATH2250E	2 Credits
Land-Use Principles	NATH2255E	2 Credits
Human Ecology	NATH2280E	2 Credits

Electives (complete 4 credits):

American Nature Literature	NATH2248E	2 Credits
Animal Behavior	NATH1151E	2 Credits
Bird Life	NATH1115E	2 Credits
Birds of Prey	NATH1155E	2 Credits
Birds of North America	NATH1167E	2 Credits
Birds of the World	NATH1195E	2 Credits
Evolution	NATH2201E	1 Credit
Grasses	NATH2225E	2 Credits
Invasives	NATH2219E	1 Credit
Mushroom Identification	NATH2230E	1 Credit
Oceanography	NATH2310E	2 Credits
Owls	NATH1165E	1 Credit
Spring Birding	NATH1187E	1 Credit
Spring Butterflies	NATH2375E	1 Credit
Summer Wildflower Identification	NATH1149E	1 Credit
Wild Ecology	NATH2263E	2 Credits

OR any course in above categories not otherwise used to fulfill requirements.

Bird Life

NATH1115E 2 Credits Tuition: \$355

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, classification, 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.

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

September 20 – November 29, 2010 Mon 7 p.m. – 9 p.m.

Birds of North America

NATH1167E 2 Credits Tuition \$355

Study the bird families found in all parts of North America north of Mexico. Learn about North American fossil birds; the origins of our bird families; and the conservation of North American birds. The course will cover classifications, species, distribution patterns and migration. Preserved bird specimens will be on display for students' examination. Field trips will foster knowledge of habitats, identification and birdsong recognition.

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

April 13 – June 15, 2010 Tue 7 p.m. – 9 p.m.

Birds of the World

NATH1195E 2 Credits Tuition: \$355

Learn about the avifauna of each continent or region. Review the factors that contribute to the climate, geography and topography of each continent or region and how they affect the distribution of birds. Study the diversity of families, the number of species, the endemic and/or unique species of each continent, and the conservation efforts being made to preserve endangered and threatened species. Each lesson will use the instructor's slides and other media to illustrate points in the discussion. Knowledge of bird classification would be helpful.

Field Trip: October 24.

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

September 20 – November 29, 2010 Mon 7 p.m. – 9 p.m.

Biology for Naturalists

NATH1110E 2 Credits Tuition: \$355

Explore basic biological principles and theories with hands-on examples drawn from the natural world around us. Understand the classification and adaptations of organisms as we explore living things. Outdoor activities and field trips will help you develop the naturalist's way of seeing. This course is recommended background for other courses in the Natural History Field Studies Certificate Program. **ACE College Credit Recommendation Service reviewed.**

Field Trips: May 8 and June 12.

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

April 13 – June 15, 2010 Tue 6 p.m. – 9 p.m.

Conservation Philosophy

NATH2250E 2 Credits Tuition: \$355

Learn the history of conservation in America. Discover the importance of worldwide environmental history for today's conservation problems and study the development of conservation ethics and issues. Read, discuss and report on the classic books of conservation literature. Trace the evolution of conservation concepts from Henry David Thoreau and George Perkins Marsh through John Wesley Powell and John Muir to Rachel Carson and E.O. Wilson. Explore the relationships between attitudes toward nature and environmental action.

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

January 20 – March 24, 2010 Wed 6:30 p.m. – 9:30 p.m.

Eastern Forest Ecosystems

NATH2215E 2 Credits Tuition: \$355

Explore the interconnectedness between deciduous and coniferous forest biomes of the mid-Atlantic region. Using field studies to augment in-class sessions, you delve into the study of mid-Atlantic forest ecosystems in order to chart this region's environmental uniqueness on a national scale. Forest ecosystem topics include: oak-hickory, oak-chestnut (mixed oak), mixed mesophytic and bottomland deciduous forest communities. You explore localized biological relationships in geographical terms. Discussions cover the following forest ecosystems: the coniferous forests of the Atlantic Coastal Plain, Eastern Piedmont, Blue Ridge, Southern, Southwestern, Rocky Mountain and Pacific Northwest regions. Discover the intimate relationships between northern coniferous, deciduous forest mixtures of the Allegheny Mountains and the local environments of various states.

Field Trips: September 25 (Manassas), October 9 (Hunter Meadows), October 16, 17 (Blackwater, WV) and November 6 (Bottle Creek).

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

Prerequisite: Introduction to Ecology (NATH1160E).

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Estuarine Ecosystems

NATH2206E 2 Credits Tuition: \$355

Discover the dynamic nature of the estuarine environment through study of the interaction between basic physical, chemical and biological processes in the Chesapeake Bay. Explore biological and geochemical cycles and discuss the interaction between nutrients and overall productivity affecting the health of the Bay. Examine the effects of pollution and resources management and the processes that influence temperature and salinity distributions.

Field Trips: Field trip dates to be announced (\$35 field trip fees are collected in class).

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

Prerequisite: Introduction to Ecology (NATH1160E).

September 20 – November 29, 2010 Mon 6 p.m. – 8 p.m.

Evolution

NATH2201E 1 Credit Tuition: \$259

Explore the genetic basis and investigate mechanisms of evolution, including founder effects, genetic drift, speciation, altruistic behavior, sexual selection, extinction and environmental factors. Review the intellectual background of Darwin's theories from Aristotle to Wallace and survey the literature of evolution from Darwin and Huxley to Mayr and E.O. Wilson. Topics are presented for the layperson and amateur naturalist, but a background in biology is helpful. **ACE College Credit Recommendation Service reviewed.**

Field Trip: July 10.

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

June 29 – July 27, 2010 Tue 7 p.m. – 9 p.m.

Fall Woody Plant Identification

NATH1145E 2 Credits Tuition: \$355

Autumn's glory is created by colorful trees and shrubs, so fall is the ideal time to study techniques of woody plant field identification. Participants study the major woody plant families and species found in the Central Atlantic's forest communities. Field trips feature the use of recognition characteristics and botanical keys to identify many local woody plants.

Field Trips: To be announced.

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

September 23 – December 9, 2010 Thu 7 p.m. – 9:15 p.m.

Freshwater Ecosystems

NATH2207E 2 Credits Tuition: \$355

Learn about lakes, rivers and wetlands. Study the physical characteristics of freshwater habitats and how they shape aquatic communities. Visit different freshwater ecosystems and become familiar with the organisms that inhabit them. Discussions will focus on pollution and other human impacts to aquatic systems.

Field Trips: May 1, 15 and 29.

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

Prerequisite: Introduction to Ecology (NATH1160E) or equivalent.

April 13 – June 15, 2010 Tue 6 p.m. – 8 p.m.

Geology

NATH1125E 2 Credits Tuition: \$355

We may not have the Rockies in our back yard, but we have the roots of mountains that were as high as the Alps. Although local earthquakes are rare now, this area broke in two twice and ocean flowed in. Central Atlantic geology tells a story as fascinating as any place on the planet. Course lectures introduce the landscapes, subsurface structures and geologic history of our region. Three field trips emphasize the recognition of local rock units and of the geological processes that created them. **ACE College Credit Recommendation Service reviewed.**

Field Trips: October 18 and November 15.

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

September 25 – December 11, 2010 Sat 9 a.m. – Noon

Grasses

NATH2225E 2 Credits Tuition: \$345

Explore the biology and identification of grasses, with emphasis on the principal native and introduced species of the Central Atlantic region. The ecological and economic significance of grasses is stressed.

Field Trips: July 10, August 7 and 21.

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

Prerequisite: Spring Wildflower Identification (NATH1133E), Fall Woody Plant Identification (NATH1145E) or equivalent.

June 28 – September 13, 2010 Mon 7 p.m. – 9 p.m.

