The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
1. Kent Hall
- Administration
- Workforce Development and Continuing Education
- Human Resources

2. Accokeek Hall
- eLearning Services
- Library

3. Bladen Hall
- Admissions and Records
- Advising and Transfer Services
- Cashier
- Disability Support Services (DSS)
- Enrollment Services
- Financial Aid Office (FAO)
- Health Education Center (nurse)
- Recruitment
- Registration
- Veterans Services
- Welcome Center

4. Bladen Hall
- Campus Police Substation
- College Lab Services (computer labs)
- Language Studies Lab
- Student Assessment Services (Testing Center)
- Tutoring and Writing Centers

5. Largo Student Center
- Bookstore
- Campus Dining
- College Life Services
- Community Rooms A, B, C
- Rennie Forum

6. Chesapeake Hall

7. Lanham Hall
- International Education Center
- Service Learning

8. Marlboro Hall
- Career/Job Services
- Center for Work-Based Learning
- Marlboro Gallery
- Student Development Resource Center (SDRC)
- Vocational Support Services (VSS)

9. Queen Anne Fine Arts
- Hallam Theatre

10. Novak Field House

11. Robert I. Bickford Natatorium
- Pool
- Racquetball Courts
- Weight Room

12. Continuing Education Building (classrooms only)

13. Steel Building

14. Childtime Children's Center

15. Facilities Building
- Campus Police

16. Track/Practice Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Services Building TO

28. Temporary Services Building TZ

29. Center for Advanced Technology
- College Lab Services (computer labs)
- Cyber Café

30. Center for Health Studies

31. Temporary 3

32. Main Soccer Field
Parking Lots

- **A–H**: Students
- **Staff**: Staff & Faculty only
- **V**: Visitors only
- **Handicapped only**

### Largo Campus

#### Class Location Abbreviations

- **AH**: Accokeek Hall
- **AB**: Auto Bay
- **BH**: Bladen Hall
- **CAT**: Center for Advanced Technology
- **CHS**: Center for Health Studies
- **CE**: Continuing Education Building
- **CH**: Chesapeake Hall
- **KH**: Kent Hall
- **LH**: Lanham Hall
- **LSC**: Largo Student Center
- **MH**: Marlboro Hall
- **NA**: Natatorium
- **NF**: Novak Field House
- **QA**: Queen Anne Fine Arts
- **TO**: Temporary Building
- **TZ**: Temporary Building
- **TS**: Temporary Building

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
REGISTRATION INSTRUCTIONS

Register Online
To register online you must have an e-mail address and you must pay with a credit card when you register.

To Access Owl Link
NEW STUDENTS

I. Go to www.pgcc.edu
   1. Select Owl Link.
   3. Select Enroll and Register for courses.
   4. Click on Create a student account.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct.
   6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.
   7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.
   8. After retrieving this information, select the Workforce Development and Cont. Ed Students Menu again. Select the Enroll and Register Courses option again (Cont. Ed).
   9. This time, Click on Log In to Owl Link. Login using the information provided to you in your e-mail. On the next screen you will immediately be prompted to change your password to one of your choosing.

II. Select the Workforce Dev. & Cont. Ed. Students Menu again.
   1. This time select the link Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the second box which is called Course Code number (ex. ENR317) and SUBMIT
      This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class, then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, MasterCard, VISA).
      • Choose the appropriate one and SUBMIT.
   8. You will then be prompted for your credit card information.
   9. Fill out all the necessary information and then press SUBMIT.

III. After submitting you will receive a confirmation screen. Print this out for your records.

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.

RETURNING STUDENTS
If you have previously enrolled in a course at Prince George’s Community College, you will be required to Login to Owl Link before you can register.
Go to www.pgcc.edu select Owl Link

I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your login information and press SUBMIT to login.
   2. If you do not know your Log In information, follow the appropriate links on the login screen to retrieve your UserID and/or password.

II. Once you have successfully logged in to Owl Link, Select the Workforce Dev. & Cont. Ed. Students Menu.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the second box which is called Course Code number (ex. ENR317).
      This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you can choose your education goal, reason for taking and how you learned of this class, then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, MasterCard, VISA).
      • Choose the appropriate one and SUBMIT.
   8. You will then be prompted for your credit card information.
   9. Fill out all the necessary information and then press Submit.

III. After submitting you will receive a confirmation screen. Print this out for your records.

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.
CONSTRUCTION AND SKILLED TRADES


GENERAL/OTHER CONSTRUCTION SKILLS

Continuing Education Certificate in Building Maintenance Engineer
A certificate of Completion as a Building Maintenance Engineer I is awarded upon completion of one program option listed below:

• OCU-322 Building Maintenance Engineer, Level 1

• OCU-324 Building Maintenance Engineer, Level 2

OCU-327 Overview of Industrial Maintenance Careers
0.8 CEUs

Whether you are considering a career in industrial maintenance or currently working in the field, this course provides an excellent overview of both the job opportunities and the skills needed for a rewarding career in industrial maintenance. Topics include:

1 session, $99* plus $10 materials fee

OCU-322 Building Maintenance Engineer, Level 1
4.2 CEUs

This course introduces the basic knowledge needed for an entry-level position in building maintenance. This course will provide an overview of hand tools, estimating cost and materials, building structure, materials, fasteners and safety and preventive maintenance procedures. Textbook required. Instructor: Tyrone Talton.

14 sessions, $420*

02916 Tu 9/9-12/16 6-9 p.m. STC

02917 M 9/8-12/8 6-9 p.m. STC

What You Need to Know to Get Started

1. Blue headers (main section title): Area of study, industry and/or career field
2. Blue bullet (subhead): Program of study, specialization within a specific career field
3. Blue box: Short program description and/or availability of certificate options. Many careers require educational credentialing or professional licensing to validate your level of expertise in a certain field. Prince George's Community College offers a Certificate of Continuing Education in many of its programs to validate your professional development and show that you have successfully completed the required series of related courses.
4. Underlined text: Course number and title
5. Regular text: Course description, special requirements, number of sessions, cost
6. Bold text: Number of sessions and related costs and fees.
7. Table: Describes the section of the course for which you will register—beginning with a unique five-digit identification number, day(s) on which the course will meet, beginning and end class dates, times, and location.

REGISTER IN PERSON
In-person registration takes place on a continuous basis at the Admissions and Records department area located in Bladen Hall, Room 126.

Hours
Monday–Thursday 8:30 a.m.–8 p.m.
Friday 8:30 a.m.–5 p.m.

REGISTER BY MAIL
Complete the registration form on the inside back cover and mail it along with your check or money order (payable to Prince George’s Community College).

All mail-in registrations should be postmarked two weeks in advance of the class start date.

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774

HOW TO READ THE NONCREDIT SCHEDULE OF CLASSES

1. Select the course you want to take from among those listed in this Schedule of Noncredit Classes. For example: OCU-322.
2. Select the section you want to attend by choosing the dates, times and locations that best meet your needs.
3. Make a note of your choice by writing down both the course designator and the synonym number.
4. Now, you’re ready to register!

How to Find My Largo Campus Classroom
A few days before your class is scheduled to begin, you now use Owl Link to find the location of your class on the Largo campus.

13. Select “Owl Link” at the top of the screen.
15. Enter the course number and synonym # for your section. For example: FIN-345-05967
16. Click “SUBMIT” and the Largo building and classroom will be displayed.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday–Thursday from 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday from 8 a.m.–4 p.m.

If your course is being taught at another location or extension center, rooms will be posted by the off-campus site coordinator.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
PAYMENT INFORMATION

TUITION (SUBJECT TO CHANGE)

If you have not registered online, tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course. Tuition for residents of other states or the District of Columbia is an additional $10 per course. (Example: Tuition for First Aid is $50 for Prince George’s County residents, $55 for residents of other Maryland counties and $60 for residents of other states or the District of Columbia.)

TUITION WAIVER

Senior Citizens Who Are 60 Years Or Older
Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees.

Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $7 registration fee will be added to your bill upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens will be charged a $50 registration fee per term. The $50 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior who enrolls in a $25 course that is marked with an asterisk is still responsible for the $50 registration fee.

The terms for which a registration fee will be assessed are the following:

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January 1–April 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–August 26</td>
</tr>
<tr>
<td>Fall</td>
<td>August 27–December 31</td>
</tr>
</tbody>
</table>

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which the student was enrolled during a given term, the registration fee will be automatically refunded to the student.

Note: Senior citizens are responsible for a $50 registration fee even if some of their courses are canceled. For example, if a senior pays the $50 registration fee, enrolls in three courses, and two are canceled, the senior is still responsible for the $50 registration fee that semester.

Class-Related Fees
Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated. No student is exempt from the payment of these fees.

EMPLOYER-PAID TUITION/
PURCHASE ORDERS

If your employer is paying your tuition:

Step 1: Get a purchase order, tuition assistance form or letter of intent from your employer. The document must have your name, amount to be paid, billing address, purchase order number and the original signature of person(s) authorizing payment.

Step 2: Register in person at the Admissions and Records Office in Bladen Hall, Room 120 between 9 a.m.–7 p.m., Monday–Thursday or on Friday between 9 a.m.–4 p.m. and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

Step 3: The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to a reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George’s Community College Bookstore. For more information visit www.pgccbookstore.com.

Note: The college will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.

RETURNED CHECKS

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the return check fee and registration fee. All checks are deposited twice.

If the college receives final notification of the returned check on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the return check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

REFUNDS

Individuals who withdraw from a course the day before the start date will be issued a 100 percent refund of tuition, and course-related fees, but not registration fees. No refunds will be issued after that date.

Interested in Child Care

Are you interested in becoming a family child care provider or working in a child care center? Prince George’s Community College can help with the required training!

Call 301-386-7545, e-mail eolsen@pgcc.edu, or visit the website www.pgcc.edu/go/childcare
**NONCREDIT SCHEDULE**

**ELIGIBILITY**

Admission to Continuing Education programs is open to all students 16 years of age and older, unless the class is specially designed for a limited age group. There may be educational prerequisites for some courses.

**CANCELLATION OF CLASSES**

The college reserves the right to cancel sections, change meeting places, or make other changes that the college deems appropriate. Every effort is made to notify students of course cancellations by phone or by e-mail prior to the start of classes. If a class is canceled, all tuition and fees will be automatically refunded unless the student selects a comparable course to replace the canceled one.

Room changes and section cancellations may be viewed online as soon as they occur.

**ROOM ASSIGNMENTS AND CHANGES**

Classes without specific rooms assigned in the class schedule will be assigned before classes begin. In addition, some classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made.

Check the Web prior to the start of your class for the latest room assignment.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday to Thursday 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday 8 a.m.–4 p.m.

If your course is being taught at another location or extension center, rooms will be posted by the off-campus site coordinator.

**BOOKSTORE**

The bookstore is located at Prince George’s Community College on the first floor of the Largo Student Center. Call 301-322-0912 or visit www.pgccbookstore.com

**HOURS:** Monday–Thursday, 9 a.m.–5 p.m.; Friday, 9 a.m.–4 p.m.

Bookstore hours are subject to change and may be extended when credit classes first begin. In addition to in-store purchases, students can purchase books via the telephone during regular business hours. The books can be charged to a credit card and then picked up at the store or shipped to the customer via UPS (additional charge for shipping). Students also may purchase books online from the bookstore website (7 days a week, 24 hours a day). Books will be shipped via UPS (additional charge for shipping). Students taking classes at the University Town Center or Laurel College Center may order books by phone or online. The books then will be sent to the center on Monday, Wednesday or Friday with no charge for shipping.

**HOLIDAYS**

Courses will not be scheduled on the following dates:

- **May 25-27**  Memorial Day
- **July 4**  Independence Day
- **Aug. 31-Sept. 2**  Labor Day

**COLLEGE CLOSINGS**

Students may receive direct notification of closures and other emerging information by signing up for Owl Alert. Notification can go directly to cell phones or to e-mail. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe to Owl Alert.

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, the following radio stations will be asked to announce the college’s closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, AND WMX. The following TV stations will be asked to announce the closing: WRC (4), WTTG (5), WJLA (7), WUSA (9), and NewsChannel 8. Information concerning the college closing also can be obtained on the college website at www.pgcc.edu as well as by calling 301-336-6000.

In case of hazardous weather, extension center classes will be cancelled at local public school locations when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as Joint Base Andrews (formerly Andrews Air Force Base), the Laurel College Center, Skill Trades Center, Westphalia Training Center and the University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be cancelled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all noncredit and credit classes.

**CHILD CARE**

The Childtime Children's Center offers full day care, hourly care, and summer day camp child care services for the students, staff, and faculty of the college. The center is an independent facility that leases its campus location. For additional information, call the Childtime Children's Center, 301-336-7740.

**PARKING**

Park in student lots only. You may receive a ticket if you park in spaces designated for faculty/staff.

**NONDISCRIMINATION INFORMATION**

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-322-0170, coordinates the college’s program of nondiscrimination.
GENERAL INFORMATION

TITLE IX

Prince George’s Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. Indeed, the college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Alonia C. Sharps, chief of staff, Room 130, Kent Hall, 301-322-0170.

STUDENT RIGHT TO KNOW ACT

Relative to the Student Right to Know Act of 1990, Prince George’s Community College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs. This information may be viewed online at www.pgcc.edu. Scroll to the bottom of the page for Consumer Annual Information.

ANNUAL SECURITY REPORT

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.

Relative to the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the web at www.pgcc.edu scroll to the bottom of the page to Campus Police and select Annual Security Reports.

FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are select Annual Security Report.

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

SERVICE MEMBER’S OPPORTUNITY COLLEGE

Prince George’s Community College has been identified by the American Association of Community Colleges as a Servicemember’s Opportunity College (SOC) providing educational assistance to active-duty servicemembers. Call 301-322-0820 for more information.

DRUG AND ALCOHOL PREVENTION

The college’s Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace.

The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates
the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-322-0845.

ALUMNI ASSOCIATION

The Prince George’s Community College Alumni Association is open to all persons who have attended Prince George’s Community College and attained 12 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members who have received a degree from Prince George’s Community College are welcome to use Job Services. Call 301-322-0858 for more information.

DISABLED STUDENTS

If you require special services (e.g., interpreters, recorded materials), you must register and pay for your course one month or more before the start of your class. Call 301-322-0838, (TTY/TDD) 301-322-0122 for more information. Disability documentation required.

ACCESSIBLE TRANSPORTATION

Accessible transportation will be provided to accommodate handicapped persons on all school-sponsored trips. Requests for accommodation must be made a minimum of 15 days prior to any trip.