Insect Life

NATH1130E 2 Credits Tuition: \$355

Learn to identify insects and discover their roles in the balance of nature. Study their histories, the ecologies of important insect forms, the necessity of insects in biotic communities and principal insect families of the Central Atlantic region.

Field Trips: July 17, August 14 and 28.

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

June 30 – September 1, 2010 Wed 7 p.m. – 9 p.m.

Introduction to Ecology

NATH1160E 2 Credits Tuition: \$355

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. **ACE College Credit Recommendation Service reviewed.**

Two full-day field trips are scheduled: March 13 and 27 and October 2 and November 6.

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

Prerequisite: Biology for Naturalists (NATH1110E) or another biology course is recommended.

January 25 – April 5, 2010 Mon 6 p.m. – 8 p.m.
September 21 – November 23, 2010 Tue 7 p.m. – 9 p.m.

Introduction to Ornithology

NATH1118E 2 Credits Tuition: \$355

Learn about birds and their special characteristics. Study their external and internal anatomy, feather structure, plumage, special adaptations, flight, migration, courtship, mating, nesting, eggs, incubation, care of the young, habitats, ecology, behavior, conservation, evolution, classification, distribution, worldwide birds and bird-related activities. Three half-day field trips emphasize field identification, bird song and other behavior.

Field Trips: February 6, March 6 and 27 (all day).

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

January 21 – March 25, 2010 Thu 7 p.m. – 9 p.m.

Land-Use Principles**NATH2255E** **2 Credits** **Tuition: \$355**

Examine the social, economic, ecological, legal and physical principles that govern land use. Apply a variety of land-use principles to land-resource use and conservation by planning the use of an actual site. Additional examples of land-use problems in the Central Atlantic region are considered. Field trips visit several sites to study typical land uses and land-use problems.

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

January 25 – April 5, 2010 Mon 6 p.m. – 8 p.m.

Mushroom Identification**NATH2230E** **1 Credit** **Tuition: \$249**

Learn identification, ecological relationships and life histories of mushrooms, as well as techniques of collecting and preserving fleshy fungi. Discover edible and poisonous species of the Central Atlantic region and characteristics used to classify mushrooms into families. Home or library Internet service is strongly recommended for access to course materials.

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

July 12 – August 9, 2010 Mon 7 p.m. – 9 p.m.

Reptiles and Amphibians**NATH2276E** **2 Credits** **Tuition: \$345**

Welcome to the world of the slimy or scaly! Discover what makes these wonderful creatures so unique and discuss why they are disappearing from habitats all over the planet. The course is an introduction to the identification, life cycles, taxonomy and ecology of common eastern reptiles and amphibians. Emphasis is placed upon diversity of local fauna. Current research in systematics, behavior, population and community ecology in the field of herpetology is also discussed.

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

April 15 – June 17, 2010 Thu 7 p.m. – 9 p.m.

Spring Birding**NATH1187E** **1 Credit** **Tuition: \$259**

Bird migration is one of nature's most mysterious and impressive spectacles. Learn more about this annual phenomenon through a combination of class and field study. Topics covered include bird migration patterns, navigation techniques, important staging areas and migration monitoring. Special emphasis is placed on conservation issues that impact North American migrants.

Field Trips: April 25 and May 2.

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

April 12 – May 10, 2010 Mon 7 p.m. – 9 p.m.

Spring Butterflies**NATH2375E** **1 Credit** **Tuition: \$259**

Spring butterfly species fly for only a few weeks within their specialized habitats and are gone before the more familiar butterflies of summer make their appearances. Participants learn about the natural history and biology of this diverse group of butterflies, some of which are uncommon to rare. The course includes two all-day field trips.

May 5 – 26, 2010 Wed 7 p.m. – 9 p.m.

Spring Flower Identification**NATH1135E** **2 Credits** **Tuition: \$355**

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.

Field Trips: April 26, May 16 and June 7.

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

April 8 – June 3, 2010 Thu 7 p.m. – 9:15 p.m.

Summer Wildflower Identification

NATH1149E 1 Credit Tuition: \$259

From milkweeds and morning glories to orchids and asters, summer presents a diverse array of wildflowers for study of plant family characteristics and ways to identify different species. Field trips to two scenic locations for summer wildflowers provide an opportunity for practice in the use of identification guides. Previous Spring Flower Identification class or similar course is recommended but not required.

Field Trips: July 18 and 25.

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

Prerequisite: Spring Wildflower Identification (NATH1135E) or equivalent.

July 7 – 28, 2010 Wed 7 p.m. – 9 p.m.

The Living Soil

NATH1175E 2 Credits Tuition: \$355

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 climate and biology are helpful. **ACE College Credit Recommendation Service reviewed.**

Field Trips: to be announced.

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

April 14 – June 16, 2010 Wed 6 p.m. – 8 p.m.

Weather and Climate

NATH1140E 2 Credits Tuition: \$355

Explore a wide range of weather phenomena. Learn about weather observation, clouds and cloud formation, weather map analysis and forecasting, weather satellite imagery and the weather's role in global and local ecological systems and the environment. **Note:** A fee of \$20 for the Chesapeake Bay boat trip will be collected in class.

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

September 22 – December 1, 2010 Wed 7 p.m. – 9 p.m.

Wetland Ecosystems

NATH2211E 2 Credits Tuition: \$355

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 how to identify the plants and animals commonly found in wetlands. Gain an understanding of wetland conservation, including wetland restoration and policy.

Field Trips: July 11, 18 and 25.

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

June 28 – September 13, 2010 Mon 6 p.m. – 8 p.m.

Wildlife Ecology

NATH 2265E 2 Credits Tuition: \$355

Gain an appreciation for the practical aspects of understanding wildlife species, communities and ecosystem survival. Discover how to become more attuned to sound ecosystem management. Explore wildlife population dynamics, habitat characteristics, animal behavior, predator-prey relationships, wildlife diversity and the institutional environment. Study trends in wildlife management and careers in the wildlife field and examine the evolution of wildlife law and conservation policy in the United States, including endangered species administration, urban wildlife management and marine wildlife policy. Two field trips are scheduled.

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

Prerequisites: Biology for Naturalists (NATH1110E) and Introduction to Ecology (NATH1160E) or equivalent.

January 19 – March 23, 2010 Tue 6 p.m. – 8 p.m.

Winter Woody Plant Identification

NATH1146E 2 Credits Tuition: \$355

Winter unmasks nature, revealing our local woody plants in their most skeletal form. Students will learn to identify trees and shrubs by studying the “bare bones” of plants – branching structure, bark, buds, and leaf scars. Classroom lessons and three field trips will help students develop observational skills such as persistent and fallen fruits and leaves, aromatic twigs and habitat.

Field Trips: January 23, February 6 and 20.

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

January 13 – March 17, 2010 Wed 6 p.m. – 8 p.m.



PARALEGAL STUDIES

Paralegal Studies

Administrative Law and Procedure

LAWS3330E 3 Credits Tuition: \$375

Learn the principles and practices of administrative law in the federal field, concentrating 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. **ACE College Credit Recommendation Service reviewed.**

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

April 17 – June 26, 2010 Sat 9 a.m. – Noon
 September 25 – December 11, 2010 Sat 9 a.m. – Noon

Business Law I

LAWS1322E 3 Credits Tuition: \$375

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.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
 September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.

Certificate of Accomplishment in Paralegal Studies

Arbitrate, negotiate, investigate and interview. Learn it all in the Certificate Program in Paralegal Studies. As a member of a legal team, the paralegal or lawyer's assistant must master the professional terms, proceedings and background of the American legal system. Courses are offered in ethics, torts, writing and research and specialized fields; immigration, environmental, criminal, wills and probate law.

Requirements

Five (5) required courses (13 credit hours)
 Nine (9) elective courses (at least 18 hours)

You may apply for the certificate program online. For more information on certificate courses offered, please contact the certificate counselor at (202) 314-3320 or certificates@graduateschool.edu.

Required Courses (complete 5 courses):

Introduction to Law for Paralegals	LAWS1310E	3 Credits
Legal Ethics/Law Office Systems	LAWS1315E	3 Credits
Legal Research I	LAWS5551E	2 Credits
Legal Research II	LAWS5552E	2 Credits
Legal Writing	LAWS2256E	3 Credits

Elective Courses (complete 18 credits):

Negotiations and ADR	LAWS3315E	2 Credits
Business Law I	LAWS1322E	3 Credits
Business Law II	LAWS2325E	3 Credits
Criminal Law	LAWS1155E	3 Credits
Environmental Law	LAWS1345E	3 Credits
Family Law	LAWS1160E	3 Credits
Immigration Law I	LAWS2252E	3 Credits
Real Estate Transactions	LAWS2250E	3 Credits
Introduction to Legal Analysis and Reasoning	LLBS4400E	2 Credits
NEPA: Policy, Procedures and Science/Art	ENVS4435E	2 Credits

Special Electives (No more than 4 credits of the following may be used toward elective requirements):

Employee Relations	PERS2220E	2 Credits
Introduction to Information Systems	COMP1120E	2 Credits
Strategic Management	MGMT2290E	2 Credits

Business Law II

LAWS2325E 3 Credits Tuition: \$375

Build upon knowledge gained in Business Law 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 the Certificate of Accomplishment in Paralegal Studies.

January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.

Criminal Law

LAWS1155E 3 Credits Tuition: \$375

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.

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.

Environmental Law

LAWS1345E 3 Credits Tuition: \$375

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.

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

Family Law

LAWS1160E 3 Credits Tuition: \$375

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.

April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.

Immigration Law I

LAWS2252E 3 Credits Tuition: \$375

Gain the training you need to work within the confines of the Immigration and Nationality Act. Explore the provisions on agencies of enforcement; visa eligibility and procedure; deportation classes and procedures; relief from deportation; and judicial review. Review the forms used by the Immigration and Naturalization Service and attend hearings before an immigration judge and the Board of Immigration Appeals. **ACE College Credit Recommendation Service reviewed.**

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

April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Introduction to Law for Paralegals

LAWS1310E 3 Credits Tuition: \$375

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 a part of the Certificate of Accomplishment in Paralegal Studies.

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.
April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.
June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Introduction to Legal Analysis and Reasoning

LLBS4400E **2 Credits** **Tuition: \$375**

Explore the theory and methods of professional legal analysis. Learn to interpret laws and legal decisions. Develop skills needed to perform accurate and reliable legal analyses. Basic legal issues, approaches and theories that underlie statutory laws and decisional case law are explored. **ACE College Credit Recommendation Service reviewed.**

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

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.

Legal Ethics/Law Office Systems

LAWS1315E **3 Credits** **Tuition: \$375**

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.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Wed	6 p.m. – 9 p.m.

Legal Research I

LAWS5551E **2 Credits** **Tuition: \$375**

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.

Prerequisite: Introduction to Law for Paralegals (LAWS1310E) or equivalent.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Legal Research II

LAWS5552E **2 Credits** **Tuition: \$375**

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.

Prerequisites: It is highly recommended that Legal Research I (LAWS5551E) and Legal Writing (LAWS2256E) be completed first.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.

Legal Writing

LAWS2256E **3 Credits** **Tuition: \$375**

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 memoranda. **ACE College Credit Recommendation Service reviewed.**

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

Prerequisite: Introduction to Law for Paralegals (LAWS1310E) or equivalent.

January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Negotiations and ADR

LAWS3315E 2 Credits Tuition: \$375

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 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 the Certificate of Accomplishment in Personnel Administration.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

Real Estate Transactions

LAWS2250E 2 Credits Tuition: \$375

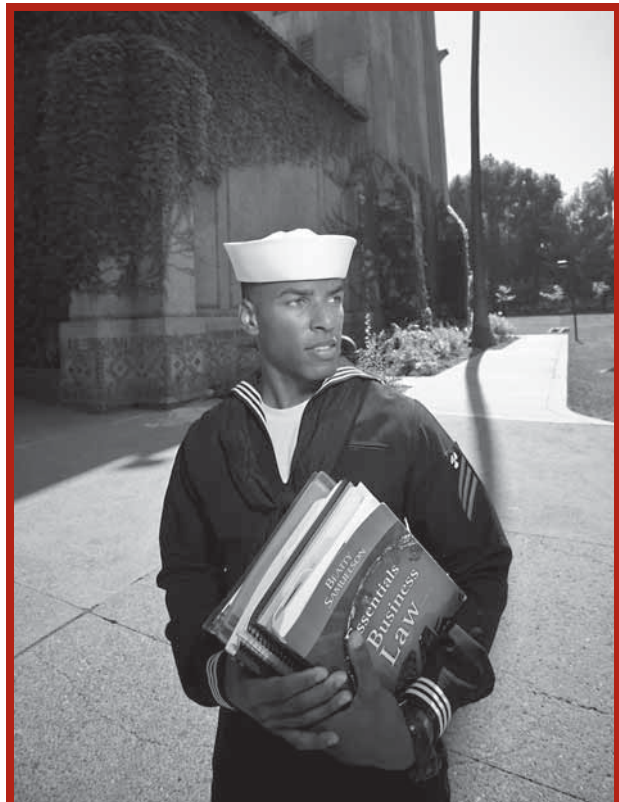
Take the mystery out of the legal aspects of real estate transactions and settlements, property rights and interests. Ideal for paralegals and others seeking a practical working knowledge of real estate laws and procedures, you learn to draft a real estate sales contract and settlement, as well as explore fundamental principles of real estate law. **ACE College Credit Recommendation Service reviewed.**

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

June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

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SOCIAL SCIENCES

Economics

Econometrics I

ECON5545E 3 Credits Tuition: \$405

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 4.1 software package (student version). You can learn more about this software at www.eviews.com. **ACE College Credit Recommendation Service reviewed.**

Prerequisites: Appropriate knowledge in probability and statistics, linear algebra and exposure to micro- and macroeconomics is required.

January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 12 – June 21, 2010	Mon	6 p.m. – 9 p.m.
June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
September 23 – December 9, 2010	Thu	6 p.m. – 9 p.m.

Econometrics II

ECON5546E 2 Credits Tuition: \$405

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.**

Prerequisite: Econometrics I (ECON5545E) or equivalent.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue & Wed	6 p.m. – 9 p.m.
September 21 – November 23, 2010	Tue	6 p.m. – 9 p.m.

Certificate of Accomplishment in Economics

The Economics Certificate is designed for students who work in the field of trade, economics, or business. Students should have completed a Bachelor's degree before applying to take this certificate program, but cases can be evaluated on a rolling basis. This certificate will help students obtain entry-level employment in trade careers, but will supplement business degrees for more advanced opportunities.