DISCLAIMER

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Advising</strong></td>
<td>301-322-0150</td>
<td>Bladen Hall, Room 124</td>
<td>Academic advising, Placement Test interpretation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You must be present 1 hour before closing for full service.</td>
</tr>
<tr>
<td><strong>Regular Hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.-Thurs.:</td>
<td>8:30 a.m.-8 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.:</td>
<td>8:30 a.m.-9 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>301-336-6000</td>
<td>Bladen Hall, Room 126</td>
<td>Credit student applications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>You must be in the office 15 minutes before closing to process your application.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<tr>
<td>Fri.:</td>
<td>8:30 a.m.-9 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>301-322-0912</td>
<td>Largo Student Center</td>
<td>Cash, check, company voucher, Visa, MasterCard, American Express and Discover are accepted. Check the bookstore's website (pgccbookstore.com) for textbook information.</td>
</tr>
<tr>
<td><strong>Regular Hours</strong></td>
<td></td>
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<td>8:30 a.m.-4 p.m.</td>
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<tr>
<td>Sat.:</td>
<td>10 a.m.-4 p.m.</td>
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<tr>
<td><strong>Career/Job Services</strong></td>
<td>301-322-0109</td>
<td>Marlboro Hall, Room 2102</td>
<td>Career advising and job placement</td>
</tr>
<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thur.:</td>
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<td>Fri.:</td>
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<tr>
<td><strong>Cashier</strong></td>
<td>301-322-0691</td>
<td>Bladen Hall, Room 120</td>
<td>Bill payment: cash, check, company voucher, Visa, MasterCard and Discover</td>
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<td><strong>Regular Hours</strong></td>
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<tr>
<td><strong>College Life Services</strong></td>
<td>301-322-0853</td>
<td>Largo Student Center, Room 149</td>
<td></td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thur.:</td>
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<td>Fri.:</td>
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<tr>
<td><strong>College Web Address</strong></td>
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<td><strong><a href="http://www.pgcc.edu">www.pgcc.edu</a></strong></td>
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<td>Online View catalog, class schedules, and course availability.</td>
</tr>
<tr>
<td><strong>Continuing Education</strong></td>
<td>301-322-0159</td>
<td>Kent Hall, Room 227</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.:</td>
<td>9 a.m.-5 p.m.</td>
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<td><strong>Disability Support</strong></td>
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<tr>
<td><strong>Services</strong></td>
<td>301-322-0838</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.:</td>
<td>8:30 a.m.-4:30 p.m.</td>
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<tr>
<td><strong>General Information/Directory Assistance</strong></td>
<td>301-336-6000</td>
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<td><strong>Regular Hours</strong></td>
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<td>Sat.:</td>
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<tr>
<td><strong>Help Desk (Owl Link)</strong></td>
<td>301-322-0637</td>
<td>Bladen Hall, Room 106</td>
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<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.:</td>
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<tr>
<td><strong>Library/Media Center</strong></td>
<td>301-322-0105</td>
<td>Accokeek Hall</td>
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<td><strong>Regular Hours</strong></td>
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<td>Sat.:</td>
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<tr>
<td><strong>Lost and Found</strong></td>
<td>301-322-0853</td>
<td>Largo Student Center, Room 149</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thur.:</td>
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<td>Fri.:</td>
<td>8:30 a.m.-5 p.m.</td>
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<tr>
<td><strong>Police (Campus)</strong></td>
<td>301-322-0666</td>
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<tr>
<td>Regular Hours</td>
<td></td>
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<td>Open 24 hours: 7 days a week.</td>
</tr>
<tr>
<td><strong>Records/Registration</strong></td>
<td>301-336-6000</td>
<td>Bladen Hall, Room 126</td>
<td>Transcripts, graduation certification, evaluation of transfer credit in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Thurs.:</td>
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<td>Fri.:</td>
<td>8:30 a.m.-5 p.m.</td>
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<tr>
<td><strong>Student Accounting</strong></td>
<td>301-322-0691</td>
<td>Bladen Hall, Room 120</td>
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<tr>
<td><strong>Regular Hours</strong></td>
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<td>Mon.-Fri.:</td>
<td>8:30 a.m.-4 p.m.</td>
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<tr>
<td><strong>Testing Center</strong></td>
<td>301-322-0147</td>
<td>Bladen Hall, Room 100</td>
<td>You must be in the Testing Center 2 hours before closing to complete the placement tests.</td>
</tr>
<tr>
<td><strong>Veteran Services</strong></td>
<td>301-583-5282</td>
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<td>Certification of educational benefits</td>
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<td><strong>Regular Hours</strong></td>
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<tr>
<td>Mon.-Thurs.:</td>
<td>9 a.m.-7 p.m.</td>
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<td>Fri.:</td>
<td>9 a.m.-5 p.m.</td>
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<tr>
<td><strong>Web Registration</strong></td>
<td><strong><a href="http://www.pgcc.edu">www.pgcc.edu</a></strong></td>
<td></td>
<td>Available weekends and holidays.</td>
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<td><strong>Regular Hours</strong></td>
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<tr>
<td>Mon.-Sun.:</td>
<td>7 a.m.-midnight</td>
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<td><strong>Other Numbers not listed</strong></td>
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<td><strong>MOX</strong></td>
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<td><strong>MOX</strong> (Mobile Access)</td>
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<td>is a free mobile app with directory information for key offices and an interactive Google map of the main campus. Visit <a href="http://www.pgcc.edu/go/mox">www.pgcc.edu/go/mox</a></td>
</tr>
</tbody>
</table>
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

### Class Location Abbreviations (see Campus Map Page 3)

#### Largo Campus
- AH: Accokeek Hall
- AB: Auto Bay Facilities Bldg.
- BH: Bladen Hall
- CAT: Center for Advanced Technology (Formerly High Technology Center)
- CE: Continuing Education Building
- CH: Chesapeake Hall
- CHS: Center Health Science
- LH: Lanham Hall
- LSC: Largo Student Center
- MH: Marlboro Hall
- NAT: Nataarium
- NH: Novak Field House
- QA: Queen Anne Fine Arts Building
- TM1: Temporary Building (behind the running track near Campus Police Station)
- TO, TS & TZ: Temporary Buildings (behind Lanham Hall)
- TBA: To be arranged

#### Extension Centers
- LCC: Laurel College Center in Laurel
- STC: Skilled Trades Center
- UTC: University Town Center in Hyattsville
- WTC: Westphalia Training Center

#### Off Campus
- ABAR: Authentic Bartending School
- AMH: Alliance Material Handling
- AYT2: AYT2 Institute
- AYT3: AYT3 Institute
- BLHS: Bladensburg High School
- CHCF: Cherry Hill Composting Facility
- CRHS: Crossland High School
- ECOP: Eco City Farm
- FTWM: Fort Washington Marina
- GTSV: Greenbelt Travel Services
- HVSV: Hyattsville Vacuum Service
- JHES: John Eager Howard Elementary School
- LDS: Linneal Driving School
- QB: Quball
- SAM: Services Academy of Maryland
- SHS: Suitland High School
- UMD: University of Maryland
- UPHI: U-Photo

### NonCredit Schedule

#### Workforce Development

#### Apple Classes

### Accounting & Bookkeeping

#### Accounting

**OFC-350 Accounting Fundamentals** 2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports at the end of the fiscal period will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics—from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. 12 sessions, $130* (includes a $65 lab fee)

- 65027: WF 5/15-7/5 online E2GO
- 65028: WF 6/19-8/9 online E2GO
- 65029: WF 7/17-9/6 online E2GO
- 65030: WF 8/21-10/11 online E2GO

### Apple Classes

#### Apple Cert Exam

**APP-400 Apple End User Certification Exam**

By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $158 (includes a $75 lab fee)

- 63302: F 5/17-5/17 6:30-9:30 p.m. CAT-137
- 64910: F 6/28-6/28 6:30-9:30 p.m. CAT-137
- 64911: F 7/27-7/27 6:30-9:30 p.m. CAT-137
- 64912: F 8/16-8/16 6:30-9:30 p.m. CAT-137

#### Final Cut Pro

**APP-350 Final Cut Pro X** 3.0 CEUs

Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. This hands-on course teaches students to perform basic editing functions while becoming familiar with the user interface. Start with basic video editing techniques and work all the way through Final Cut Pro’s powerful advanced features. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Students should have the following prerequisite knowledge prior to attending the course. Knowledge of OS X and basic computer navigation. Basic knowledge of editing terminology is highly recommended. 12 sessions, $570* (includes a $150 lab fee)

- 64905: WtTh 5/29-7/10 6:30-9:30 p.m. CAT-137
**LIFEGUARD & POOL MANAGEMENT**

**OCC-325 Swimming Pool Management**

This course covers the safety regulations, administrative practices, operation procedures, and chemical knowledge required to meet the standards set by the Prince George’s County Division of Environmental Health. Topics include water chemistry, filtration, chlorination, record keeping, regulations, and legal responsibilities. Students successfully completing the course receive a letter of certification, which satisfies the training course requirements to receive a pool operator’s license. To successfully complete the course, a student must attend all sessions and receive a passing grade of at least 75 percent on the course examination. Textbook should be brought to first class. Text required: Total Lion Superguide order online at www.macworld.com/superguide/lion.html. **2 sessions, $50* (includes a $20 lab fee)**

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<tr>
<th>61462</th>
<th>MTTh</th>
<th>5/13-5/21</th>
<th>6-9 p.m.</th>
<th>Largo</th>
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**OCC-337 Swimming Pool Management Recertification**

This course is designed to meet the recommended requirements for license renewal of pool operators. Topics include the most recent changes in regulations as well as a review of pool operations. **2 sessions, $65**

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<tr>
<th>61509</th>
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<th>5/13-5/21</th>
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**OCC-407 Water Safety Instructor Training (WSI)**

3.8 CEUs

This course trains instructor candidates to teach American Red Cross swimming and water safety courses. The following topics are covered: using information from the American Red Cross instructor candidate training courses: planning and organizing courses, including the use of block plans and lesson plans; ensuring participants’ health and safety; providing information and skill development sessions necessary to conduct and teach swimming and water safety courses; conducting practice teaching; evaluating participants’ performance; explaining Red Cross National and field unit operational policies and procedures related to swimming and water safety courses. Students who successfully fulfill course requirements are eligible for American Red Cross WSI Certification. All materials included in the course price. **6 sessions, $275* (includes a $75 lab fee)**

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<th>61646</th>
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<th>5/16-5/23</th>
<th>5-9 p.m.</th>
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**BOATING**

**OCC-308 Maryland Boating Basics**

This course meets the state requirements for a Certificate of Boating Safety Education. Those born on after July 1, 1972 must have this certificate to operate a pleasure boat in Maryland. Learn types of vessels, marine weather, emergency actions, personal watercraft, navigational aids, and maneuvering. All materials included. Requirement: Participants under age 16 must attend with a registered adult. Instructor: Thom Hunter. **3 sessions, $35**

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<tr>
<th>61478</th>
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<th>5/13-5/20</th>
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<td>61474</td>
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<td>Largo</td>
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**OCC-326 Maryland Boating Basics (under age 16)**

This course is approved by the Department of Natural Resources to meet the requirements of Maryland’s Boating Safety Education Act. Any person born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate. Instructor: Thom Hunter. **3 sessions, $35**

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<th>61478</th>
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<td>61474</td>
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**BUSINESS & MANAGEMENT SKILLS**

**EVENT PLANNING**

**EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE**

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area. Call 301-322-0797 for more information.
BUS-422 Conference Planning Management
0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger. 1 session, $55*

64462 S 6/8-6/8 9 a.m.-4 p.m. LCC

BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger. 1 session, $30

64459 Th 6/20-6/20 6:30-9:30 p.m. LCC

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $30

64460 Th 7/25-7/25 6:30-9:30 p.m. LCC

BUS-301 Ethics and the Professional Meeting Planner
Should I? Should I not? What should I do? Meeting Planners regularly face decisions that include making ethical judgments. This session will present tips for planners in bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $30

60289 S 5/4-5/4 10 a.m.-1 p.m. Largo

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a year round basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30

60187 Th 5/9-5/9 6:30-9:30 p.m. LCC

BUS-466 Crash Course in Event Planning
0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. The student should be ready to discuss an event on which they are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $50*

64685 Th 6/11-6/13 6:30-9 p.m. LCC
64686 Th 7/10-8/1 6:30-9 p.m. Largo

BUS-516 Parties for Every Occasion
This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children’s parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul. 1 session, $30

60671 S 5/18-5/18 10 a.m.-1 p.m. Largo

BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating for a small elegant dinner for two or hosting a conference for hundreds, here is how to determine if a museum or historic site is suitable for you, your clients and attendees. Instructor: Renee Maxwell. 1 session, $30

60270 T 5/14-5/14 6:30-9:30 p.m. LCC

BUS-558 What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. 12 sessions, $130 (includes a $65 lab fee)

64954 WF 6/19-8/9 online E2GO

BUS-554 Writing Proposals for Government Contracts
0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. 2 sessions, $50*

60291 W 5/1-5/8 6:30-9 p.m. Largo

BUS-534 Contract Opportunities in the State and County
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $30

62977 M 5/20-5/20 6:30-9:30 p.m. LCC

BUS-558 Writing Proposals for Government Contracts
0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state, and federal agencies. Also, understanding that a Request for Proposal (RFP) is a method for purchasing goods and services from the private sector and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $50*

64550 W 6/5-6/12 6:30-9 p.m. Largo

GENERAL BUSINESS SKILLS

OFC-346 Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity workplace. 12 sessions, $130* (includes a $65 lab fee)

64995 WF 5/15-7/5 online E2GO
64996 WF 6/19-8/9 online E2GO
64997 WF 7/17-9/6 online E2GO
64998 WF 8/21-10/1 online E2GO

GOVERNMENT SERVICE

BUS-354 Contract Opportunities in the State and County
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $30

62977 M 5/20-5/20 6:30-9:30 p.m. LCC

BUS-461 Government Contracting: Marketing Business to Government 0.5 CEU
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. 1 session, $30

62977 M 5/20-5/20 6:30-9:30 p.m. LCC

64995 WF 5/15-7/5 online E2GO
64996 WF 6/19-8/9 online E2GO
64997 WF 7/17-9/6 online E2GO
64998 WF 8/21-10/1 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
MANAGEMENT & SUPERVISION SKILLS

CONTINUING EDUCATION CERTIFICATE, MANAGEMENT & SUPERVISION
This 60 hour program focuses on building leadership skills in a broad range of duties in virtually every economic sector.

Taught by practicing professionals and training consultants who understand both public- and private-sector business practices in the Washington Metropolitan Area, these courses—either as the whole program—will help build the skills you need as a new manager/supervisor to bolster your career at any level.

The requirements for this Continuing Education Certificate include successful completion of the following courses:

- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing
- 6 hours of additional elective coursework COM-320, MGT-412 or OFC-321

BUS-372 Federal Contracting by Seal Bidding
Learn how the federal government contracts for goods, products and services using Seal Bidding. This workshop will address bid preparation, submission, guidelines, openings, evaluation, and the contract selection process. Sample bid documents will be provided. Instructor: James Brandon. 1 session, $30
60065 S 6/1-6/1 9 a.m.-12 p.m. Largo

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: James Brandon. 1 session, $30
64414 S 6/15-6/15 9 a.m.-12 p.m. Largo

MGT-463 Developing Supervisory Skills
12 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text required: Supervisor’s Survival Kit, 11th Edition (Prentice Hall). 4 sessions, $135*
64748 MW 6/3-6/12 6:30-9:30 p.m. Largo

MGT-464 Leadership Dynamics
1.2 ceus
In this course, you will examine the functions of a leader; leadership styles; and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions will be included. Text required: Leadership: Essential Steps Every Manager Needs To Know, 3rd Edition (Prentice Hall). 4 sessions, $135*
64752 T 7/9-7/30 6:30-9:30 p.m. Largo

MGT-465 Managing Human Resources
1.2 CEUs
In today’s complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. 4 sessions, $135*
65692 MW 6/7-6/26 6:30-9:30 p.m. Largo

MGT-585 Introduction to Business
4.5 CEUs
Basic characteristics of the business enterprise, its organizational and role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BUS-1010. Prerequisite: Reading Proficiency. 14 sessions, $420*
64757 MWTH 6/3-7/3 6-8:45 p.m. Largo

MGT-623 Project Management Professional Certification: Part 1
2.4 CEUs
Learn how to prepare for the Project Management Institute’s prestigious (PMP) certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 4th edition—the essential resource for the PMP certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)
65063 WF 5/15-7/5 online E2GO
65064 WF 6/19-8/9 online E2GO
65065 WF 7/17-9/6 online E2GO
65066 WF 8/21-10/11 online E2GO

MGT-649 Introduction to Nonprofit Management
2.4 CEUs
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

NONCREDIT SCHEDULE

VOL-332 A to Z Grant Writing 2.4 CEUs
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course’s elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here! 12 sessions, $130* (includes a $65 lab fee)

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
A continuation of GEN-307: Notary Public Procedures, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. Instructor: Elaine Wright and Frederick Harris. 1 session, $50*

GEN-363 Advanced Notarial Services 0.5 CEU
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any notarial request presented for notarization including but not limited to, the three most common notarizations, Apostilles, Protests, Medallion Signature requests and responding to challenging signers. Instructor: Elaine Wright. 1 session, $50*

GEN-368 Handling Challenging Situations and Serving Challenging Signers 0.5 CEU
This course will educate the Notary Public on the best practices and procedures for working with the blind, notarizing for mental patients, handling signatures by a mark, identifying juvenile signers, and much more. 1 session, $30

GEN-307 Notary Public Procedures 0.5 CEU
For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructor: Elaine Wright and Frederick Harris. 1 session, $50*

SMALL BUSINESS

CONTINUING EDUCATION CERTIFICATE, BUSINESS OWNERS SUCCESS SERIES (BOSS)
Most business owners and prospective entrepreneurs have a common goal: Success! Nobody ever said that it was going to be easy, and you’re probably finding that to be true. So, how do you achieve and increase success in your business? It’s a building process, and Prince George’s Community College has the resources to help you grow and prosper. With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones.

With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones.

A group of core courses in general business skills can be supplemented by a range of elective courses that are not only relevant to today’s business environment, but to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate. For more information about the BOSS program or individual courses, call 301-322-0797.

BUS-414 Legal Issues that Face Business Owners: Your Business and the Law (0.6 CEU)
BUS-418 Business Plan: Developing the Blueprint for Success (0.6 CEU)
BUS-411 Financial Aspects of Your Business (0.6 CEU)
BUS-440 Marketing Strategies for Today and Tomorrow (0.6 CEU)

BUS-414 Legal Issues for Business Owners 0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include: a business owner’s rights and liability under the law, what to do if sued, how do limit exposure to liability exposure, customer nonpayment issues, operating a business from your

BUS-418 Business Plan: Blueprint for Success 0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Instructor: Karlene Robinson. 1 session, $55*

BUS-411 Financial Aspects of Your Business 0.6 CEU

BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU

CALLING ALL NOTARIES!
A letter of recognition in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339 and GEN-363. For more information, call 301-322-0797.

NOTARY PUBLIC
BUS-440 Marketing Strategies for Today and Tomorrow
0.6 CEU
Learn the timeless marketing basics that every business owner must know, including: the marketing metrics, targeting by profiling, advertising, sales, customer service and web strategies and more. Instructor: Robert Gatewood. 2 sessions, $55*
61335  T 5/14-5/21 6:30-9:30 p.m. Largo
64875  T 7/23-7/30 6:30-9:30 p.m. Largo

BUS-411 Financial Aspects of Your Business
0.6 CEU
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Robinson 1 session, $55*
64683  S 7/27-7/27 6:30-9:30 p.m. Largo

BUS-427 Accounting and Recordkeeping for Small Business
0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. 1 session, $55*
60689  S 5/18-5/28 9 a.m.-4 p.m. Largo

BUS-511 Business Formation Basics
Do you know the difference between a Corporation, a Partnership, and a Limited Liability Company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. This course is presented by Betty Stehman, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, CPA. 2 sessions, $55*
60688  Th 5/2-5/9 6:30-9:30 p.m. Largo

BUS-530 Three Techniques that Every Salesperson Should Know
Increase your sales by mastering the three main ingredients of the selling process feature-benefit selling, handling objections and closing the sale. Instructor: Robert Gatewood. 1 session, $30
60925  M 6/10-6/10 6:30-9:30 p.m. Largo

CHILD DEVELOPMENTAL CLINIC & STUDENTS WITH SPECIAL NEEDS

Children's Developmental Clinic
Special Populations Spring Clinic, 2013 (Birth through 12 years of age) The Children's Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George's Community College and the School of Public Health at the University of Maryland.

The clinic provides services to children who are experiencing various developmental difficulties such as learning problems, language delays, emotional problems, orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in the language, reading or social skills programs at the clinic.

A Parent Education Program runs in conjunction with the children's sessions. For more information or to download registration forms for the fall session, visit our website at www.pgcc.edu/go/cdc.

COLLEGE FOR LIVING (16 YRS/OLDER)

College for Living (16 years or older)
Prince George's Community College, in cooperation with the Prince George's County ARC, provides special training courses for adults, 16 years of age or older, with developmental disabilities. A number of the courses in the program have been developed to use an individualized computer-assisted approach to learning. For more information, please call 301-322-0519.
**SPP-305 Self-Paced Functional Reading**
Practice or improve your reading skills at your own pace! This course will provide an individualized computer-assisted reading program focusing on basic vocabulary, comprehension, questions/answers, auditory and visual/memory concepts needed for independent living. Material covered will be applicable to students who read at the pre-primer and up levels. **12 sessions, $85* (includes a $10 lab fee)**

64452  S  6/1-8/17  11 a.m.-1:30 p.m.  Largo

**SPP-308 Money Management**
This course will provide students with instruction in the fundamentals of fiscal planning. Topics will include purpose and value of money; concepts of saving and investing; budgets and budget preparation; making change and counting change; and paying bills. **12 sessions, $85* (includes a $10 lab fee)**

64453  S  6/1-8/17  2-4:30 p.m.  Largo

**COMPUTERS & INFORMATION TECHNOLOGY**

**OFC-314 Introduction to Keyboarding** 1.8 CEUs
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD 18th Edition, Vanhuss Forde Wodo Text/software is available at Howard Community College or Prince George’s Community College Bookstore (not included in course cost.) **6 sessions, $190* (includes a $45 lab fee)**

67276  T  6/18-7/30  6:45-9:45 p.m.  LCC

**OFC-388 Keyboarding** 2.4 CEUs
Learn how to touch-type (type text without looking at your keyboard) with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you will learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. By the end of the course, you will know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. **12 sessions, $130* (includes a $65 lab fee)**

**BEGINNERS**

<table>
<thead>
<tr>
<th>Basic Computer Skills for Business Applications</th>
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<tbody>
<tr>
<td>This program is designed to recognize a student's achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management.</td>
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<tr>
<td>Requirements include successful completion of the following courses. (Note: only one MS-Word and one MS-Excel course is required—not both).</td>
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<tr>
<td>• DPR-332: Introduction to Personal Computers (or equivalent experience)</td>
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<tr>
<td>• DPR-753: Intro to Windows 7 or DPR-436 Working with Windows</td>
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<td>• DPR-691: MS-Word</td>
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<tr>
<td>• DPR-354: MS-Word</td>
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<td>• DPR-674: MS-Excel</td>
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<td>• DPR-679: MS-Access</td>
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<td>• DPR-662: PowerPoint 2010</td>
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<tr>
<td>• Additional classes as needed to fulfill the eight-class certificate requirement, selected from among any of the &quot;DPR&quot; courses listed in the course schedule. Once a student has completed all of the requirements for either of these programs, he/she should call 301-322-0873 or e-mail <a href="mailto:itcerts@pgcc.edu">itcerts@pgcc.edu</a> for verification and to request a certificate.</td>
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**DPR-332 Introduction to Personal Computers** 0.6 CEU
This course is essential for those without any computer experience. Class includes hands-on computer operation and is a must for all beginning users. No prerequisites are required. Text: Introduction to Personal Computers Using Windows. (Elements K. Press) Students should also bring a Universal Serial Bus. (USB) compatible flash drive to each class on which to store data. **2 sessions, $100* (includes a $45 lab fee)**

64252  TTh  5/14-5/16  6:30-9:30 p.m.  CAT-107

64253  S  7/13-7/13  9 a.m.-4 p.m.  CAT-105

**DPR-604 Introduction to the Internet and E-mail Basics** 1.2 CEUs
This course provides students with an overview of the basic features of the Internet’s world wide web (www) and e-mail usage. Topics include up-to-date online Internet and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more. **4 sessions, $160* (includes a $60 lab fee)**

64270  F  6/7-6/28  6-9 p.m.  CAT-105

**DPR-331 Windows** 0.6 CEU
This class addresses the features of Windows for use on personal computers. Prerequisite: DPR-332: Introduction to Personal Computers. Students should also bring a Universal Serial Bus. (USB) Compatible flash drive to each class on which to store data. Text required. **1 session, $100* (includes a $45 lab fee)**

64221  S  7/20-7/20  9 a.m.-4 p.m.  CAT-105

**DPR-436 Working with Windows 7** 0.9 CEU
See the basic concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories, and Web integration features. See how to gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. Students should bring a Universal Serial Bus. (USB) Compatible flash drive to store in-class work on, to all class sessions. **3 sessions, $150* (includes a $95 lab fee)**

65794  MWF  7/8-7/12  6:30-9:30 p.m.  LCC

**DPR-753 Introduction to Windows 7** 0.9 CEU
This hands-on class introduces students to the Windows 7 features that let them personalize their screens. Students will also be taught how they can use their computer’s desktop.
to type and edit text so they can easily create documents, save and organize their work. Students will also be taught the tips that will help them to search the Web like an expert using the Internet Explorer web browser that comes with Windows 7, as well as how to use flash drives. Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. Prerequisite: DPR-332: Introduction to Personal Computers. 3 sessions, $155 * (includes a $50 lab fee)

65795  MWF  6/7-6/14  6:30-9:30 p.m.  LCC

DPR-774 Introduction to Laptops and Peripherals 1.8 CEUs
This course will go into the pros & cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $150* (includes a $30 lab fee)

65609  S  6/7-7/6  9 a.m.-12 p.m.  MH-219

MICROSOFT OFFICE

DPR-772 Introduction to Microsoft Outlook 2010 1.5 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. Upon completion of this course, the students will be able to create folders within Outlook to organize messages, organize contacts within Outlook, customize Outlook to the individual's specifications, and utilize Outlook calendars and alerts to organize meetings and appointments. 5 sessions, $195* (includes a $95 lab fee)

65095  M  5/6-6/17  6-9:15 p.m.  CAT-107

DPR-354 Introduction to Word 2010: Level 1 1.2 CEUs
Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows. 4 sessions, $215* (includes a $120 lab fee)

65793  T/Th  8/6-8/15  6:30-9:30 p.m.  LCC

DPR-691 Introduction to Microsoft Word 2010: Level 1 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: Introduction to Microsoft Word. Text required: Microsoft Word 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

65795  TTh  5/28-6/13  6:30-9:30 p.m.  CAT-105

DPR-692 Intermediate Microsoft Word 2010: Level 2 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisites: Introduction to Windows. Introduction to Microsoft Word 2010 Level 1. Text required: Microsoft Word 2010 Level 2, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

65796  TTh  6/11-6/27  6:30-9:30 p.m.  CAT-105

DPR-693 Advanced Microsoft Word 2010: Level 3 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the most advanced features of Microsoft Word 2010. Topics include how to use Word with other programs such as Microsoft Excel and Powerpoint, adding reference marks and notes, creating forms, and more. Prerequisites: Introduction to Windows. Introduction to Microsoft Word 2010 Levels 1 and 2. Text required: Microsoft Word 2010, Level 3, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

65799  TTh  7/9-7/25  6:30-9:30 p.m.  CAT-105

DPR-603 Introduction to Microsoft Office 2010 3.6 CEUs
Microsoft Office 2010. This course is designed to provide students with the fundamentals of the new office interface and functionality of Microsoft Office 2010. Topics include using the navigation tools in Word, PowerPoint and Excel; creating and sharing documents, creating presentations, and preparing charts. Prerequisite: OFC-314

65979  M  6/24-7/29  6:30-9:30 p.m.  CAT-105

DPR-674 Introduction to Microsoft Excel 2010: Level 1 1.8 CEUs
This course introduces the basic features of Excel 2010. Students will create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Introduction to Windows. Text required: Microsoft Excel 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. 6 sessions, $225* (includes a $80 lab fee)

65797  MW  5/6-5/22  6:30-9:30 p.m.  CAT-105

DPR-711 Intermediate Microsoft Excel 2010: Level 2 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Windows and Introduction to Microsoft Excel 2010 Level 1. Text required: Microsoft Excel 2010, Level 2, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

65798  M  6/24-7/29  6:30-9:30 p.m.  CAT-105

DPR-470 Microsoft-Excel: Level 1 1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. 4 sessions, $215* (includes a $80 lab fee)

61397  MW  5/13-5/25  6:30-9:30 p.m.  LCC

DPR-674 Introduction to Microsoft Excel 2010: Level 1 1.8 CEUs
This course introduces the basic features of Excel 2010. Students will create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Introduction to Windows. Text required: Microsoft Excel 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. 6 sessions, $225* (includes a $80 lab fee)

65797  MW  5/6-5/22  6:30-9:30 p.m.  CAT-105

DPR-711 Intermediate Microsoft Excel 2010: Level 2 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Windows and Introduction to Microsoft Excel 2010 Level 1. Text required: Microsoft Excel 2010, Level 2, (Element K. Press) Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

65798  M  6/24-7/29  6:30-9:30 p.m.  CAT-105

DPR-470 Microsoft-Excel: Level 1 1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. 4 sessions, $215* (includes a $80 lab fee)

61397  MW  5/13-5/25  6:30-9:30 p.m.  LCC
DPR-681 Advanced Excel 2010: Level 3
1.8 CEUs
This course is a continuation of Excel 2010. Topics creating and editing in macros, protecting files, auditing worksheets, importing and exporting data and more. It covers the more advanced features of Excel 2010. 6 sessions, $225* (includes a $80 lab fee)
65800 TTh 8/6-8/22 6:30-9:30 p.m. CAT-105

DPR-679 Introduction to Access 2010
1.8 CEUs
This course introduces the Microsoft-Access 2010 database program. The program enables one to design and create databases that allow for presentation, analysis and sharing of data. Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. Text required: Introduction to Microsoft Access 2010 Level 1. (Elements K. Press) 6 sessions, $225* (includes a $55 lab fee)
67169 TTh 5/7-5/23 6:30-9:30 p.m. CAT-105

DPR-662 Introduction to Powerpoint 2010
0.6 CEU
This class covers the introductory functions of the presentation software, MS-Powerpoint. Text: Powerpoint 2010: Level 1, (Element K. Press) Prerequisite: Introduction to Windows. Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on to all class sessions. 2 sessions, $145* (includes a $45 lab fee)
64273 S 6/22-6/29 9 a.m.-12 p.m. CAT-105

DPR-663 Advanced Powerpoint 2010
0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Call 301-322-0912 for textbook information. Prerequisite: Introduction to Windows. Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. 2 sessions, $145* (includes a $45 lab fee)
64274 S 7/13-7/20 9 a.m.-12 p.m. CAT-105

DPR-720 Introduction to Microsoft Project 2010: Level 1
1.8 CEUs
This continuing education course is designed to teach the basic features of Microsoft Project 2010. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships; create, assign, and manage resources; work with views and tables; finalize a task plan, and more. Prerequisite: Introduction to Windows. Students should bring a Universal Serial Bus. (USB) compatible flash drive to store in-class work on, to all class sessions. Text required Introduction to Microsoft and Project 2010: Level 1. (Element K. Press). 6 sessions, $215* (includes a $80 lab fee)
64272 TTh 5/2-5/21 6:30-9:30 p.m. CAT-1212

DPR-751 Intermediate Microsoft Project 2010 Level 2
1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2010 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress, analyzing critical paths and costs, and overall project success and more. Prerequisite: DPR-720: Introduction to Microsoft Project 2010: Level 1. 6 sessions, $205* (includes a $80 lab fee)
64271 TTh 6/4-6/20 6:30-9:30 p.m. CAT-212

DPR-773 Introduction to Microsoft Outlook 2010
2.4 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. 12 sessions, $130* (includes a $65 lab fee)
64893 WF 5/15-7/5 online E260
64894 WF 6/19-8/9 online E260
64895 WF 7/17-9/6 online E260
64896 WF 8/21-10/11 online E260

HELP DESK
Continuing Education Certificate, Help Desk Technology
This seven-course certificate program is designed to prepare a student to support a client help desk, including the performance of basic help desk assessments and functions, productivity measurements and problem resolution, asset management, and how support staff utilize these tools to maintain a competitive edge.

Students in this program should have a strong interest in and understanding of customer service and a working knowledge of IT technologies including Requirements for the Continuing Education Certificate include successful completion of the following courses:

Requirements for the Continuing Education Certificate include successful completion of the following courses:

- Two courses in MS-Office products (any version) such as Word, Excel, PowerPoint, or Access
- DPR-535 Help Desk Technology: Part 1
- DPR-536 Help Desk Technology: Part 2
- DPR-534 Troubleshooting Windows
- DPR-539 Troubleshooting MS-Word
- DPR-538 Troubleshooting MS-Access
- or DPR-658 Troubleshoot Excel: Help Desk

Once a student has completed these requirements, he/she should call 301-322-0873 or e-mail icerts@pgcc.edu for verification and request a certificate.

DPR-535 Help Desk Technology: Part 1
0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). No text required. 2 sessions, $100* (includes a $45 lab fee)
64239 W 5/22-5/29 6:30-9:30 p.m. CAT-212

DPR-536 Help Desk Technology: Part 2
0.6 CEU
This is a continuation of Help Desk Technology, Part 1 in which help desk software will be introduced. Prerequisites: A basic understanding of the personal computer, Help Desk Technology, POFCart 1 and Windows (any version). No text required. 2 sessions, $100* (includes a $45 lab fee)
64247 W 6/5-6/12 6:30-9:30 p.m. CAT-212

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-534 Troubleshooting MS-Windows: Version XP
0.9 CEU
This 9-hour course, the student will review common error messages within MS-Windows product and practice to resolve them. Prerequisite: Experience with MS- Windows, any version XP or higher. No text required. 3 sessions, $140* (includes a $45 lab fee)

64254 T 6/4-6/18 6:30-9:30 p.m. CAT-105

DPR-538 Troubleshooting MS-Access for Help Desk Technology
1.2 CEUs
This class will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: Working knowledge of MS-Windows and MS-Access. No text. 3 sessions, $135* (includes a $35 lab fee)

61833 W 5/1-5/15 6:30-9:30 p.m. Largo
64269 T 8/6-8/20 6:30-9:30 p.m. CAT-105

DPR-539 Troubleshooting MS-Word for Help Desk Technology
1.2 CEUs
This class will explore typical Windows and Microsoft-Word error messages and see how to resolve them. No text required. Prerequisite: Working knowledge of Microsoft-Windows and Microsoft-Word. 3 sessions, $135* (includes a $35 lab fee)

64268 T 7/16-7/30 6:30-9:30 p.m. CAT-105

WEB DESIGN & MANAGEMENT

Continuing Education Certificate, Internet Webmaster
The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses!
This certificate program is devised to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. To start this program, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Consequently, courses that provide an introduction to Windows or the Internet do not qualify as fulfilling program requirements.