Required Courses (complete 20 credits):

Principles of Economics I: Macroeconomics	ECON1310E	3 Credits
Principles of Economics I: Microeconomics	ECON1311E	3 Credits
Intermediate Economics I	ECON2201E	2 Credits
Applied Economics	ECON2202E	2 Credits
Econometrics I	ECON5545E	3 Credits
Econometrics II	ECON5546E	2 Credits
International Trade Policy	ECON5500E	2 Credits
International Monetary Policy	ECON5561E	2 Credits
Strategic International Economics	ECON5551E	2 Credits

Elective Courses (complete 16 credits):

Mathematics for Economists I	MATH4475E	3 Credits
Mathematics for Economists II	MATH4476E	3 Credits
Environmental and Natural Resource Economics	ECON2315E	3 Credits
Economic Indicators: Main Street vs. Wall Street	ECON2500E	2 Credits
Introduction to Marketing	MGMT2339E	2 Credits
Financial Accounting for Business Students	ACCT1110E	2 Credits
Economics for Corporate Finance	ECON2203E	2 Credits
Sustainable Development	PUAP2281E	2 Credits
Strategic Management	MGMT2290E	2 Credits
Establishing and Operating a Small Business	MGMT2223E	2 Credits
The Congressional Budget Process	PUAP3307E	2 Credits
Business, Government and Society	MGMT4000E	3 Credits

Economics of Corporate Finance

ECON2203E 2 Credits Tuition: \$405

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, mergers and acquisitions are also covered. No previous coursework in business is required.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.

Environmental and Natural Resource Economics

ECON2215E 2 Credits Tuition: \$405

Probe the complexities of designing public policy for environmental and natural resource issues. Examine in an economic framework, the concepts of externalities, public goods and depletable resources. Discuss the relative merits of property rights, command and control regulation, taxes and subsidies in dealing with these problems. Several case studies are used to analyze the effectiveness of policy instruments. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Principles of Economics II: Microeconomics (ECON1311E) or equivalent.

April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
June 30 – September 1, 2010 Wed 6 p.m. – 9 p.m.

International Trade Policy

ECON5500E 2 Credits Tuition: \$405

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.

Prerequisite: Principles of Economics I: Macroeconomics (ECON1310E) or Principles of Economics II: Microeconomics (ECON1311E) or equivalent.

January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.

Introduction to Psychology

PSYC1200E 3 Credits Tuition: \$375

Obtain a strong overview of psychology. Topics include historical perspectives, basic research methods, human development issues, social psychology and other current issues. Learn to apply psychological theories and concepts to real-world situations and gain a greater understanding of its use in past, current and new frontiers of human sciences.

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

January 21 – March 25, 2010 Thu 6 p.m. – 9 p.m.
April 15 – June 17, 2010 Thu 6 p.m. – 9 p.m.

Principles of Economics I: Macroeconomics

ECON1310E 3 Credits Tuition: \$405

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.**

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

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.
January 20 – March 24, 2010 Wed 6 p.m. – 9 p.m.
January 23 – April 3, 2010 Sat 9 a.m. – Noon
January 25 – April 5, 2010 Mon 6 p.m. – 9 p.m.
April 12 – June 21, 2010 Mon 6 p.m. – 9 p.m.
April 14 – June 16, 2010 Wed 6 p.m. – 9 p.m.
June 28 – August 2, 2010 Mon & Wed 6 p.m. – 9 p.m.
July 10 – September 11, 2010 Sat 9 a.m. – Noon
September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.
September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.
September 22 – December 1, 2010 Wed 6 p.m. – 9 p.m.
September 25 – December 11, 2010 Sat 9 a.m. – Noon

Principles of Economics II: Microeconomics

ECON1311E **3 Credits** **Tuition: \$405**

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.**

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

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
January 20 – March 24, 2010	Wed	6 p.m. – 9 p.m.
January 25 – April 5, 2010	Mon	6 p.m. – 9 p.m.
April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
April 14 – June 16, 2010	Wed	6 p.m. – 9 p.m.
June 29 – August 31, 2010	Tue	6 p.m. – 9 p.m.
August 9 – September 13, 2010	Mon & Wed	6 p.m. – 9 p.m.
September 22 – December 1, 2010	Wed	6 p.m. – 9 p.m.
September 25 – December 11, 2010	Sat	9 a.m. – Noon

Understanding Economic Indicators: Main Street vs. Wall Street

ECON2500E **2 Credits** **Tuition: \$275**

Gain a more sophisticated appreciation of the key economic indicators released by the federal government and reported in the popular and business presses. Learn how to access this indicator information, interpret statistics and trends and place these indicators into their appropriate economic context. Improve your understanding of these key indicators for your job or your investment portfolio. A brief introduction to global indicators is provided.

April 13 – June 15, 2010	Tue	6 p.m. – 9 p.m.
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Political Science

Foreign Affairs: An Evening with the Diplomats

PUAP0051E **2 Credits** **Tuition: \$335**

Meet, hear and question. Sample the political, economic, cultural affairs and viewpoints of other nations. Gain a sense of a diplomat's tasks and responsibilities and how they are affected by foreign policy problems. Fees for field trips are additional and will be announced in class.

April 15 – June 17, 2010	Thu	6 p.m. – 9 p.m.
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Globalization of Trade and Finance

PUAP3345E **2 Credits** **Tuition: \$375**

What is the relationship between financial markets in Asia and the well-being of your parents' pension funds? Gain new insights into the changing economic, political and legal situations of the global environment. Special attention is paid to the roles being played by the IMF and World Bank in relation to "bailouts," ongoing currency and trade issues, and obstacles to expansion encountered by multinational firms.

June 30 – September 1, 2010	Wed	6 p.m. – 9 p.m.
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Legislative Drafting: Translating Ideas into Bills and Amendments

PUAP2230E **1 Credit** **Tuition: \$295**

Discover the skill of legislative drafting, with a focus on hands-on researching and formulation. We begin with an overview of the legislative process, learning how a bill becomes a law. Students then learn how to research legislation and how to prepare bills and amendments for introduction, committee proceedings, floor proceedings and conferences. Course sessions include discussion of important political and parliamentary considerations. Because legislative drafting is, like many things in life, best learned by doing, students complete drafting assignments which are then critiqued by the instructor.

September 20 – November 29, 2010	Mon	6 p.m. – 9 p.m.
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Sustainable Development

PUAP2281E 2 Credits Tuition: \$375

Receive an introduction to the concept and practice of sustainable development (SD) as a process that meets the needs of the present generation without compromising the ability of future generations to meet their own needs. What are the fundamental issues of sustainable development facing human societies and the environment? Examine the environmental, economic and social dimensions of SD by focusing on changing patterns of consumption, production and distribution of resources around the world. The impact of globalization and the role of the private sector, multinational corporations and NGOs are examined.

Prerequisite: Principles of Economics I: Macroeconomics (ECON1310E) or Principles of Economics II: Microeconomics (ECON1311E).

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

Technology Transfer: Issues and Processes

PUAP4439E 2 Credits Tuition: \$375

Explore the important role of technology transfer for national and international economic development. Study the application of research results to productive uses in industry. Examine core issues and fundamental facets of the technology transfer process in relation to the global needs of today. Programming, evaluation and management efforts are highlighted in a combination of lectures and interactive classroom experiences, benefiting both novices and professionals in the field.

September 21 – November 23, 2010 Tue 6 p.m. – 9 p.m.

The Congressional Budget Process

PUAP3307E 2 Credits Tuition: \$375

What happens to the President's budget request when it is sent to Congress? How does Congress produce a federal budget each year? This introductory course provides an overview of the Congressional budget process, including the budget resolution, reconciliation and authorization and appropriations bills. Congressional budget terms, concepts and procedures will be presented through lectures, written materials and guest speakers.

January 19 – March 23, 2010 Tue 6 p.m. – 9 p.m.

Understanding Congress

PUAP2225E 2 Credits Tuition: \$375

Explore the roles and function of Congress and review the path of legislation. Discuss formal and informal leadership and power politics. Further your understanding of how two-party leadership affects legislative goals and policy initiatives. Discuss ethics and campaign reform issues. Hear from guest speakers about their experience working with Congress.

September 20 – November 29, 2010 Mon 6 p.m. – 9 p.m.