Coursework cannot be used to fulfill requirements in multiple certificate programs.
Online Program Delivery Successful completion of any eight of the following online courses* qualify the student for a certificate:
• DPR-741 Introduction to Creating WordPress Web Sites
• DPR-393 Designing Effective Websites
• DPR-485 Creating Web Pages: Part 1
• DPR-409 Achieving Top Search Engine Positions for Your Website
• DPR-725 Introduction to Flash CS5
• DPR-690 Introduction to Dreamweaver CS5
• DPR-329 Java for the Absolute Beginner
• DPR-651 Intermediate Java Programming
• DPR-540 Introduction to PHP and MySQL
• DPR-583 Intermediate PHP and MySQL
• DPR-383 Introduction to ASP.NET
• DPR-464 Introduction to Perl Programming
• DPR-672 Introduction to CSS and XHTML
• DPR-745 Intermediate CSS and XHTML

*Others can be substituted by calling the IT coordinator at 301-322-0873.

Continuing Education Certificate, Web Design and Management
Requirements for the eight-course Hybrid Program Delivery include successful completion of the following core knowledge and elective courses, qualifying the student for a certificate in Web Design and Management.
• DPR-767 Web Design: Part 1
• DPR-768 Web Design: Part 2
• DPR-769 Web Design: Part 3
• Plus an additional 5 “DPR” CEUs

CEUs will be awarded for classes as noted in this booklet. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a Continuing Education Certificate.

DPR-767 Web Design: Part I
1.5 CEUs
This first course in the series is to learn how to design web pages. All hands-on activities require no prior knowledge of Hypertext markup language (HTML). Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Students will experience creating web pages using different layouts, images with rounded corners and much more. Use the web site w3c.org to validate your HTML code. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey. ISBN-13: 9781111152644. 5 sessions, $234* (includes a $100 lab fee)

64275 MW 7/1-7/12 6-9 p.m. LH-220

DPR-768 Web Design: Part 2
1.5 CEUs
The second course of this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embed multimedia (audio or video) files. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey. ISBN-13: 9781111152644. 5 sessions, $234* (includes a $100 lab fee)

64276 MW 7/22-8/5 6-9 p.m. LH-220
DPR-769 Web Design: Part 3
1.5 CEUs
The third course of the series, explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events, displaying dates and time, along with a slide show of images. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey, ISBN-13: 9781111526443. 5 sessions, $234* (includes a $100 lab fee)

64277 MW 8/12-8/26 6-9 p.m. LH-220

HARDWARE

DPR-320 Repair and Maintenance of Personal Computers
1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will include: basic safety tips and the care and feeding of the hard disk drive. Text and tool kit required as specified in first class. Prerequisites: Introductory-level knowledge of MS-DOS or Windows. 4 sessions, $125* (includes a $30 lab fee)

64877 F 7/5-7/26 6-9 p.m. LH-20A
64878 F 8/2-8/23 6-9 p.m. LH-20A

DPR-697 CompTIA A+ Certification Preparation Part 1
6.5 CEUs
This course is the first of a two part series designed to train those that want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Required text is Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, forth Edition (Exams 220-801 & 220-802) (paperback). 20 sessions, $570* (includes a $100 lab fee)

64248 M/WTh 7/15-8/28 6:30-9:45 p.m. LH-210

COMPUTER ONLINE TRAINING

All students registering for online course(s) must have Internet access, the Internet Explorer eLearning browser, and have an e-mail account. Please see the registration instructions and other important information for online students under Distance Learning.

Registration and payment must be completed at least three days prior to the start date of the class. No refunds are issued after the start of class. Students taking online ED2GO courses first should register and pay for their course(s) at the college website, www.pgccc.edu, then, visit the ED2GO Online Instruction Center at www.ed2go.com/pgcc for orientation and to gain access to the online classroom.

DPR-771 Mac, iPhone, and iPad Programming
2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode—the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $130* (includes a $65 lab fee)

65464 WF 5/15-7/5 online E2GO
65465 WF 6/9-8/9 online E2GO
65467 WF 7/17-9/6 online E2GO
65468 WF 8/21-10/11 online E2GO

DPR-696 Introduction to PC Troubleshooting
2.4 CEUs
Are you ready to dive under the hood of your Personal Computers (PC)? Introduction to PC Troubleshooting takes you step-by-step through the typical hardware and operating systems, problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows Personal Computers (PC). So what are you waiting for? Let’s troubleshoot - and fix - some PCs! 12 sessions, $130* (includes a $65 lab fee)

65437 WF 5/15-7/5 online E2GO
65439 WF 6/9-8/9 online E2GO
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**DPR-517 Introduction to the Internet**

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more. Requirements: Personal Computers with Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox web browser. **12 sessions, $130** (includes a $65 lab fee)

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**DPR-649 Wireless Networking**

Demand for wireless connectivity in homes, offices, and gathering spaces is increasing. This class will show how: wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: Completion of Introduction to Networking (an online course) or equivalent experience. Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"). **12 sessions, $130** (includes a $65 lab fee)

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**DPR-431 Introduction to Networking**

See how to gain an organized approach to networking hardware. This is a great class for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: Basic knowledge of the Personal Computer (PC) and Windows. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). **12 sessions, $130** (includes a $65 lab fee)

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**DPR-591 Intermediate Networking**

Almost every aspect of networking technology is covered in this class including topics such as: virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"). Microsoft-Windows '95 or higher and completion of Introduction to Networking. **12 sessions, $130** (includes a $65 lab fee)

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**DPR-716 Introduction to Windows 7**

If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You will learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you will master all the skills you need to make the transition from helpless beginner to knowledgeable user! **12 sessions, $130** (includes a $65 lab fee)

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**DPR-699 Introduction to Microsoft Word 2010**

Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. **12 sessions, $130** (includes a $65 lab fee)

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**DPR-451 Computer Skills for the Workplace**

See how computers are used in the workplace and the technical skills so many employers value. No text. Requirements: Microsoft Windows 95 or newer with any addition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Macintosh users are welcome, but please note that the course was written using Microsoft Windows. Students using Macintosh OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. **12 sessions, $130** (includes a $65 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**DPR-394 Introduction to Buying and Selling on eBay**

2.4 CEUs

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-710 Introduction to Microsoft Excel 2010**

2.4 CEUs

Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-712 Introduction to Microsoft PowerPoint 2010**

2.4 CEUs

Take your PowerPoint presentations from "so-so" to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of powerpoint, and learn how to save your presentations as PDF files and videos. Whether you’re a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention from start to finish. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-746 Introduction to Microsoft Publisher 2010**

2.4 CEUs

Microsoft Publisher 2010 is a powerful desktop publishing software package. In this course, you will learn to use Publisher tools, templates, and ribbon features to create a variety of documents for print or online use. It’s perfect for beginners who want to learn how to design professional-quality newsletter, fliers, brochures, and letterheads. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-461 Introduction to Oracle**

2.4 CEUs

Take control over your data! Whether you’re a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will be shown how to build and customize tables, and discover how to use forms to simplify data entry, create reports, and design queries. By the time you have finished this course, you’ll know how to manage your data. Requirements: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Database Design or equivalent experience. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-462 Introduction to Database Development**

2.4 CEUs

An experienced database software user will show, through a structured approach, database design and development. Prerequisites: Thorough understanding of the Internet, Windows, and Microsoft-Access. No text. **12 sessions**, $130* (includes a $65 lab fee)

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**DPR-463 Introduction to SQL**

2.4 CEUs

Be shown the basic features of this widely used database programming language. Requirements: any desktop database management system that supports the execution of Structured Query Language (SQL); examples include Microsoft-Access, SQL Server 2000 Personal Edition 2, SQL Server 2000 Desktop Engine (MSDE), SQL Server 2000 Evaluation Edition and Developer Edition, Oracle Personal Edition, or any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, MS-SQL Server 6 or 7, SQL Server 2000 Enterprise Edition and Standard Edition. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. **12 sessions**, $130* (includes a $65 lab fee)

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### DPR-479 C++ for the Absolute Beginner
2.4 CEUs
See how to program in C++, even if you have no prior programming experience. See how to create programs for Microsoft-Windows using Borland C++ Builder, and Object-Oriented techniques. See how to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred. Internet access and basic Personal Computers (PC) knowledge. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-435 Introduction to C# Programming
2.4 CEUs
See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic Personal Computers knowledge. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-485 Creating Web Pages
2.4 CEUs
See how to create and post a website on the Internet in this hands-on, six-week workshop. First, you will be shown the capabilities of the World Wide Web and the fundamentals of web design. Then, see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-409 Achieving Top Search Engine Positions
2.4 CEUs
An estimated 140 million people use search engines to find products and services every day. One important thing one can do to increase its Website’s traffic is to increase engine ranking. Prerequisite: Experience creating or editing Web pages with HTML or HTML editing software such as FrontPage or PageMill. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-725 Introduction to Flash CS5
2.4 CEUs
Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you’ll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. Then you’ll find out how to create interactive buttons with ActionScript 3.0, Flash’s powerful programming language. You’ll also explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet. By the end of the course, you’ll know how to create and publish Flash movies and applications, and you’ll be well on your way to becoming a Flash designer. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-690 Introduction to Dreamweaver CS5
2.4 CEUs
If you want to design professional Websites, this is the class for you! In these step-by-step lessons, you’ll build an in-class Website using Adobe Dreamweaver CS5 and in the process, you’ll discover how to plan a Website from the ground up. You’ll work along side an industry professional as you master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You’ll examine site planning strategies, learn principles of good Web design, and explore Dreamweaver’s best practices for maintaining Websites once they’re online. By the time you’re done, you’ll be using this powerful software tool with skill and confidence. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-329 Java for the Beginner
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Requirement: Microsoft Windows 98 or better, or Macintosh OS X or better, or Linux; Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and the installation instructions are available in Lesson 4. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-651 Intermediate Java Programming
2.4 CEUs
Build upon skills introduced in Java for the Beginner class and see how to: read and write data files, organize information with multiple classes in Java’s class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free downloads). 12 sessions, $130* (includes a $65 lab fee)

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and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). **12 sessions, $130^*$ (includes a $65 lab fee)**

65281 WF 5/15-7/5 online $260
65282 WF 6/19-8/9 online $260
65283 WF 7/17-9/6 online $260
65284 WF 8/21-10/11 online $260

**DPR-540 Introduction to PHP and MySQL**

2.4 CEUs

See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: A PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software. You can download WAMP5 for free from http://www.wampserver.com/en for Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the WAMP5 software and must provide their own PHP and MySQL development environment. Prerequisite: Prior HTML coding experience is helpful, but not required. **12 sessions, $130^*$ (includes a $65 lab fee)**

65277 WF 5/15-7/5 online $260
65278 WF 6/19-8/9 online $260
65279 WF 7/17-9/6 online $260
65280 WF 8/21-10/11 online $260

**DPR-383 Introduction to ASP.NET**

2.4 CEUs

Learn how to create exciting, interactive, and professional websites with ASP.NET. In this hands-on course, you’ll begin by adding the power of interactive controls to your web pages, and you’ll discover how you can use style sheets to give every web page you create the same clean and consistent look and feel. You’ll find out how to connect to a database and put the information it contains on public display. Then, you’ll develop a true community-based website that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of web security, and learn some simple things you can do to secure your site against some common attacks. Requirements: Microsoft .NET Framework version 2.0 or better and Visual Web Developer 2005 Express Edition, both available from http://asp.net Windows 2000 (with Service Pack 4), Windows XP (with service Pack 2), or Windows Vista; 192 MB RAM or more, 500 Mbytes Free Disk Space (full installation requires 1.3 GB free disk space). This course is not suitable for Macintosh users. **12 sessions, $130^*$ (includes a $65 lab fee)**

65312 WF 5/15-7/5 online $260
65313 WF 6/19-8/9 online $260
65317 WF 7/17-9/6 online $260
65319 WF 8/21-10/11 online $260

**DPR-583 Intermediate PHP and MySQL**

2.4 CEUs

See how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. See how to use the MySQL database server to store product information (including images) and track customer orders. See how to use the PHP programming language to display product images in an online store, allow customers to shop online using a shopping cart in their browser, and provide an administrative section to manage the store. Requirements: A PHP and MySQL development environment (the first lesson in the course walks through installing the Wampserver software, which provides a full PHP and MySQL development environment in one package. You download Wampserver for free from http://www.wampserver.com/en/; Windows NT, Windows 2000, Windows Vista (Wampserver does not support either Windows 98 or Windows Me); Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking on Get Adobe Flash Player and Get Adobe Reader), a computer on which you can run the course software - the Perl interpreter and the Apache Web Server. The course itself supplies all necessary software for Windows. The software is also available (for free) for many other systems, including Macintosh OS X and Linux, although you’ll need to download, install and configure it yourself if you are running on one of those systems. **12 sessions, $130^*$ (includes a $65 lab fee)**

65244 WF 5/15-7/5 online $260
65251 WF 6/19-8/9 online $260
65252 WF 7/17-9/6 online $260
65253 WF 8/21-10/11 online $260

**DPR-670 Introduction to PC Security**

2.4 CEUs

What you don’t know about Personal Computers (PC) security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of Personal Computers (PC) and network security. You’ll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. **12 sessions, $130^*$ (includes a $65 lab fee)**

65337 WF 5/15-7/5 online $260
65338 WF 6/19-8/9 online $260
65339 WF 7/17-9/6 online $260
65340 WF 8/21-10/11 online $260

**DPR-672 Introduction to CSS & XHTML**

Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. **12 sessions, $130^*$ (includes a $65 lab fee)**

65285 WF 5/15-7/5 online $260
CONSTRUCTION MANAGEMENT

Management Construction

Continuing Education Certificate, Construction Management
This seven course program was developed by the nationally recognized Construction Education Committee to meet the needs of the construction industry. The first three may be taken in any order, then, the next two in the order shown.

- CST-335 Construction Management I
- CST-345 Print Reading
- CST-382 Methods and Materials
- CST-354 Planning and Scheduling
- CST-383 Estimating

The two elective courses may be selected from the full list of courses under Construction Management. Students may call 301-341-3075 for additional information.

Math Requirements
Students are expected to be competent in basic construction math before registering for CST-383 Estimating. This includes a working understanding of basic computation skills using fractions, decimals, percentages, and conversions as they apply to the construction industry. Students also may learn or expand their math skills by successfully completing CST-391, Construction Math (42 hours).

CST-344 Construction Codes: 2006 International Building Code
4.2 CEUs
This course is designed to give the student a general understanding of the 2006 International Building Code. Emphasis is placed on commercial construction. Text required: International Building Code 2006.

CONSTRUCTION SKILL TRADES

Are you a student with an overall GPA of 3.5 or above in NCCER Courses? If the answer is “Yes” you are eligible for membership in the National Technical Honor Society (NTHS) Chapter at Prince George’s Community College. Joining NTHS is an important career investment, respected by business, industry, and education that will add value and prestige to your professional portfolio.

Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization (CTSO) is important to leadership development and career preparation and therefore, strongly encouraged. The student membership fee is a one-time $25 fee. Call 301-322-0159 or e-mail wdce@pgcc.edu for more information.
**BUILDING MAINTENANCE ENGINEER**

**Continuing Education Certificate, Building Maintenance Engineer**
General maintenance and repair workers are employed in almost every industry, in businesses, schools, hospitals, nursing homes, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George’s Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of: OCU-404 Building Maintenance Engineer, Level 1 OCU-402 Building Maintenance Engineer, Level 2 Training is provided at the Skilled Trades Center, 6400 Old Branch Avenue, Camp Springs, MD 20748. For more information, please call 301-322-0964 or e-mail westphalia@pgcc.edu.

**Now Offering NCCER Levels 3 and 4**
Prince George’s Community College has a new partnership with Associated Builders and Contractors (ABC). If you successfully completed the NCCER Level 2 courses in Electrical, HVAC, Masonry or Plumbing at Prince George’s Community College, you may be able to take Levels 3 and 4 of those trades in combined Prince George’s Community College-ABC courses at the ABC training facility in Hyattsville. We are taking contact information from interested students: e-mail wdce@pgcc.edu or call 301-322-0159 for details.

**COMPUTER AIDED DRAFT (AUTOCAD)**

**CST-394 Introduction to Computer-Aided Drafting with AutoCAD**
6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2013 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required. 19 sessions, $425*

64278 TTh 6/4-8/8 6-9:30 p.m. CAT-315

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**CORE SKILLS**

**OCU-410 Introduction Craft Skills (Core)**
7.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook and calculator required. 23 sessions, $760*

63999 TTh 5/2-7/23 5:30-9 p.m. STC

**ELECTRICITY & ADV. ELECTRICAL**

**Continuing Education Certificate, Construction Electrician**
A Continuing Education Certificate in Construction Electricity has been designed to meet the needs of students who seek employment or working toward a career in the construction area of the electrical field. The certificate requires satisfactory completion of the residential wiring and construction electricity programs. Following the award, students should contact the Washington Metro Area Associated Builders and Contractors to complete Levels 3 and 4. The sequence of study is as follows:

- **ELC-312 Electrical: Level 2**
- **ELC-323 Construction Level 2: Part 1**
- **ELC-324 Construction Level 2: Part 2**
- **ELC-376 National electric Code: Journeyman Preparation**
- **CST-431 NEC Update 2011**
- **ELC-321 Basic electronics and Motor Controls**

**ELC-324 Construction Electricity 2: Part 2**
5.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Textbooks required at first class session: "Electrical Level 2, 7th ed." and 2011 NEC. 11 sessions, $390*

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**HVAC/R (HEATING, VENTILATION AIR CONDITION & REFRIGERATION)**

**NATE Certification Testing, HVAC/R**
North American Technician Excellence (NATE) certification testing for HVAC/R technicians is now available at Prince George’s Community College. To schedule testing, call 301-322-0159 or e-mail wdce@pgcc.edu. To learn more about NATE and certification, visit NATE’s website at www.natex.org.

**Continuing Education Certificate, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)**
This 350 hour program provides foundational training in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) systems and recognizes completion of a series of courses designed to prepare HVAC students for advancement in this growing industry. Once a student has completed these requirements, they should call 301-322-0964 or e-mail westphalia@pgcc.edu for verification and to request a certificate. Certificate requirements include successful completion of the following courses:

- **HVC-300 : Introduction to HVAC/R, Level 1, Part 1**
- **HVC-331 : HVAC/R, Level 1: Part 2**
- **HVC-334 : HVAC/R, Level 2: Part 1**
- **HVC-335 HVAC/R, Level 2: Part 2**
- **HVC-342 : HVAC/R, Level 2: Part 4**
- **HVC-340: CFC Preparation and Certification**
HVC-400: NATE Certification Testing

HVC-334 HVAC/R Level 2: Part 1
5.2 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include: commercial airside systems, chimneys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation, recovery and charging. Prerequisite: HVC-331: Introduction to HVAC/R Level 1. Part 2. Textbook required. 14 sessions, $550*

64013 MW 5/1-6/9 6-9 p.m. WTC

HVC-335 HVAC/R Level 2: Part 2
5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Textbook required. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. 14 sessions, $550*

64014 ThTh 7/9-8/22 6-9 p.m. WTC

LOCKSMITHING

Continuing Education Certificate, General Locksmithing
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $553* (includes a $100 lab fee)

KEY-399 Locksmith Background Screening
In order to be eligible for the locksmithing program, you must successfully pass the background screening. Please contact us at (301) 322-0964 or westphalia@pgcc.edu to obtain a copy of the screening form. The form is due two weeks before the start of KEY-300. 1 session, $50 (includes a $50 lab fee)

63942 W 5/1-5/1 12-12:01 p.m. WTC

KEY-300 Locksmithing 101
4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, auto lock, lock function and finishes. Prerequisite: Locksmith Criminal Background Screening. Textbook required. 14 sessions, $553* (includes a $100 lab fee)

63976 MW 5/6-6/24 5:30-9 p.m. WTC

KEY-301 Locksmithing 102
4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $553* (includes a $100 lab fee)

63977 M 6/30-7/1 5:30-9 p.m. WTC

KEY-305 Locksmithing 201
4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $553* (includes a $100 lab fee)

63941 ThTh 5/7-6/20 5:30-9 p.m. WTC

KEY-304 Locksmithing 202
4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $553* (includes a $100 lab fee)

63978 ThTh 6/25-8/1 5:30-9 p.m. WTC

S 6/29-7/27 8-11 a.m. WTC

MASONRY

Masonry
If you're interested in our masonry program, please contact us at 301-322-0964 or westphalia@pgcc.edu.

PLUMBING

Continuing Education Certificate, Basic Plumbing
Plumbers install and repair the water, waste disposal, drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures—bathtubs, showers, sinks, and toilets—and appliances such as dishwashers, waste disposers, and water heaters. Prince George’s Community College (PGCC's) program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession. A Continuing Education Certificate in Basic Plumbing is awarded upon completion of:

- OCU-410 Introductory Craft Skills (Core)
- OCU-411 Introduction to Plumbing, Level 1: Part 1
- OCU-412 Introduction to Plumbing, Level 1: Part 2
- OCU-417 Introduction to Plumbing, Level 1: Part 3A
- OCU-418 Introduction to Plumbing, Level 2: Part 3B

Training is provided at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. For more information, please call 301-322-0964 or e-mail westphalia@pgcc.edu.
RESIDENTIAL MAINTENANCE

**OCU-354 Drywall: Installation and Repair**
1.5 CEUs

This hands-on course introduces basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $160*

58209 T 5/7-6/4 6-9 p.m. STC

**COSMETOLOGY/BRAIDING/MAKE-UP**

**Cosmetology**
This 1500 clock hour program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills.

Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon's Beauty School will facilitate the PGCC Cosmetology program. Harmon's Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $6000.00 Additional fees of approximately $1750.00 (registration, entrance exam, textbooks, labs, and cosmetology kit).

Prerequisites: High School Diploma/GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided at time of exam.

To set up an appointment for the entrance exam or have questions answered Call 301-772-2246. and identify yourself as a Prince George's Community College student. Please visit www.harmonsbeautyschool.com, Enrollment Services, and click on “Are You Prepared” before scheduling an appointment.

**COS-310 Cosmetology: Part 1**
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control; properties of the hair and scalp; methods of draping and preparing the client for services; and procedures for shampooing, rinsing, condition and permanent waves. Entrance letter from Prince George’s at Harmon’s is required to register. Entrance letter from Prince George’s at Harmon’s is required to register. **20 sessions, $400* (includes a $360 lab fee)**

66044 TThF 6/4-6/29 9 a.m.-2:30 p.m. HBS

**PROFESSIONAL BRAIDING**

**Workforce Development and Continuing Education Certificate in Hair Braiding**
Prince George’s Community College will award to each student who successfully completes all four levels of classes in the series a Workforce Development and Continuing Education Certificate. When the students complete the final class they should call the Program coordinator at 301-322-0120 to request verification and processing of their certificate.

**Braiding in a Salon Environment**
The series of four courses is designed to prepare the student to work as a Professional braider in a salon. While the state of Maryland has no licensing requirements for hair braiders, a salon will expect any potential braiding employee to have some formal training. Because this course is for those who wish to be professional braiders, students are expected to successfully pass the skills tests with a minimum of 75 percent.

Students must purchase items for their braiding kit, which will be used for all four courses.

All courses will meet at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For additional information call 301-322-0120. Wear comfortable dark clothing.

**PERSONAL BRAIDING**

Look for the next cycle of braiding classes in the non-credit Fall 2013 schedule of classes.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
student must be fluent in English and have a better-than-average spelling ability. 12 sessions, $130* (includes a $65 lab fee)

65039 WF 5/15-7/5 online E260
65040 WF 6/19-8/9 online E260
65041 WF 7/17-9/6 online E260
65042 WF 8/21-10/11 online E260

SKB-367 Writing Your Life’s Story
2.4 CEUs
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $130* (includes a $65 lab fee)

65035 WF 5/15-7/5 online E260
65036 WF 6/19-8/9 online E260
65037 WF 7/17-9/6 online E260
65038 WF 8/21-10/11 online E260

SKB-393 Beginner’s Guide to Getting Published
2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers clubs, and the future of publishing. 12 sessions, $130* (includes a $65 lab fee)

65043 WF 5/15-7/5 online E260
65044 WF 6/19-8/9 online E260
65045 WF 7/17-9/6 online E260
65046 WF 8/21-10/11 online E260

SKB-402 Writing for Children
2.4 CEUs
Join a former executive editor of Scholastic children’s publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children’s literature and understand the various formats, whether it’s early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today’s market. 12 sessions, $130* (includes a $65 lab fee)

65055 WF 5/15-7/5 online E260
65056 WF 6/19-8/9 online E260
65057 WF 7/17-9/6 online E260
65058 WF 8/21-10/11 online E260

SKB-463 Writeriffic: Creativity Training for Writers
2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $130* (includes a $65 lab fee)

65059 WF 5/15-7/5 online E260
65060 WF 6/19-8/9 online E260
65061 WF 7/17-9/6 online E260
65062 WF 8/21-10/11 online E260

ART-316 Introduction to Metal Clay
0.6 CEU
Curious about Metal Clay? Tiny particles of fine silver suspended in an organic binder and water, creating a pliable material with a consistency similar to modeling clay. Metal Clay can be worked with the fingers or simple tools to create beautiful fine silver. This class is designed to offer basic instruction in metal clay techniques. You will complete your pendant by kiln firing. Torch firing will be demonstrated, so you can continue to work at home without a kiln. No stone setting or inclusions. Have fun creating one-of-a-kind pendant and earrings. This class will not cover wire wrapping, or adding beads to the pendant to keep the costs to a minimum. Instructor: Barbara Hance. Purchase Class Kit from instructor for $75.26 (package 20 grams Art Clay Silver $65, pair Sterling Silver French Ear wires $6, tax $4.26). Use of tools, paste, textures, work surface, and tumbler during class. 1 session, $55*

6125 S 5/11-5/11 9 a.m.-4 p.m. LCC

ART-312 Watercolor: Landscapes
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is $90. Instructor: Edward Taylor. 5 sessions, $155*

6036 Y 5/4-6/8 10 a.m.-1 p.m. LCC

ART-391 Studio Time
One and a half hours to practice painting techniques with guided assignments and one-on-one instruction. (To follow ART-312 and ART-313 in the same art room.) 5 sessions, $25

60368 S 5/4-6/8 1:30-3 p.m. LCC

ART-303 Fashion Sketching
Develop exciting fashion sketches to express your design ideas. Starting with the basic fashion figure, this course will cover the rendering and draping of fabrics on the figure. Please bring to class: drawing pad, tracing paper pad (velum is optional), pencils, gum eraser, colored pencils or markers, and fashion magazines. Instructor: Brenda Greene. 2 sessions, $55

6108 S 6/8-6/15 10 a.m.-1 p.m. LCC

ART-345 Art and Drawing for the Absolute Beginner
In this course, an online instructor will guide you through basic art processes including: an exploration of the possibilities of various drawing materials, set up procedures, lighting and rendering techniques, and design and layout methods. This is an online class where the student may not be in the online classroom at the same time the instructor is present. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe
Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader), and any type of computer. Note: Registration is not complete until the student registers and pays at www.pgcc.edu and complete until the student registers and pays at www.pgcc.edu. This class. Registration is not complete until the student registers and pays at www.pgcc.edu. The courses focus on building your technical skills and enhancing your creativity.

To earn this certificate, successful completion of the following classes is required:

- PHO-300 Digital Photography: The Basics
- PHO-321 Introduction to Photoshop CS6
- PHO-322 Advanced Photoshop CS6
- PHO-315 Light—the Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographs

Upon successful completion of these courses, please call 301-322-0873 or e-mail icerts@pgcc.edu to request your certificate.

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $79*

63334 S 5/11-5/11 9 a.m.-3:30 p.m. LCC
65578 S 5/18-5/18 9 a.m.-3:30 p.m. Largo
66096 S 7/13-7/13 9 a.m.-3:30 p.m. Largo

PHO-300 Digital Photography the Basics
1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. Students will have the opportunity to have their own work evaluated by the instructor. There is a $15.00 fee
for printed materials payable to the instructor. 6 sessions, $230* (includes a $125 lab fee)

PHO-310 Adobe Photoshop Elements 9: Part 1
1.2 CEUs
Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements 9 is the #1 selling consumer photo-editing software. In this course, the first of a two part series, you will be shown how to create extraordinary photos, how to quickly share your memories in Online Albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelby. Students should have basic Personal Computers (PC) and Windows skills. Students are required to bring a Universal Serial Bus (USB) portable drive to each class. 4 sessions, $155* (includes a $50 lab fee)

PHO-311 Adobe Photoshop Elements 9: Part 2
1.2 CEUs
This is the second course in the two part series on Adobe Photoshop Elements 9, the #1 selling consumer photo-editing software. Tired of red eyes in your photos? This is the course for you taught in the format windows. In this course, you will be taught how to use the advanced features of the software including layers and masks. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelby. Students are required to bring a Universal Serial Bus (USB) portable drive to each class. Prerequisite: PHO-310: Adobe Photoshop Elements 9 Part 1. 4 sessions, $200* (includes a $50 lab fee)

PHO-319 Introduction to Photoshop CS5
2.4 CEUs
Are you a photographer or a graphic artist—or do you want to alter your old family photos or add elements using the newest technology? Removing flaws, correcting for poor exposure, adding elements using the newest techniques Adobe Photoshop CS5 has to offer. You'll even learn how much fun it can be to paint again without the mess to clean up. And best of all, you don't need any special artistic ability or prior Photoshop experience to take this course. 12 sessions, $130* (includes a $65 lab fee)

PHO-321 Introduction to Photoshop CS6
2.4 CEUs
Create powerful images with the professional standard Adobe Photoshop CS6 using the format MAC. This is the first course in a two part series designed for professional photographers or those hobbyists that want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. You'll discover that you don't need to be a designer or an artist to produce extraordinary photos, how to quickly share your memories in Online Albums and unique print creations. The presentation of printed digital images is critical to its appeal. Topics will include: cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring in original prints and artwork for matting, as well as, ready-to-be framed prints or art work to both sessions. 2 sessions, $80* (includes a $25 lab fee)

CRE-349 Exploring Digital Photography: An Online Class
2.4 CEUs
This course provides an introduction to the technology that revolutionized the photographic world. Topics will include: the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: No tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc. 12 sessions, $130 (includes a $65 lab fee)

DPR-713 Introduction to InDesign CS5
Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CS5, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you’ll get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You’ll discover that you don’t need to be a designer or an artist to produce beautiful documents! 12 sessions, $130* (includes a $65 lab fee)
PHO-318 Photoshop Elements 9 for the Digital Photographer
2.4 CEUs

Bring out the best in your images! Whether you’re making quick fixes or detailed enhancements, Adobe’s Photoshop Elements 9 provides the tools you need to achieve high-quality results. As you master this award-winning software, you’ll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web, and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well! 12 sessions, $130* (includes a $65 lab fee)

VID-308 Videography: Part 1
2.1 CEUs

This course, the first of a two part series offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $240* (includes a $45 lab fee)

VID-329 Videography: Part 2
2.1 CEUs

In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1. 7 sessions, $240* (includes a $45 lab fee)

VID-309 Videography: Part 3
2.1 CEUs

Advanced and Motion 5.

FUTURE COURSES: We are in the process of adding Final Cut Pro X and Motion 5.

Maryland Child Care Certification & Pre-Service Training

Prince George’s Community College’s child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care (OCC). Credentialing courses are organized into topic areas that represent Core of Knowledge requirements as follows:

- Curriculum (C)
- Child Development (D)
- Health, Safety, and Nutrition (H)
- Community (L)
- Professionalism (P)
- Special Needs (S)

For current information credentialing changes and specific educational requirements, contact the MSDE Office of Child Care, Regional Office for Prince George’s County at 301-333-6940 or MSDE 410-767-7852 or visit their website at www.marylandpublic-schools.org/MSDE/divisions/child_care, then click on “Divisions of Early Childhood Development.

1. Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test at the college testing center before registering for classes. The test is free of charge, students must pick up a Placement Test Referral-Form from either Kent Hall, Room 207 or Bladen Hall, Room 126
2. Students must be able to speak, write, and understand Standard American English at a functional level.
3. Students must purchase their text books prior to the first day of class, all text books are available at the college bookstore.

Online Course Information:

1. Online courses require the same prerequisites as the traditional class counterparts.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
2. All online classes have at least one mandatory campus visit. Three.
   Must provide a valid e-mail address when registering for the course.

3. Must provide a valid e-mail address when registering for the course.

4. Once you have registered for the online class, you will be contacted
   3–5 days prior to the class start date with your password and log in
   for the Blackboard System.

For more information regarding Child Care courses please visit,
www.pgcc.edu/go/childcare

NEW REQUIREMENT

90 Hour Pre-School Certificate:
You must register for the following courses to meet certification for teachers
(senior staff) in a pre-school program:

- **DCR-303: Child Growth and Development**
- **DCR-304: Curriculum/Activities 45 Hours**
- **DCR-455: Communication Skills for Child Care Providers**

Please read the course descriptions carefully! Many of our courses have a new Placement Test requirement. To find out more information regarding the placement test prerequisite for Child Care course please call: 301-386-7545.

**DCR-303 Child Growth and Development: 45 Hours**
4.5 CEUs

Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include social, emotional, physical, and intellectual development of children. This course provides the first 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. **13 sessions, $170**

**DCR-304 Curriculum/Activities: 45 Hours**
4.5 CEUs

Learn the principles of curriculum planning for programs serving children from infancy through age six. Activities & materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. **13 sessions, $170**

**DCR-308 CDA Preparation 3.0 CEUs**

Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 classroom hours within the last five years and would like guidance with the CDA application process. Students will work on an autobiography, six competency statements, and their resource file completed in their Child Care 90 hour course. For full information on CDA certification, call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdacouncil.org. **6 sessions, $210**

**DCR-315 Infant and Toddler: 45 Hours**
4.5 CEUs

Introduces the philosophy of infant and toddler education with child development theory focusing on how very young children (birth to age three) children grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. This course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of Infant/Toddler raining for group and family child care settings. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes have mandatory campus visits. **6 sessions, $185**

**DCR-455 Communication Skills for Child Care Professionals 0.9 CEU**

Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques focusing on communicating with parents, and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. **3 sessions, $90**

**DCR-456 School-Age Curriculum Development: 45 Hours**
4.5 CEUs

Discuss curriculum development for school-age children. This course provides the curriculum 45 hours of the 90 classroom
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

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<th>Code</th>
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practitioners in your life to support learning and development. Specifically designed by MSDE for caregivers and parents of infants and toddlers from birth through age three, Healthy Beginnings is a resource to help you nurture your child’s tremendous potential for learning and growth. Using the Healthy Beginnings guide caregivers learn to identify a child’s stage of development in six domains (Personal, Social, Cognitive, Physical, Language and Literacy), and the activity planner provides fun, developmentally appropriate activities that build your youngest children’s skills and promotes learning. For book with pull out posters provided in class. (12 hours of MSDE Core of Knowledge: 3 hours COM, 1.5 hours PROF, 4.5 hours CUR, 2 hours CD, 1 hour SN.) 2 sessions, $99* (includes a $50 lab fee)

63063  S  6/1-6/8  9 a.m.-3:30 p.m.  LCC

DCR-534 Legal Implications for Childcare Owners and Operators
1.6 CEUs
Legal implications for Childcare Owners and Operators will be explored. Learn legal liabilities and how owners and operators of Childcare businesses can limit liabilities. Will cover personal liability insurance and the rational for it. Designed for owners and operators of Childcare businesses who want to understand all facets of legal implications for caring for children. 3 sessions, $160*

64541  MW  6/24-6/26  6:30-10 p.m.  LCC
S  6/29-6/29  9 a.m.-3:30 p.m.  LCC

DCR-535 Effects of Domestic Violence on Children
0.4 CEUs
The effects of domestic violence on children play a tremendous role on the well-being and developmental growth of children. Not only will you learn how to identify physical, behavioral and emotional symptoms of children who may have witnessed the violence, but you will also learn about local and state resources for both providers and families dealing with the effects of domestic violence. 1 session, $40*

64671  S  7/27-7/27  9 a.m.-1 p.m.  Largo

DCR-536 Emergency Preparedness Training
0.6 CEU
This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. 1 session, $40* (includes a $40 lab fee)

63000  S  6/26-6/29  9 a.m.-3:30 p.m.  LCC

DCR-529 Teaching Pre-School: A Year of Inspiring Lessons
2.4 CEUs
This course is designed for those who are teaching or want to teach pre-schoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from-plenty of inspiration to take you and your students from September to May! You will be provided with learn over 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $130* (includes a $65 lab fee)

64956  WF  8/21-10/11  online  E2GO

SKB-431 Strategies for Teaching Students with Autism
2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $130* (includes a $65 lab fee)

64956  WF  8/21-10/11  online  E2GO

SKB-476 Solving Classroom Discipline Problems
2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $130* (includes a $65 lab fee)

64960  WF  7/17-9/6  online  E2GO

SKB-475 Creating the Inclusive Classroom
2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $130* (includes a $65 lab fee)

64959  WF  7/17-9/6  online  E2GO

SKB-416 Survival Kit for New Teachers
2.4 CEUs
Are you a prospective teacher who needs the skills needed as you review and prepare for everything the test includes. Improve your reading, writing, and math skills in preparation for all three parts of the Praxis I exam. The course will cover useful test-taking strategies and plenty of practice test questions. Also included will be the opportunity to take full-length practice tests. 12 sessions, $130* (includes a $65 lab fee)

64965  WF  6/19-9/9  online  E2GO

SKB-443 Praxis I Preparation
2.4 CEUs
This course will cover creativity in the classroom and ways to use it to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Topics will include creative new approaches to field trips, learning labs, activities, exercises, assignments, evaluation methods and ways to think beyond the textbook and tap into the hidden talents of the students. 12 sessions, $130* (includes a $65 lab fee)

64960  WF  7/17-9/6  online  E2GO

SKB-417 The Creative Classroom
2.4 CEUs
This course will cover creativity in the classroom and ways to use it to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Topics will include creative new approaches to field trips, learning labs, activities, exercises, assignments, evaluation methods and ways to think beyond the textbook and tap into the hidden talents of the students. 12 sessions, $130* (includes a $65 lab fee)

64957  WF  5/15-7/5  online  E2GO

64959  WF  7/17-9/6  online  E2GO

SKB-475 Creating the Inclusive Classroom
2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $130* (includes a $65 lab fee)

64959  WF  7/17-9/6  online  E2GO

SKB-476 Solving Classroom Discipline Problems
2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $130* (includes a $65 lab fee)

64960  WF  7/17-9/6  online  E2GO
SKB-477 Solving Classroom Discipline Problems 2  
2.4 CEUs
This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action. 12 sessions, $130* (includes a $65 lab fee)

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ESL, ENGLISH & WRITING SKILLS

New: Transition ESL Classes
Are you ready to take your English skills to the next level? Transition ESL offers classes for you if...

- You are confident of your English speaking skills to navigate within the community and your workplace, and you want to improve your English reading, grammar and vocabulary, OR
- You took the Michigan Test at the college and scored a 45 or below, OR
- You are enrolled in Academic ESL 0811 or 0821 and need additional support

The Transition ESL program offers courses in...

- English Pronunciation and Fluency
- Reading and Writing for Life and Work
- US Citizenship Preparation
- Bridge to College Success
- Other classes are in development

Courses are available at sites around Prince George’s County, and Saturday mornings. For more information on these classes, please visit www.pgcc.edu/go/adulteducationsl, or call 301-322-0891

SKB-568 Teaching Adult Learners 2.4 CEUs
If you are excited about the challenge of teaching and reaching adult learners, you're in the right place! In this course, you will discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition, you'll learn dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. We will also talk about planning your course, creating a welcoming classroom setting, and using educational aids and technology. And finally, we will discuss classroom discipline, talk about creating tests, and look at tools you can use to measure your students' performance. If you are training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed— and you will know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students. 12 sessions, $130* (includes a $65 lab fee)

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SKB-478 Teaching Students with (ADHD )  
2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $130* (includes a $65 lab fee)

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SKB-479 Creating a Classroom Website  
2.4 CEUs
This course is designed for individuals pursuing professional development training in

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ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

OFC-347 Grammar Refresher 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples, and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. 12 sessions, $130* (includes a $65 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
OFC-349 Keys to Effective Communication
2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist. 12 sessions, $130* (includes a $65 lab fee)

- 65022 WF 5/15-7/5 online E2G0
- 65024 WF 6/19-8/9 online E2G0
- 65025 WF 7/17-9/6 online E2G0
- 65026 WF 8/21-10/11 online E2G0

ENR-548 Present Your Best You
Each day, in the course of work or search for work, family relationships, daily interactions and community involvement, your speaking skills are put to use. Join Helane Jeffreys of Voice for Success, Inc. to expand those skills to a new level of effectiveness. You will be shown how to present and receive instant feedback on your volume, pitch, eye contact, pauses, and pace. Learn new voice and body language skills that will improve your credibility and confidence. 3 sessions, $85*

- 63335 Th 5/16-5/30 6:30-9:30 p.m. LCC

WRITING

MGT-434 Business Writing Intensive
1.8 CEUs
This course uses the systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer’s Handbook, 9th ed. (St. Martin’s Press). 5 sessions, $190*

- 64772 Th 7/25-8/22 6:30-9:30 p.m. Largo

OFC-358 Fundamentals of Technical Writing
2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $130* (includes a $65 lab fee)

- 65031 WF 5/15-7/5 online E2G0
- 65032 WF 6/19-8/9 online E2G0
- 65033 WF 7/17-9/6 online E2G0
- 65034 WF 8/21-10/11 online E2G0

SKB-462 Writing Essentials
2.4 CEUs
In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. Improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills. 12 sessions, $130* (includes a $65 lab fee)

- 65051 WF 5/15-7/5 online E2G0
- 65052 WF 6/19-8/9 online E2G0
- 65053 WF 7/17-9/6 online E2G0
- 65054 WF 8/21-10/11 online E2G0

SKB-498 Job and College Interview Writing Skills: Make It Count!
Are you interested in learning the techniques for a successful job or college interview? Can you easily communicate why you are a “good fit” for the business or college? What you say and do in an interview does matter! Learn how to polish your appearance, improve your communication and interviewing skills. Increase your self-confidence and make a great impression. Learn what questions to expect in an interview. 1 session, $50

- 64677 M 6/24-6/24 9 a.m.-12 p.m. Largo
STUDENT SUCCESS

**CMP-302 Creating a Positive Image: "Stand Out" Skills for Teenagers!**
Do you want to improve your self-confidence? Do you want to deal with social situations with more confidence? Did you know that in just seven seconds, without a word spoken, others form an opinion about you? Your nonverbal and verbal behavior often defines you, as a person. Learn how to improve your appearance, confidence, and communication skills! **3 sessions, $95**

64673 MTWF 6/26-6/28 9 a.m.-3 p.m. Largo

**CMP-303 Teen Leadership Skills: You Can Make a Difference**
Do you aspire to be a leader? Want to make a difference in the world? Learn to be a leader by believing, achieving, and being responsible for your undertakings. Topics will include: identifying the real issue, teamwork, accountability and respect for others. **5 sessions, $235 (includes a $85 lab fee)**

64674 MTWThF 7/22-7/26 9 a.m.-3 p.m. Largo

**SKB-357 GRE Preparation, Course 1: Verbal**
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Text required at first class: Practicing to Take the GRE General Test, 10th Edition (available from Amazon.com). **12 sessions, $130* (includes a $65 lab fee)**

65098 WF 5/15-7/5 online E2GO
65099 WF 6/19-8/9 online E2GO
65101 WF 7/17-9/6 online E2GO
65102 WF 8/16-10/11 online E2GO

**SKB-358 GRE Preparation, Course 2: Quantitative**
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). **12 sessions, $130* (includes a $65 lab fee)**

65104 WF 5/15-7/5 online E2GO
65113 WF 6/19-8/9 online E2GO
65115 WF 7/17-9/6 online E2GO
65117 WF 8/21-10/11 online E2GO

WORKFORCE DEVELOPMENT

**SKB-361 LSAT Preparation: Course 1**
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. **12 sessions, $130* (includes a $65 lab fee)**

65118 WF 5/15-7/5 online E2GO
65119 WF 6/19-8/9 online E2GO
65120 WF 7/17-9/6 online E2GO
65121 WF 8/21-10/11 online E2GO

**SKB-362 LSAT Preparation: Course 2**
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed in Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org). **12 sessions, $130* (includes a $65 lab fee)**

65122 WF 5/15-7/5 online E2GO
65123 WF 6/19-8/9 online E2GO
65124 WF 7/17-9/6 online E2GO
65125 WF 8/21-10/11 online E2GO

**LIFESTYLE**

**ENR-554 De-Clutter Your Home**
Got too much stuff? Not enough time to do things you enjoy? Feel overwhelmed? This course is for you! Learn how to plan a de-cluttering project and eliminate excess stuff. See live demonstrations of creating systems for storage and maintenance. Bring your biggest clutter challenge–leave with de-cluttering techniques you can apply right away. Instructor: Donna Cameron. **1 session, $30**

63005 M 5/20-5/20 6:30-9:30 p.m. Largo

**ENR-437 Fit and Fabulous in 15 Minutes**
Are you stressed out? Over worked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the gym or at the office so you never diet. Learn the benefits of these amazing secrets and how they can battle stubborn health issues like diabetes, high cholesterol and osteoporosis; relieve joint aches and arthritis; even balance hormones and brain activity so you can think more clearly and get more done at work. All these topics plus an extended question and answer. Instructor: Kiona Leah. **1 session, $30**

64415 T 6/4-6/4 6:30-9:30 p.m. LCC

**ENR-461 Meditation**
Use the basics of meditation with easy techniques to attain a deep level of relaxation. Lean five methods of meditation including guided meditations. Instructor: Gena Wilson, LCSW. **1 session, $25**

60302 W 5/8-5/8 7-9 p.m. LCC

**ENR-533 A Family Affair**
This Family Reunion and Oral History workshop is designed to lay the groundwork for planning a family reunion and how to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family antidotes, history through photographs, family bibles, and create a family tree. Instructor: Nathania Branch Miles. **1 session, $30**

64416 W 6/12-6/12 6:30-9:30 p.m. LCC

**ENR-546 Humorist Laughingitis: Effectively Using Humor/Achieve Personal Happiness**
How can you reduce stress, enhance interpersonal relationships, and improve the overall quality of your life? The answer is through humor. This comical adventure will provide tips, techniques, and strategies for effectively using humor in your everyday life. You will participate in a variety of humor activities and exercises that will not only have a positive impact on your psyche but also prevent you from running away from your family and joining the witness relocation program! All sense of humors are welcome! **1 session, $25**

60668 Th 5/2-5/2 6:30-9:30 p.m. LCC

**ENR-552 Strategic Couponing**
Can save (those who do it) a lot of money. Regularly save 50-70 percent when you shop! Discover ways to find, sort, and organize your coupons for maximum savings. Topics that will be covered include couponing basics, arithmetic, lingo, policies, stockpiling vs. hoarding, the hidden cost, grocery store & pharmacy shopping and Q&A and sharing. Whether you are a new couponer or an avid couponing veteran, you will be able to learn strategies to maximize your savings. Instructor: Sharon Conway. **1 session, $30**

60668 Th 5/2-5/2 6:30-9:30 p.m. LCC
FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, and up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $130* (includes a $65 lab fee)

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FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. 12 sessions, $130* (includes a $65 lab fee)

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RES-325 Real Estate Investing
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. 16 sessions, $130* (includes a $65 lab fee)

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ATH-318 Hand Dancing: Part 1
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 8 sessions, $105 (includes a $40 lab fee)

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ATH-373 Hand Dancing: Part 2
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 8 sessions, $105 (includes a $40 lab fee)

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ATH-362 Line Dancing
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, so anyone can enjoy the dance experience. Instructor: Andi Johnson. 8 sessions, $105 (includes a $40 lab fee)

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FITNESS & HEALTH
DANCE

HES-361 Weight Training and Water Workout
This course in an introduction to weight training and water workouts. Learn the basic elements of a weight training program. Learn water workout exercises and routines. 10 sessions, $260