TEST PREPARATION

Math Review for Standardized Tests

TESP7707E 2.0 CEU Tuition: \$595

Are you looking for a timely, comprehensive and economical course to help you refresh your high school math in preparation for the GRE General Test, the GMAT or the NTE Praxis exam? If so, this course is perfect for you. You review high school arithmetic, algebra and geometry to confidently take a GRE, GMAT or NTE prep course. For more information on standardized tests, visit the Educational Testing Service at www.ets.org.

January 23 – February 20, 2010	Sat	9 a.m. – 3 p.m.
July 10-31, 2010	Sat	9 a.m. – 3 p.m.
September 25 – October 23, 2010	Sat	9 a.m. – 3 p.m.

GMAT Preparation

TESP7700E 3.0 CEU Tuition: \$585

Attain the quantitative, critical thinking and composition skills needed to succeed on the GMAT and learn techniques and strategies designed to maximize performance on the test. Each type of test question is explained and analyzed, and different approaches are discussed and practiced. Timed practice tests enable students to identify problem areas for further study. For more information on the GMAT, visit the Educational Testing Service at www.ets.org.

Math concepts appearing often on the GMAT are reviewed and drilled in this course; however, students with weak math backgrounds should first take a math review course that will introduce them to new concepts. Also, please be aware that there are textbook materials needed for this course that come at an additional cost to the student. Students can find these materials by visiting our online bookstore at graduateschool.edu/books.

January 21 – March 25, 2010	Thu	6 p.m. – 9 p.m.
February 6 – March 20, 2010	Sat	9 a.m. – 3 p.m.
April 17 – May 22, 2010	Sat	9 a.m. – 3 p.m.
April 21 – June 23, 2010	Wed	6 p.m. – 9 p.m.
July 6 – September 7, 2010	Tue	6 p.m. – 9 p.m.
July 17 – August 21, 2010	Sat	9 a.m. – 3 p.m.
September 25 – November 6, 2010	Sat	9 a.m. – 3 p.m.
September 28 – November 30, 2010	Tue	6 p.m. – 9 p.m.

GRE Preparation

TESP7701E 3.0 CEU Tuition: \$585

Master the verbal, math and writing skills needed to succeed on the GRE and learn techniques and strategies designed to maximize performance on the test. Each question type is explained and analyzed, and different approaches are discussed and practiced. Timed practice tests enable students to identify problem areas for further study. For more information on the GRE, visit the Educational Testing Service at www.ets.org.

Math concepts appearing often on the GRE are reviewed and drilled in this course; however, students with weak math backgrounds should first take a math review course that will introduce them to new concepts. Also, please be aware that there are textbook materials needed for this course that come at an additional cost to the student. Students can find these materials by visiting our online bookstore at graduateschool.edu/books.

January 26 – March 30, 2010	Tue	6 p.m. – 9 p.m.
February 6 – March 20, 2010	Sat	9 a.m. – 3 p.m.
April 17 – May 22, 2010	Sat	9 a.m. – 3 p.m.
April 22 – June 24, 2010	Thu	6 p.m. – 9 p.m.
July 8 – September 9, 2010	Thu	6 p.m. – 9 p.m.
September 25 – November 6, 2010	Sat	9 a.m. – 3 p.m.
September 29 – December 1, 2010	Wed	6 p.m. – 9 p.m.

LSAT Preparation

TESP7704E 2.5 CEU Tuition: \$585

This intensive overview is designed to provide an opportunity to practice each type of question on the LSAT and expose you to general strategies for taking standardized tests. Each type of question is introduced, analyzed and explained. In addition, approaches to the questions are discussed and practice examples are given. Timed practice tests enable you to identify problem areas for further study. **Test dates are:** February 6 and 8, 2010; June 7, 2010; October 9, 2010; and December 11, 2010. For more information on the LSAT, visit the Educational Testing Service at www.ets.org.

Also, please be aware that there are textbook materials needed for this course that come at an additional cost to the student. Students can find these materials by visiting on our online bookstore at graduateschool.edu/books.

January 5-28, 2010	Tue & Thu	6 p.m. – 9 p.m.
April 17 – May 22, 2010	Sat	9 a.m. – 3 p.m.
August 21 – October 2, 2010	Sat	9 a.m. – 3 p.m.
October 16 – December 4, 2010	Sat	9 a.m. – 3 p.m.

PMP® Exam Preparation

PROJ8100E 1.8 CEU Tuition: \$585

Establish your credential as a Project Management Professional (PMP) by preparing for the PMP certification exam offered by the Project Management Institute. You identify your personal strengths and weaknesses regarding mastery of the five process groups and nine knowledge areas of the *Project Management Body of Knowledge (PMBOK®) Guide*, and develop a personal study program to prepare yourself for success on the examination.

Note: This course is aligned with the *Project Management Institute Project Management Body of Knowledge (PMBOK®) Guide -4th Edition*, which covers all related best practices. If you do not have a copy of the 4th edition you may purchase one through our bookstore.

January 25 – March 8, 2010	Mon	6 p.m. – 9 p.m.
April 12 – May 17, 2010	Mon	6 p.m. – 9 p.m.

PRAXIS (NTE) Preparation

TESP7801E 3.0 CEU Tuition: \$595

The PRAXIS /Pre-Professional Skills Test (PPST) measures basic skills in reading, writing and math that colleges and universities often require for entry into Teacher Education Programs. Many school systems require their teachers to have taken the PRAXIS exam. This course will help prepare you to maximize your test performance and includes specific test overviews, testing tips, strategies and information on reducing test anxiety. For more information on the PRAXIS, visit the Educational Testing Service at www.ets.org.

Math concepts appearing often on the PRAXIS I are reviewed and drilled in this course, however, students who do not possess a solid knowledge of high school math should first take a math review course where students will have ample opportunity to relearn basic math skills. Also, please be aware that there are textbook materials needed for this course that comes at an additional cost to the student.

January 27 – March 31, 2010	Wed	6 p.m. – 9 p.m.
April 17 – May 22, 2010	Sat	9 a.m. – 3 p.m.

TOEFL Preparation

ESOL7903E 3.0 CEU Tuition: \$585

Strengthen your knowledge of the English language and familiarize yourself with the format and type of questions that are found on the Test of English as a Foreign Language (TOEFL), which all foreign participants must pass to be admitted to American colleges and universities. Participants are taught general strategies for test taking and practice all parts of the TOEFL test. Samples of all possible types of questions on each specific skill tested on the exam are presented. Each type of question is analyzed and explained, and approaches on how to best answer specific questions are discussed. Discussion is followed by intensive practice.

Concerning the language, the primary focus is a review of advanced grammar, expansion of vocabulary and listening comprehension exercises. Timed practice tests enable the participants to identify their own problem areas for further practice and study.

Prerequisite: Advanced knowledge of English.

January 19 – March 23, 2010	Tue	6 p.m. – 9 p.m.
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GENERAL INFORMATION

ABOUT THE GRADUATE SCHOOL

The Graduate School takes pride in its reputation as an innovative institution for continuing education. The School was established in 1921 by the Secretary of Agriculture to provide individuals with opportunities for career advancement. Since that time, it has helped more than **three** million people with their continuing education objectives. Each year the Graduate School enrolls more than 200,000 students. The School offers nearly 1,000 courses to help individuals improve job performance, further their education and careers. It assists all levels of government and other organizations by increasing efficiency, effectiveness and productivity. The Graduate School is a self-supporting organization and receives no appropriated funds. Its only sources of income are tuition and fees.

Mission Statement

Our mission is to develop people and to make government more efficient and effective.

ACCREDITATION

In 2007 The Commission of the Council on Occupational Education (COE) granted accreditation to the Graduate School. The mission of the



Council is to assure quality and integrity in career and technical development. Awarding of accreditation status is based on an evaluation demonstrating that the institution meets not only the standards of quality of the Commission, but also the needs of students, the community and employers.