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HES-572 Piloxing
Piloxing is a non-stop exercise routine consisting of dance and boxing moves. It contains exercises from ballet and Pilates with power punches and fancy footwork culled from boxing. Learn this quick-moving and effective for burning fat and toning muscles. 8 sessions, $100

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<td>9-10 a.m.</td>
<td>Largo</td>
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HES-336 Pilates/Yoga
Yoga is designed to integrate postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $105 (includes a $40 lab fee)

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## National Certification

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<tr>
<td>64198</td>
<td>AED Workbook</td>
<td>6/8-6/8</td>
<td>9 a.m.-3:30 p.m.</td>
<td>0.5 CEUs</td>
<td>This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics include: in-depth instruction of one- and two-rescuer Cardiopulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Students must bring text to class: &quot;BLS for Health Care Providers,&quot; 1 session, $70* (includes a $5 lab fee)</td>
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<tr>
<td>58371</td>
<td>HES-344 CPR for Health Professionals</td>
<td>5/15-7/15</td>
<td>9 a.m.-12:45 p.m.</td>
<td>0.7 CEUs</td>
<td>This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics include: in-depth instruction of one- and two-rescuer Cardiopulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Students must bring text to class: &quot;BLS for Health Care Providers,&quot; 1 session, $70* (includes a $5 lab fee)</td>
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## First Aid & CPR

### HES-324 First Aid

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<tr>
<td>64208</td>
<td>First Aid &amp; CPR</td>
<td>7/13-7/17</td>
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<td>4.5 CEUs</td>
<td>Designed to train the public to respond appropriately in emergency situations. Topics will include: injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: NC First Aid, CPR &amp; AED Workbook. 1 session, $55*</td>
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## HEALTH CARE SUPPORT

### Cardiopulmonary Resuscitation Certification

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<tr>
<td>58372</td>
<td>HES-573 Pediatric First Aid, CPR &amp; AED</td>
<td>5/18-5/18</td>
<td>9 a.m.-3:30 p.m.</td>
<td>3.5 CEUs</td>
<td>This American Heart Association (AHA) approved course is recommended for allied health and emergency Personnel, nurses, physicians, and students enrolled in health technology programs. Topics include: in-depth instruction of one- and two-rescuer Cardiopulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Students must bring text to class: &quot;BLS for Health Care Providers,&quot; 1 session, $70* (includes a $5 lab fee)</td>
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</table>

## Online Environment

### Online Green Courses

Want to “green” your career, but don’t have a schedule that works with a typical class? Prince George’s Community College offers a selection of online green courses through online partners. For a complete list, prices, and registration information, call 301-322-0964 or e-mail westphalia@pgcc.edu.

## Workforce Development

**GREENTRAINING**

**Online Environment**

**First Aid & CPR**

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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
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<td>HES-573 Pediatric First Aid, CPR &amp; AED</td>
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<td>3.5 CEUs</td>
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**HEALTHCARE SUPPORT**

**Cardiopulmonary Resuscitation Certification**

Prince George’s Community College is privileged to use instructional materials from the American Heart Association (AHA) and the National Safety Council (NSC) to administer its First Aid and CPR courses. Both nationally recognized programs maintain the highest standards of emergency health and safety training. By offering both, we provide you the opportunity to select the program that best suits your personal and professional needs.

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed materials for this purpose. Use of these materials in an educational course, however, does not represent course sponsorship by the Association.

**Note:** Textbooks are available at the college bookstore and are required at course completion. Students must bring text to class: "AHA CPR Provider Manual," 6th edition plus $6.95 tax, and American Heart Association card valid for two years to be issued within 30 days of course completion. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Students must bring text to class: "BLS for Health Care Providers," 1 session, $70* (includes a $5 lab fee)
HES-497 Assisted Living Manager Refresher
2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for Assisted Living Managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management. 3 sessions, $240*

HES-559 How to Start an Assisted Living Business
1.0 CEU
Assisted Living Facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). Examples of ADLs include personal care and mobility, meal preparation, and household chores. Assisted Living provides senior adults with housing and supportive services and may include health-related services. This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $160* (includes a $10 lab fee)

Registered Nurse Case Manager / Delegating Nurse in Assisted Living
For Information, Call 301-322-0795

This 16-hour course, updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The RN who delegates nursing functions must bring current card to class. Students must bring textbook to class: "BLS for Health Care Providers." 1 session, $55* (includes a $5 lab fee)

NURSING ASSISTANT

CNA/GNA Admission Requirements

1. Take and pass the reading comprehension (45+) placement tests in the college testing center before registering for the Theory course

3. Able to speak and understand Standard American English at a functional level. Obtain a criminal background check before attending the clinical portion of class.

4. Obtain a CPR for Health provider certification. Course is also available at the College: HES-344. Must be obtained before attending the clinical portion of class.

5. Obtain a CPR for Health provider certification. Course is also available at the College: HES-344. Must be obtained before attending the clinical portion of class.

6. Have a negative TB skin test (PPD) or chest x-ray before the clinical portion. Present documentation of immunizations or titre tests (blood test for proof of immunizations) before the clinical portion of the course.

7. Present documentation of immunizations or titre tests before the clinical portion of the course.

Certified Nursing Assistant courses: HES-544 and HES-417 are approved and endorsed by the Maryland Board of Nursing.

HES-568 CNA Orientation
This is a must attend session for those interested in learning more about becoming a certified nursing assistant or geriatric nursing assistant. Topics will include, program prerequisites, textbook, skills learned, subjects covered, uniform, clinical times, certification and board exam. 1 session

65756 S 5/18-5/18 9:30-11:30 a.m. CHS-2211
65758 Th 5/20-5/20 10 a.m.-12 p.m. CHS-2211
65759 S 7/20-7/20 9:30-11:30 a.m. CHS-2211
65761 S 8/7-8/7 9:30-11:30 a.m. CHS-2211

HES-544 Certified Nursing Assistant: Theory
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory number is assigned to a specific CNA Clinical number. If you are unsure, please call before registering for the clinical portion.

19 sessions, $800* (includes a $50 lab fee)

64520 MW 5/3-6/19 9 a.m.-4 p.m. CHS-2215

64521 MWF 5/3-6/19 9 a.m.-4 p.m. CHS-2215

65610 SSu 6/1-7/14 8:30 a.m.-3:30 p.m. CHS-2215

64523 MW 6/3-8/5 5-9:30 p.m. LCC

64522 TWTh 6/4-7/11 6-9 p.m. UTC

65994 Th 6/13-8/15 5:30-9:30 p.m. CHS-2211

65779 MTWTh 6/24-8/1 9 a.m.-2 p.m. UTC

HES-417 Certified Nursing Assistant: Clinical
It will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52-hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $500*

64515 MTWThF 6/24-7/1 7:30 a.m.-4:30 p.m.

64516 S 6/29-7/13 7:30 a.m.-4 p.m.

MTWTh 7/8-7/18 5-9 p.m.

64517 SSu 7/13-7/28 7 a.m.-3:30 p.m.

64514 MWF 7/19-8/7 7 a.m.-3:30 p.m.

65657 SSu 7/20-8/4 7 a.m.-4 p.m. Largo

64518 SSu 7/20-8/4 7 a.m.-3:30 p.m.

65998 SSu 8/3-8/18 7 a.m.-3:30 p.m. Largo

HES-325 Medicine Aide
For Certified Geriatric Aide with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to first class.) Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 20 sessions, $830* (includes a $165 lab fee)

64513 TF 5/10-6/11 9 a.m.-1 p.m. CHS-2211

65999 TWTh 6/4-7/18 5-9 p.m. CHS-2211

HES-365 Nursing Home Medicine Aide Update
0.8 CEU
Course provides continuing education update required by the State of Maryland for renewal of medicine aide’s certificate. Students must attend all sessions. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as “Active”; have a letter from the Director of Nursing when registering which shows proof...
of 100-hours of employment as a Certified Medicine Aide (CMA) within last two years and eight hours as Geriatric Nursing Assistance (GNA). 1 session, $90*

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**HES-553 Computerized Medical Billing**
4.2 CEUs
Designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: Successfully completed HES-409 and have strong computer and word processing skills. 14 sessions, $455* (includes a $15 lab fee)

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**HES-563 Advanced Medical Billing**
3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: Successfully completed HES-409, HES-553 and HES-321. 8 sessions, $395* (includes a $15 lab fee)

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<td>9 a.m.-4:30 p.m.</td>
<td>CHS-1233</td>
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**HES-553 ICD-10-CM/PCS Coding Principles and Application**
4.8 CEUs
Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by a certified AHIMA ICD-10 Trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM is required. 12 sessions, $465*

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### MEDICAL OFFICE ASSISTANT

#### Medical Administrative Office Assistant
This three month program includes the administrative and basic clinical duties performed in a physician’s office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Career Association Medical Administrative Office Assistant Certification Exam.

**Required Courses:**
- HES-355 Medical Office Assistant Overview—Part 1 Medical Terminology, completed or taken concurrently
- HES-357 Basic Medical Terminology or HES-354 Medical Terminology a Word Association Approach (online)
- HES-344 CPR for Health Professionals
- HES-322 Medical Office Assistant: Practical Applications

**HES-355 Medical Office Assistant Overview**
4.2 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisite: (1) Successful completion of Medical Terminology Course or take concurrent; (2) successfully pass the Reading Comprehension Placement Test with score of 65 or higher; (3) have access to the Internet and an OWL Link account; and (4) strong computer skills. Please contact our Help Desk at 301-322-0637 for assistance setting up the account. Text required at first class. 16 sessions, $605* (includes a $105 lab fee)

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**HES-322 Medical Office Assistant: Practical Applications**
3.6 CEUs
In this practical application course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-355 and Current Cardiopulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $385* (includes a $20 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

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**HES-357 Basic Medical Terminology**

2.4 CEUs

Effectively communicate, write, and interpret medical terms in the workplace. Topics include: organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. 6 sessions, $255*

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**HES-354 Medical Terminology: Word Association Approach**

2.4 CEUs

This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $130* (includes a $65 lab fee)

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**HES-555 Human Anatomy and Physiology: Part. 2**

2.4 CEUs

Gain a more advanced understanding of the structure and function of the human body! In this course, you will learn about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age. 12 sessions, $130* (includes a $65 lab fee)

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**HES-546 Spanish for Medical Professionals**

2.4 CEUs

Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. 12 sessions, $130* (includes a $65 lab fee)

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**PHARMACY TECHNICIAN**

**Pharmacy Technician Program**

This five month training program and exam approved by the Maryland Board of Pharmacy is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical experience. It is designed to provide the health care worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must register for the following required courses.

- **HES 332 Pharmacy Technician**
- **HES 529 Pharmacy Technician Clinical Pt. 1**
- **HES 530 Pharmacy Technician Clinical Pt. 2**

The state of Maryland requires that pharmacy technicians be certified. Students who successfully complete this program and provide a background check will be eligible to register with the Maryland Board of Pharmacy as a certified pharmacy technician. This program is also designed to prepare students for the National Pharmacy Technician Certification Board (PTCE) Certification Exam. See website at www.ptcb.org.

**Prerequisites**

1. Successfully pass the math placement test. This test is free of charge. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126.
2. Must be a minimum of 18 years of age.
3. Have access to the Internet.
4. Have a working e-mail address.
5. Have an OWL Link account which is accessed through the college’s website, www.pgcc.edu. For assistance, see the PGCC Help Desk located in Bladen Hall, Room 106 or call at 301-322-0637.
6. Provide proof of a negative TB test prior to clinical.

**Textbooks**

The required textbooks are available for purchase in the college’s bookstore located in Largo Student Center, first floor.

**Clinical**

- 160 hours are required.
- Provide proof of negative TB test.
- The college Health Center provides a free TB test, Background check and drug screening are required prior to starting the clinical. Information will be given out during the first class.
- The clinical coordinator will assist each student with their placement.
- The student is responsible for contacting the pharmacist at their assigned clinical site.
- The student will discuss and come to an agreement on work hours with the pharmacist.
PHLEBOTOMY TECHNICIAN

Phlebotomy Technician
This 200 hour program includes theory, skills training and 120 hours of clinical practice in a blood-drawing facility to acquaint students with different employment opportunities. Skills training will include using a practice arm and drawing on each other. Students who successfully complete the program will be eligible to take the National Phlebotomy Association certification exam for which there is a separate fee of $130.

Prerequisites: Must be a health care professional or have permission from the program coordinator, successfully complete the reading comprehension placement test with a score of 65 or higher, have a CPR for Health Professionals certification card, and proof of immunizations are required prior to participating in a clinical.

Required courses:
- HES-418 Phlebotomy Technician
- HES-344 CPR for Health Professionals
- HES-469 Phlebotomy Technician Clinical Part 1
- HES-470 Phlebotomy Technician Clinical Part 2

HES-418 Phlebotomy Technician
8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided. Prerequisites: Must be health care professional. Text required at first class. 26 sessions, $830* (includes a $50 lab fee)

HES-468 Phlebotomy Technician Refresher
This course is designed for certified phlebotomists who have not worked in the field for six or more months but less than two years or for those who have taken a structured phlebotomy course, but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical. 10 sessions, $365* (includes a $50 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1
6.0 CEUs
Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which includes 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: Students must register for both Part 1 and Part 2. Prerequisites: Successful completion of HES-418: Phlebotomy Technician, provide proof of CPR for Health Professional card immunization record (PPD, MMR, Hepatitis B) and health care insurance. 8 sessions, $115*

46423 MWF 5/29-8/26 6:30-9:30 p.m. CHS-2229

46424 TWTh 6/4-6/27 6:30-9:30 p.m. Largo

HES-470 Phlebotomy Technician Clinical: Part 2
6.0 CEUs
Continuation of Part 1. This course continues with an additional 60 hours towards the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, provide proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance. 7 sessions, $115*

46425 MTWThF 5/31-7/12 12:02-12:02 a.m.

46426 MTWThF 7/15-8/16 12:02-12:02 a.m.
NONCREDIT SCHEDULE

Understand how to design and maintain a terrarium. Student must bring glass jar/vase, fish bowl or quart-sized mason jar to class. Note: $5 supplies fee payable to the instructor at the first class. 1 session, $20

65710  S  6/8-6/8  9:30-11:30 a.m.  Largo

65713  S  7/13-7/13  9-11 a.m.  Largo

HRT-309 Cool Season Vegetable Crops
Learn about the vegetables that enjoy a cool temperature. Late summer to early fall is a great time to plant broccoli, lettuce, kale and other cool season plants. 1 session, $13 (includes a $8 lab fee)

64790  S  7/20-7/20  12-1:30 p.m.  WTC

65661  S  7/27-7/27  12-1:30 p.m.  LCC

HRT-310 Lawn Care
Want a beautiful and inviting lawn? All you need are the right tips, a willingness to get your hands dirty and a plan of action. 1 session, $17 (includes a $12 lab fee)

64792  S  8/17-8/17  10-11:30 a.m.  WTC

65664  S  8/24-8/24  10-11:30 a.m.  LCC

HRT-303 Preserving the Harvest: How to Freeze, Can and Dry Your Veggies, Fruit
In this fun and informative class, you will be taught the basics of various methods of preserving the fruits (or vegetables!) of your labor. You will also learn some great tips for ensuring success, and you’ll get a list of the right products to use as well as some great resources to refer to when you are ready to start preserving. This class is a follow-up to HRT-399 Grow It, Eat It, but you don’t have to have taken that class to enjoy this one. Instructors: Donna Koczaja and Nicolas Tardif. 1 session, $15

64788  S  7/20-7/20  10-11:30 a.m.  WTC

65658  S  7/27-7/27  10-11:30 a.m.  LCC

HRT-330 Backyard Composting
Learn safe and effective ways to turn your organic waste into garden gold. It’s easier than you think. 1 session, $15

64794  S  8/17-8/17  12-1:30 p.m.  WTC

65665  S  8/24-8/24  12-1:30 p.m.  LCC

HOSPITALITY

FOOD SERVICE

HSM-655 ServeSafe
This course provides an overview of the principles of food microbiology, important food borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Text required: ServSafe (essentials 5th Edition with exam, English.) Please call Prince George’s Community College bookstore at 301-322-0912 for more information. Meets concurrently with credit course, HSM-1550. 2 sessions, $125*

62863  S  5/4-5/11  8:30 a.m.-5 p.m.  CAT-225

HUMAN RESOURCES & PAYROLL MANAGEMENT

Human Resource Management Certificate Program
This program offers you the opportunity to obtain a Noncredit Certificate in Human Resource Management. This nine-course, 96-hour, Continuing Education Certificate Program provides a general overview of the dynamic and growing field of Human Resource (HR) Management. Core courses address human resource fundamentals, and provide practical techniques that can immediately be applied to the work setting. Elective courses will give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the Human Resource (HR) Management field. Individual courses may be taken without pursuing the overall program certificate.