The Graduate School has received initial approval from the Council on Occupational Education to award its first associate degree — the Associate of Applied Science Degree in Accounting. This degree is the beginning of other associate degrees to come in 2010.

Many of the Evening & Weekend Program courses have been reviewed for transfer credit by the American

Council on Education's (ACE CREDIT) College Credit Recommendation Service. The courses offering credit are of standard graduate and undergraduate quality and are taught by competent, experienced instructors. Persons who wish to pursue degree programs should verify with their college or university which credits will transfer before registering for courses at the Graduate School.

ABOUT EVENING AND WEEKEND PROGRAMS

The Evening and Weekend Program continues to be the community college of the Graduate School and has performed this function for Washington, DC since the School's inception in 1921. The first classes were held after working hours on October 17th, with 176 students enrolled in science, economics, mathematics, and statistics courses. The purpose of the program then is the same today — to provide high-quality, convenient, and low-cost academic instruction to anyone with a desire to improve their knowledge or skills to remain current in their respective field or to enter a new one.

Evening & Weekend Programs offers core higher education courses to anyone at a reasonable cost through a stellar faculty and classroom experience. We have taken some of those courses and combined them into Certificates of Accomplishment. Soon a number of these certificates will become Associate Degree Programs. Our first degree is the Associate of Science Degree in Accounting.

We award college credits for courses to help students attain new personal goals, move forward in a career, or investigate an interest in a non-threatening environment. Our open door policy allows anyone to enroll and attend a class with only an eagerness to learn, participate, and apply what they have learned in a way that is beneficial to them.

POLICIES AND PROCEDURES

Enrollments and Course Selection

The Graduate School has an open enrollment admissions policy and does not require an admissions application or fee. Our classes are open to anyone 18 years of age or older. However, person interest in our *new Associate Degree programs* will have to apply and pay an application fee.

Students may select and enroll in any course they choose provided they meet any course prerequisites. Specific course prerequisites are listed in the course description in this catalog and are also available on our Web site at

graduateschool.edu/evening. You are responsible for entering any class with the required prerequisites or with the appropriate prior life experience.

Course Accessibility and ADA Requests

The Graduate School makes every practical effort to ensure that our programs are accessible to physically challenged students and students with special needs. You must be officially enrolled in a course to initiate an ADA request with us. After registering, please contact the Registrar's Office at (202) 314-3349 at least four weeks before the course begins to discuss your specific needs and arrangements. You may also submit ADA requirements online at the registration page for your course. We can arrange for readers or interpreters for students who are visually or hearing impaired, provided we receive adequate notice. There is no guarantee we can provide accommodations for late requests.

An Equal Opportunity Provider

The Graduate School prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (interpreters, Braille, large print, audiotape, etc.) should contact Carolyn Nelson, ADA Coordinator at (202) 314-3349.

To file a complaint of discrimination, write:

Susan Selig, Director, Human Capital Management
Graduate School
600 Maryland Avenue SW, Suite 180
Washington, D.C. 20024

The Graduate School is an equal opportunity provider and employer.

Enrollment Confirmation

Receipt of your paid enrollment will be acknowledged by mail or e-mail within five business days. You must be officially enrolled to attend any class at the Graduate School. Rosters are checked at the first class meeting and no one can sit in on any class without being officially enrolled.

Acknowledgement

We will acknowledge the receipt of your registration within five business days in writing or by e-mail if the class is not confirmed.

Class Cancellations

If circumstances cause us to cancel a class, we will retain the prepaid tuition or paperwork until the student or employer tells us to either: (1) refund the money or return the paperwork; or (2) transfer the money or paperwork toward tuition for another scheduled class for the same person. Contact the Customer Service Center at (202) 314-3320 or e-mail registrar@graduateschool.edu if you have any questions or need assistance.

Standby Lists

As a courtesy to our students, we maintain a standby list once a maximum class size, has been met. Popular classes fill early, so the earlier you register, the less likely this will affect you. If your class is full, you can be placed on the standby list. You will be notified if a seat opens or if an additional class is scheduled. Open seats will be filled on a first-come, first-serve, space-available basis.

Payment of Tuition

We must receive your payment at the time of registration.

We accept:

- Credit cards (American Express, Diners Club, MasterCard, and Visa)
- Government purchase (Smart Pay) cards
- EFT (electronic fund transfer)
- Cash, Money Orders, Traveler's Checks
- Checks, Cashier's Checks
- Government training forms (e.g. SF182 or DD-1556)
- Purchase Orders

To ensure timely processing of registrations and confirmation of our classes, we request receipt of your employee's government training forms and purchase orders at least 2 weeks prior to the start of the class to assure availability.

If your employer is paying for the course tuition, please ensure the following are included on the government training form or company purchase order submitted with your registration application:

- Authorized signature of the obligating official responsible for approving employee training
- Approving official's name, preferred mailing address, telephone and fax number and position title
- Billing address and billing telephone number
- Purchase order number or billing reference number

Whatever registration method you use, please be sure to include the following:

- Student e-mail address
- Student name, preferred mailing address, telephone number, fax number, and date of birth

- Course title, 9-character course code, date(s) and location

Tuition fees and course schedules are subject to change without notice. Please refer to our up-to-date Web site course catalog for the most current information.

Tuition fees for Evening & Weekend Programs classes do not include the cost of textbooks or materials. To order textbooks for Evening & Weekend Program classes go to graduateschool.edu/books.

Course Hours and Attendance

Students are expected to complete the entire class.

If you must miss any portion of a class, you must notify your instructor. Failure to attend the entire course may result in not receiving the highest final grade possible for the course.

Classes may be cancelled or dismissed early due to emergency or inclement weather when the federal government instructs employees not to report to work or dismisses them early. Classes missed due to these situations may be made up at a later date. You will be contacted by an Evening Programs' representative or instructor.

Course Levels

The first numeric character in the course code number designates course level.

The course levels are:

0001-0999	Enrichment and noncredit
1000-1999	Freshman-level undergraduate
2000-2999	Sophomore-level undergraduate
3000-3999	Junior-level undergraduate
4000-4999	Senior-level undergraduate
5000-5999	Graduate-level
6000-6999	Expert-level
7000-7999	Introductory short or specially arranged courses or workshops
8000-8999	Intermediate short or specially arranged courses or workshops
9000-9999	Advanced short or specially arranged courses or workshops

Grades

The following is the official grading system:

A	Excellent (90-100)
B	Good (80-89)
C	Passing (70-79)
D	Unsatisfactory (60-69)
F	Failure (Below 60)
I	Incomplete
COMP/SAT	Completed - CEUs
NC	No Credit Earned - CEUs
W	Official Withdrawal
Y	Unofficial Withdrawal

Grade Symbol Definitions:

COMP or SAT: Represent completions by students of continuing education and professional unit courses.

U: Represent unsatisfactory completions by students of continuing education and professional unit courses.

INCOMPLETE (INC): The symbol "INC" is given if the student has not completed required course assignments — e.g., final exam, final paper or computer program. An incomplete is NOT appropriate for a student who has stopped attending class or has attended so irregularly that he/she has no real chance to achieve the course objectives. As a rule of thumb, a student should have attended at least 70% of the total number of class sessions to qualify for an incomplete. A student must also be passing the course to receive the incomplete symbol.

An incomplete does not entitle a student to attend class during the next term; it is an extension of the deadline for the course requirement. The student must arrange with the instructor to complete the work by the end of the following term. When the work is complete, the instructor submits the grade to the Registrar's Office and the "INC" is changed to the new letter grade.

If the student does not complete the work, the "INC" remains on the record with no credits earned.

WITHDRAWAL (W): In order for a withdrawal to appear in a student's record, he/she must request withdrawal in writing before the end of the sixth week of class. Withdrawals forms are available in the Registrar's Office or the student may e-mail the Registrar's Office at registrar@graduateschool.edu. The letter "W" is automatically recorded for students who have followed these procedures by the established deadline dates.

UNOFFICIAL WITHDRAWAL (Y): Students who stop attending class but fail to withdraw officially, or who withdraw from class after the withdrawal deadline, will receive the symbol for an unofficial withdrawal. This means the student did not follow established procedures for withdrawing from class.

Schedule and Locations

The majority of Evening & Weekend Programs classes are on a term basis. The Fall Term begins in September; the Winter Term begins in January; the Spring Term begins in April; and the Summer Term begins in June. Terms are 10 weeks long and meet one night a week for three hours for ten weeks from 6:00 p.m. – 9:00 p.m. Saturday classes meet from 9:00 a.m. – Noon. Evening Programs does offer some shorter classes that start throughout the term.

For the most up-to-date information, please visit our Web site at graduateschool.edu.

Holidays

Evening & Weekend Programs observes the following dates in relation to federal holidays. Classes will not be held.

January 16-18, 2010
February 13-15, 2010
May 29-31, 2010
July 3-5, 2010
September 4-6, 2010
October 9-11, 2010
November 11, 2009
November 24-27, 2009

Inclement Weather and Emergency Closures

The Graduate School follows the policies of the federal government for evaluating inclement weather and other emergencies for possible class cancellation. In the case of a potential weather or other emergency-related event, the most current source of class closure information is on our Web site at graduateschool.edu or call (202) 314-3320 for a taped announcement.

You may also listen for closings on the WTOP Radio Network: 103.5 FM, 820 AM and on the Web at WTOPNEWS.com.



Textbooks and Materials

Most of the evening and weekend courses require textbooks, and any material listed as required is integral to your performance in a class. Classes listing optional materials often incorporate these materials in different ways, so students may want to consult their class syllabus prior to purchasing any materials listed is optional.

The Graduate School partners with Specialty Books, Inc. to provide students with access to textbooks and other materials for our courses. The School recommends that students purchase their textbooks in a timely manner but only after a course is confirmed to run.

Students can look up official text by the course code or title at graduateschool.edu/books or by calling Specialty Books, Inc. at (800) 466-1365. If your class starts after the close of the Bookstore, you can still purchase the books by calling Specialty Books' 800 number.

The Specialty Books Web site opens four weeks before classes begin every term.

To Order Textbooks

You may purchase your textbooks using one of these methods:

ONLINE

Just click on a button above to be taken to the online bookstore and follow the directions to checkout.

BY PHONE (toll-free)

Call (800) 466-1365

8:00 a.m. - 8:00 p.m. Eastern Time Monday - Friday

8:00 a.m. - Noon Eastern Time Saturday

Sundays Closed

BY FAX (toll-free)

Fax in your order form (PDF) to (800) 466-7132

BY MAIL Mail your order form (PDF) to

Specialty Books, Inc.

6000 Poston Road

Athens, OH 45701-9051

GOVERNMENT PURCHASE ORDERS

- Distance Education Training call (303) 236-8500
- Evening and Weekend Programs call (202) 314-3341
- All purchase orders must include textbook(s) and shipping costs.

Payment must accompany your order. Specialty Books, Inc. accepts personal checks, money orders, major credit cards (American Express, Visa, MasterCard and Discover), wire transfers and debit cards. Students using an agency purchase order to pay for their books must call (202) 314-3341 for further information on how they will receive their textbooks.

Book Buybacks

Specialty Books, Inc. also offers evening and weekend students a buyback program at the end of each term. To sell back your textbook, call the Specialty Books Buyback line at (800) 466-1365, Option 3, or send an e-mail to buyback@specialty-books.com. You can also visit their buyback Web site at www.specialty-books.com/buyback.

No matter which contact method you select, you'll need to provide the ISBN number found on the back of the book and the book's author and title. Inform Specialty that you are a student at the Graduate School and provide your course code (e.g., ECON1311E). Specialty Books will let you know how much you will receive for the book and provide you with a return authorization number and form.

Specialty Books typically pays up to 40% of the current new book price for books still in use at the Graduate School. For all other books, the buyback value will be

determined by national wholesalers and will depend on several factors, the most significant being the national demand for a particular title. Contact Specialty Books for further details.

Why Buy from Specialty Books?

Good question. And we have some good answers for you.

- Competitive pricing for the value and peace of mind you have in knowing you can start class with your book in hand. Bundled packages are cheaper than individual books and we provide those when available. And remember that a book is often used in more than one class or over more than one term so your initial expense may be spread out.
- We have the right books for your classes. Our system uses the Graduate School's class schedule and booklist to make sure you get what you need.
- You can get all of your books in one transaction. No need to shop all over the place. Your time is valuable. Save it by shopping at Specialty.
- You'll get your books in a timely manner. We ship via dependable methods within 24 hours of your order. We'll even provide tracking information so you can see when your books will arrive. A flat-rate shipping fee means you don't have to pay separate shipping charges.
- Used books are quality used books. No missing pages, torn covers, broken bindings, unintelligible scribbling.
- You order a specific textbook, you get that textbook. Not a study guide or old edition or a phone book. Or something else.
- Drop your class? We'll take the return and you're not stuck with a book you don't need. If you get the wrong book, replacement is easy, as we take care of the details for you.
- Got a problem or need information? Call our 800 number or email us. You can even chat online with a customer service representative. You won't get that kind of help elsewhere.
- Shopping at Specialty Books is stress-free online shopping. And, it's secure. You know whom you're dealing with.

Refund Policy

All refund requests must be submitted in writing by e-mail or fax to our Graduate School Customer Support Center directly (202) 314-3320) to initiate any refund/withdrawal process.

The official refund deadlines for all Evening and Weekend courses are:

- 100% if refund request is received at least one work day prior to the first class meeting
- 90% if refund request is received at least one work day prior to the second class meeting
- 80% if refund request is received at least one work day prior to the third class meeting.
- No refund after the start of the third class meeting.

Nonattendance does not imply that you have been withdrawn from a class. It is the student's responsibility to contact the Customer Support Center by phone or e-mail to request any refund. Please allow up to 30 days to receive your refund.

Withdrawing After the Refund Deadline

You may request to officially withdraw without a refund from a class after the refund deadline by contacting the Customer Service Center. For credit courses, academic withdrawals are accepted up until the seventh week of class. Students will receive a "W" as their final course grade and receive no class credit. Nonattendance does not constitute a withdrawal, nor does reporting an intention to withdraw to the instructor. Students must contact the Customer Support Center directly at (202) 314-3320 or e-mail registrar@graduateschool.edu to officially withdraw and have a "W" appear on their record.

Transferring Classes

Before the class start date, you may transfer your registration to another class that begins within six months from the start date of the original registration. A transfer will be processed if requested in writing, submitted in a timely manner, payment is made for any additional fees, and space is available in the requested class. The transfer may be applied only one time, can be used by anyone in your organization if the tuition was paid by your employer, and is nonrefundable even if applied to a class of lesser value than the original class. If you do not cancel your registration in a timely manner, you will be responsible for the full tuition. Please contact the Customer Service Center if you are interested in transferring courses.

To Contact the Customer Service Center:

Call (202) 314-3320 or toll-free at (888) 744-GRAD.
E-mail customerservicecenter@graduateschool.edu.

Credits/Audits

Students enrolling in courses are registering for credit. Students who decide to audit a course pay the full tuition and retain full privileges of class participation; however, the permanent record reflects audit rather than a grade.

Changes of credit/audit status may be made through the week of the sixth class meeting and are made by completing the change of grade form with the instructor. If a change is requested after this time, the instructor must certify that the student is passing the course.



American Council on Education's (ACE) College Credit Recommendation Service

Graduate School courses designated as receiving college credit recommendations by the American Council on Education's College Credit Recommendation Service are noted in the course description.

ACE College Credit Recommendation Service evaluates and makes credit recommendations for formal educational programs and courses sponsored by non-collegiate organizations that are non-degree granting. The credit recommendations are intended to guide colleges and universities as they consider awarding credit for successfully completed non-collegiate-sponsored instructions.

For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the ACE CREDIT Web site - www.acenet.edu/accredit.

Certificates of Accomplishment

The Graduate School offers certificates of accomplishment for comprehensive study in multiple program areas. Two-thirds of the total number of credits must be taken at the Graduate School. One-third may be considered for waiver based on courses completed at other educational institutions or specific work experience. To request a class waiver, submit a written request along with official transcripts or documentation of relevant coursework to the Certificate Counselor. All courses must be completed with a grade of "C" or above. Audited courses do not count toward a certificate. For more information and to register for a certificate program, visit graduateschool.edu and click on Certificates or contact the Customer Service Center at (888) 744-GRAD or e-mail the Certificate Counselor at certificates@graduateschool.edu.

Applying Credits to Degree Programs

Many of our ACE-reviewed courses are transferable into degree programs at colleges and universities locally and throughout the country. Students interested in transferring Graduate School credits must contact the degree-granting institution directly about transferring Graduate School courses.

Additionally, credits earned in specific certificate program courses are accepted as coursework toward an undergraduate degree at the following schools:

- Capitol College
- Colorado State University
- Georgetown University
- Government Technology Research Alliance (GTRA)
- Johns Hopkins University
- Mountain State University
- National-Louis University
- Northern Virginia Community College
- Rutgers University
- Salem International University
- Strayer University
- Thomas Edison State College
- Troy University
- University of the District of Columbia

CEUs

Continuing Education Units (CEUs) provide a nationally recognized permanent record of your lifelong learning experiences. In addition, the CEUs you earn in our courses may be used to satisfy some of the requirements for our Certificate of Accomplishment programs. You receive one CEU for every 10 - sixty minute hours of participation in our courses (excluding lunch and breaks).

Transcripts

The Office of the Registrar maintains the official record of all students. All information is held in confidence and released only in accordance with the Family Rights and Privacy Act of 1974, as amended in 1995.

Transcripts are \$5 each and may be obtained by writing to:

Office of the Registrar
Graduate School
600 Maryland Avenue SW, Suite 180
Washington, DC 20024-2520

Payment should be in the form of personal check, money order, Visa, MasterCard, American Express, Diners Club or cashier's check. All two weeks for processing. Transcripts are not released to persons who have outstanding financial obligations to the School. Forms are available on our Web site at graduateschool.edu.

Privacy Policy (Student Information)

Personally identifiable information required by the Graduate School to create your enrollment record is held in confidence under provisions established by the Family Rights and Privacy Act as amended in 1995.

The Graduate School will not make public personally identifiable student information without written consent from the student, except as specified under the provisions of the Family Rights and Privacy Act. Exceptions to this policy include disclosure to the following groups. We maintain ownership and control the use of your personally identifiable information in accordance with FERPA laws.

1. Staff and faculty within the Graduate School;
2. Institutions where you are seeking admission;
3. Persons or organizations providing financial aid;
4. Accrediting agencies carrying out accreditation functions;

5. Organizations conducting studies for, or on behalf of, educational groups to improve instruction;
6. Persons in compliance with a judicial order or subpoena;
7. Persons in an emergency if the information is necessary to ensure the safety of other students and Graduate School personnel.

In circumstances when the Graduate School gives information to any individuals or organizations, we inform them that they are not permitted to disclose this information to others without the written consent of the student.

The Graduate School will never in any instance sell or share our students' e-mail addresses.

EVENING & WEEKEND PROGRAMS CLASSROOM LOCATIONS

Unless otherwise noted, the Evening & Weekend Programs classes are held in our headquarters location at:

Capital Gallery

600 Maryland Avenue SW
Washington, DC 20024-2520



L'Enfant Plaza Metro Station
Exit 7th Street and Maryland Avenue

Street parking

Oakton High School

2900 Sutton Road
Vienna, VA 22181

Free parking

Rust Nature Sanctuary

802 Children's Center Road
Leesburg, VA 20175

Free parking

University of Maryland

Plant Sciences Building, Room 1161
College Park, MD 20742



College Park Metro Stop
(building behind Hornbake Library near
the corner of Regents and Campus drives)
Call (301) 405-3924 for directions.

Free parking garage

Woodend Sanctuary

8940 Jones Mill Road
Chevy Chase, MD 20815

Free parking

Our other locations are:

Hidden Oaks Nature Center

4020 Hummer Road
Annandale, VA 22003

Free parking

Long Branch Nature Center

625 S. Carlin Springs Road
Arlington, VA 22204

Free parking

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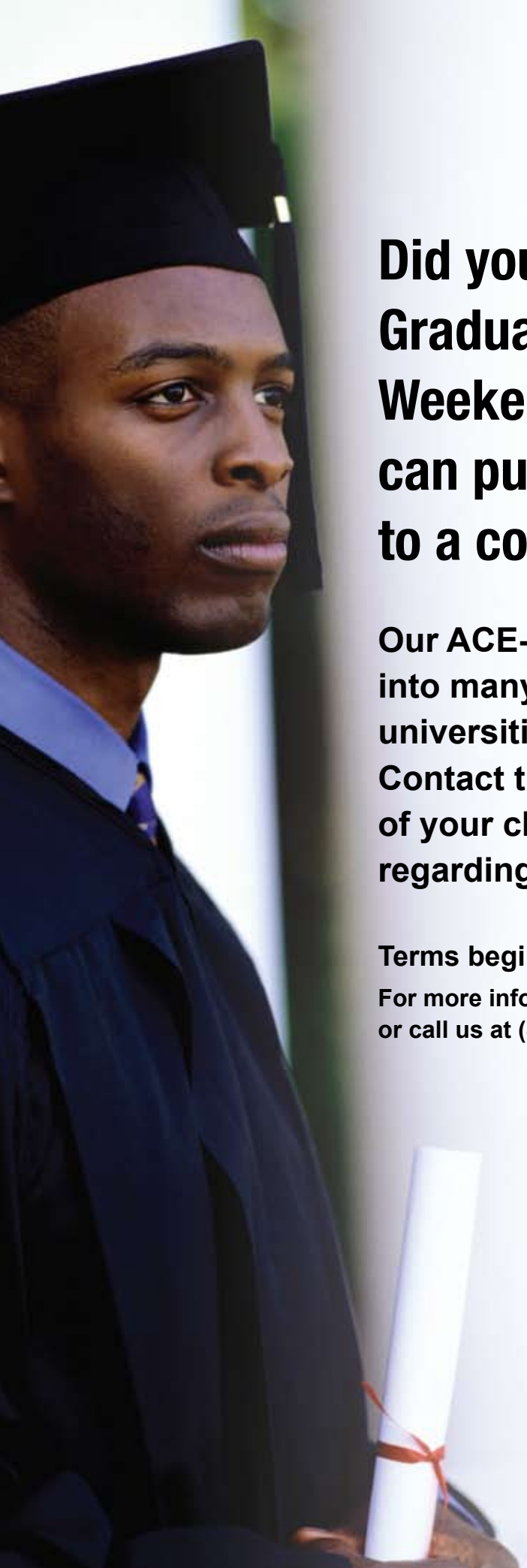
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