Length of Certificate Program
To obtain the Human Resource Management Certificate you must complete the seven required courses, plus two or more elective courses for a total of 96-hours. All courses listed below are not offered every semester. Letters of Completion are awarded for each individual course completed. In order to earn the program certificate, you must attend at least 80 percent of the scheduled class hours for each course. There is no required sequence for you to take the core courses. Required Courses:
- Principles of Human Resource Management (9 hours)
- Human Resource Law (12 hours)
- Introduction to Employee Benefits (12 hours)
- Introduction to Compensation (12 hours)

HUMAN RESOURCES

MG 727 Human Resource Management (9 CEU)
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 4 sessions, $210* (includes a $55 lab fee)

60889  W  5/8-5/29  6-9 p.m.  Largo

MG 727 Human Resource Management (9 CEU)
This course will discuss human resources management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. 3 sessions, $205* (includes a $45 lab fee)

60888  Th  5/9-5/23  6-9 p.m.  Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
MGT-647 Managing Employee Performance
1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process; methods for measuring performance; tools to communicate performance feedback; and understand the legal requirements for performance management. 4 sessions, $265* (includes a $55 lab fee)

Why Enroll in PayTrain Payroll Certificate Program? You will gain:

• A foundation of knowledge for starting or advancing your payroll career
• An understanding of payroll essentials through hands-on exercises
• Improved job performance by increasing accuracy and compliance
• The guidance and expertise of an experienced facilitator
• Access to a network of peers to learn about payroll practices in other organizations
• Solid grounding in compliance issues related to tax and regulatory information
• Preparation for the FPC and CPP exams
• Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials

PAYROLL

The American Payroll Association’s PayTrain College & University Program
The PayTrain College and University program is designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level and prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams.

To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.

As a payroll professional, you know how important it is to maintain your company’s compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company’s bottom line but also to your continued professional development.

In cooperation with the American Payroll Association, Prince George’s Community College presents the PayTrain College and University program for payroll professionals. Comprised of two professional development courses, PayTrain Fundamentals and PayTrain Mastery, this program is designed for all levels of payroll administration.

Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

CONVERSATIONAL FOREIGN LANGUAGE

LGE-370 Introduction to Spanish: Part 1
2.0 CEUs
This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. 8 sessions, $140*  

LGE-328 Introduction to Spanish: Part 2
2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish, Part 1. Text required. 8 sessions, $120*  

LGE-345 Introduction to Spanish: Part 3
2.0 CEUs
In this third course in the introductory series you will be taught further structures, vocabulary, and idioms to help increase your comprehension and speaking ability. Text required. 8 sessions, $120*
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**LGE-521 Speed Spanish**

2.4 CEUs

Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Que Bueno! 12 sessions, $130* (includes a $65 lab fee)

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**LGE-307 Beginning French**

Parlez Francois! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text is available at the HCC or PG Bookstore (not included in course cost). Text required. 8 sessions, $144

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### MEDIATION

**CERTIFIED & MEDIATION**

**Certificate of Continuing Education in Basic Mediation**

Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, to help reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George’s Community College prepares students to practice both civil and community mediation and also helps to improve an individual’s interpersonal communications. Mediation skills are taught through lecture, role plays, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator’s role and to implement it using a five-step mediation process. Upon successful completion of this course, students will be able to:

- Understand the strategies and techniques used in mediation
- Utilize effective listening and recognize non-verbal communication
- Understand different models of alternative dispute resolution
- Write effective agreements and mediate simple disputes

**LAW-516 Mediation for Youth**

This course is designed for teens, ages 14 to 19 years of age (born after 1997) to earn LAW-516 Mediation for Youth. This course is designed for teens, ages 14 to 19 years of age (born after 1997) to earn a Mediation Certificate. Students will be taught the basic mediation skills through lecture, case studies, role playing and supervised mediation examples. Learning Credits that count toward high school graduation; Life skills in conflict management; Become a member of the Maryland Program for Mediator Excellence (MPME). 10 sessions, $185* (includes a $125 lab fee)

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**LAW-510 Basic Mediation Training**

4.0 CEUs

This course provides the State-required 40-hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. 10 sessions, $380* (includes a $275 lab fee)

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**PUBLIC SAFETY & SECURITY**

**SECURITY PROTECTION OFFICER**

**Seeking Candidates to Become Police Officers**

Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 24-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

**Admission Requirements**

Police Academy candidates must meet the following minimum requirements:

1. Be at least 21 years old upon graduation from the academy
2. Be a U.S. citizen
3. Be a high school graduate or have a G.E.D. recognized by the State of Maryland
4. Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
5. Have a driving record with no more than three points and no serious or repeated traffic offenses
6. Pass a physical examination and a drug screening test
7. Authorize a complete background investigation
8. Present three letters of reference

In addition, the candidate must be able to:

1. Pay a $155 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $3,800.
2. Successfully complete all physical training requirements
Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam.

Maryland Real Estate Sales License Exam

The college does not administer the license examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documentation to Psychological Systems, Inc. (PSI). PSI will notify qualified candidates of the date, time, and location of the examination based upon the candidate’s preferences indicated on the application. Examinations will be offered each regular business day at test centers. For more information, call the Maryland Real Estate Commission in Baltimore at 410-230-6230 or PSI at 1-800-733-9267.

Certification Preparation, Real Estate Appraisal Licensure

Applicants for appraisal licensure must successfully complete 150 hours of approved AQB training (RES-403, 404, 404 and 405—including full attendance and passing grades on all exams) and be able to document 2,000 hours of appraisal experience before sitting for the state exam. The courses offered at PGCC were developed by the Maryland Community College Association for Continuing Education and Training (MCCACET) and are approved for veteran’s benefits. Students qualified applicants, and the academy is indicated on the application. Examina-

REAL ESTATE LICENSURE

Certification Preparation, Real Estate Sales Licensure

The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George’s Community College offers one 60-hour course to meet this requirement.

The Maryland Real Estate Commission requires all students to attend all hours of each commission-approved course. If the student arrives late, leaves early or misses a session, the student will be required to make up the time in 3 hour time slots.

There will be no exceptions. For more information visit the Maryland Real Estate Commissions website at www.dllr.state.md.us/license.

RES-305 Real Estate Principles and Practices for Salespersons

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100 percent attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read Chapters one-four before the first class session. Meets concurrently with the credit course BRE-1030. Text required at first class. 20 sessions, $565* (includes a $50 lab fee)

RES-446 Start or Restart Your Real Estate Career

This course will assist students in choosing a broker and starting their real estate career. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $35

RES-400 Real Estate: Appraisal Standards and Ethics

This course is required for real estate appraisal licensure by the Maryland Real Estate Appraisers Commission. Topics will include: licensing and certification requirements, appraisal agencies and organizations, and uniform standards of professional appraisal practice. Text required at first class. Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org. Prerequisites: RES-403: Appraisal Principles and Procedures. 3 sessions, $210*

BUS-559 Advanced Social Networking Skills for Your Career and Your Business

In this 9-contact hour course, you will learn how to use social media tools to further your current career, search for a new job, market your business and network with others in your field to develop and cultivate job and
business opportunities. This course is an advanced course in social media. Bring your questions about the best platforms for achieving business and career success. Learn more do’s and don’ts of using social media for business and strategies that will help you promote yourself or your service. Prerequisite: Must have working knowledge of Facebook, Twitter, and LinkedIn. Participants must have an email address. 3 sessions, $130* (includes a $200 fee)

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**SPORTS & GAMES**

**ATH-352 Bowling**
A game played by rolling a ball down a wooden floor (alley) in order to knock down a triangular group of ten pins. Meets concurrently with credit course PED-1030. Fees set by lanes. 5 sessions, $265

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**ATH-329 Golf for Beginners**
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 9 sessions, $280

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**TRANSPORTATION & DISTRIBUTION**

**AUTOMOTIVE TECHNOLOGY**

**Continuing Education Certificate, Automotive Technology**
- Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level, service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.
- **OCC-301 Auto Technician: Basic Theory**
- **OCC-324 Auto Technician: Brake Systems**
- **OCC-336 Auto Technician: Engine Performance**
- **OCC-400 Auto Technician: Electrical Systems**

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**OCC-404 Auto Technician: Automotive Collision Estimating**

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**OCC-406 Auto Technician: Heating and Air Conditioning**

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**OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle**

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**OCC-436 Auto Technician: Tools and Their Uses**

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**OCC-437 Auto Technician: Diesel Engine Theory & Maintenance**
Courses focus on ASE certification content areas and are designed for both beginner and advanced knowledge students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 38 years of experience.

Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning and Automatic/Manual Transmission & Transaxle.

**OCC-301 Auto Technician: Basic Theory**
4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook requirement discussed on the first day of class. Instructor: Toyd Green. 12 sessions, $415* (includes a $20 lab fee)

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**OCC-324 Auto Technician: Brake Systems**
2.1 CEUs
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved with the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory, troubleshooting and hands-on experience in servicing and repairing today’s automotive brake systems. Shop safety regulations are also addressed. We will provide practice in Auto Services Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on the first day of class. Instructor: Toyd Green. 6 sessions, $230* (includes a $20 lab fee)

**OCC-336 Auto Technician: Engine Performance**
1.8 CEUs
This class will provide automotive in-depth technician theory and hands-on experience in engine performance. Covers engine design and operations, ignition systems, emission controls and On Board Diagnostics (OBDII) systems. Other topics include: engine types/ construction/support systems, diagnosing engine problems, fuel system construction/operation/maintenance, ignition system/ coils/distributors/wiring, testing equipment and troubleshooting. Also includes practice in Auto Service Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on first day of class. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

**OCC-400 Auto Technician: Electrical Systems**
1.8 CEUs
An in-depth, hands on study of today’s automotive electrical systems. Topics include: electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems/ head and tail lights/ parking lights/dash and courtesy lights/stop and hazard lights/ turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

**OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle**
3.2 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYT3) Institute, 15005 Marlboro Pike, Upper Marlboro MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

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<td>TTh</td>
<td>8/15-9/5</td>
<td>6-10 p.m.</td>
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</table>
OCC-437 Auto Technician: Diesel Engine Theory & Maintenance
3.5 CEUs
This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will learn about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics Include: Introduction to Diesel engines, Principles of Operation, Diesel Engine Construction and Assembly, Cooling System, Lubrication System, Maintenance. Instructor: Carlos Smith. 10 sessions, $390* (includes a $25 lab fee)

6121 Wth 5/1-5/30 6-9:30 p.m. WTC
6451 Wth 8/21-9/19 6-9:30 p.m. WTC

OCC-436 Auto Technician: Tools and Their Uses
2.8 CEUs
This course covers tools and equipment use in the automotive service and repair industry, and the correct application of such tools. It also provides students with the awareness of hazardous material and health along with environmental and legal implications associated with handling these materials. Upon completion of this course, student will be taught how to work safely, without causing injuries to self or colleagues, or causing damage to vehicles. Students will also understand the importance of pollution control and how to protect the employers and self from OSHA violations. Topics include: Hand Tools - hammers, mallets, wrenches, wrenches & sockets, screwdrivers & nut drivers, torque drivers, pliers, pullers, vices, clamps, files, punches, drills, extractors, tap and die sets, fasteners. Power Tools - impact wrenches & power ratchets, impact hammer, grinder and cutting tools, chisels. Measuring Tools - vernier caliper, micro meter, dial indicators and feeler gauges. Electrical & Electronic Tools - scanners, digital multi-meters, power probe. Lifting & Support Equipment - vehicle lift, jacks, jack stands, engine and transmission supports. Shop Equipment - tire mount and balance machine. Simple Maintenance & Repair - replace vehicle oil, drain and fill engine coolant, brake pad and rotor replacement, brake bleeding procedure. OSHA Regulations & Safety. Instructor: Carlos Smith. 8 sessions, $310* (includes a $25 lab fee)

6452 Wth 7/17-8/8 6-9:30 p.m. WTC

OCC-404 Auto Technician: Automotive Collision Estimating
2.8 CEUs
There is a never-ending need for quality auto damage adjusters to meet the demands of today's customers in the insurance and auto body industry. This skill set will prepare you to go forward in this field. The basic understanding achieved during this class can prepare the individual for success in the automotive estimating field and is a great way to launch a career. Taking the Auto Body Repair and Refinishing class will give a broader understanding of class content. Classes will include learning the basic components of a vehicle; teaching will include using estimating software on computer-based programs. This course will guide you through the process of learning how to write an estimate on damaged vehicles. You will acquire the knowledge and understanding of the when to repair or replace a damaged part, as well as refinishing and sublet items involved in completing the estimate. You will also learn the role of an Auto Damage Estimator and his working relation to the customer and potential employers. At the successful completion of this class, you will be able to write a competitive estimate. Course work will include diagrams, manuals and estimating software usage. Instructor: William Smith. 8 sessions, $295* (includes a $25 lab fee)

6575 TTh 8/27-9/19 6-9:30 p.m. WTC

OCC-405 Auto Technician: Auto Body Repair and Refinishing: Level 1
4.0 CEUs
Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYTI) Institute, 5700 Kirby Rd, Clinton, MD. 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

64448 MW 6/17-7/17 6-10 p.m. AYTI

OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2
4.0 CEUs
In this course students learn to demonstrate proper preparation and technique for refinishing an auto body. Various finishing products and their application will be introduced. Topics include: custom painting, color matching, sheet metal manipulation, use of fillers and plastics in the refinishing process, adhesive repair, proper frame measuring and interpreting readings to correct damage, use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned within this course. The course includes ASE content area, testing information. Note: Located at Advance Your Technology (AYTI) Tommy's Auto Body, 5700 Kirby Rd, Clinton, MD. 20735. A $20 shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

64449 MW 7/22-8/21 6-10 p.m. AYTI

COMMERCIAL DRIVER LICENSE: CLASS A & B

Licenseing & Certification Preparation, Commercial Driver License: Class A & B
According to the US Department of Labor, Bureau of Labor Statistics, overall employment of truck drivers and driver/sales workers is expected to grow 9 percent over the 2008-18 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008-18 period.
That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver! PGCC offers programs for both Class A (tractor-trailer) and class B (straight trucks, buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

**Class A Admission Requirements:**
A student must: 1) be 21 years of age or older; 2) possess a valid Non-Provisional Driver’s License from Maryland; 3) pass a Department of Transportation (DOT) physical and drug screen; and 4) obtain a CDL Class A Commercial Driver’s License from the state in which they are currently licensed.

For more information, please call 443-518-4172.

**CDL-315 Commercial Driver License: Learner’s Permit Preparation**
This course will prepare students for the MVA, CDL Class-A or B Commercial Driver permit exam. The six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License (CDL) Driver’s Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 prior to start of class.

Instructor: Aaron Moore.

- **Class dates and information:** $1990* (includes a $1592 vehicle fee.)
- **CDL-302 Commercial Driver License: Class A: Part 1 (Basic Operations)**
  - **8.0 CEUs**
  - Students who register in this course must also register for CDL-303. This course is designed to cover the basic operational skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, vehicle inspection and malfunctions, handling hazardous material, and other operational matters.
  - **Weekday or weekend schedules available.**
  - **Note:** Please call 443-518-4172 for schedule dates and information. $1497* (includes a $1,348 vehicle fee.)
- **CDL-303 Commercial Driver License: Class A: Part 2 (Vehicle Control Skill)**
  - **8.0 CEUs**
  - Students who register in this course must also register for CDL-302. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills.
  - **Note:** Please call 443-518-4172 for schedule dates and information. $1498* (includes a $1,348 vehicle fee.)

**DRIVER EDUCATION**

**License and Certification Preparation, Motor Vehicle Administration Class C Driver’s License**

The Driver Education Program is provided for beginning drivers who wish to obtain a Maryland Class C Driver’s License. Students learn from professional, Motor Vehicle Administration certified instructors who patiently and courteously coach the new driver. Schedules are flexible and include day and evening classes. Drivers are trained in late model, specially equipped vehicles which are easy to maneuver in traffic and parking situations. MVA allows up to 18 weeks for completion of the driver education program.

**SKB-600 Driver Education**

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linne.

**Forklift**

A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks, low lift jacks, etc. Earth moving and road hauling trucks, golf carts, bucket trucks, and licensed automobiles are not included in the definition. The classes below are provided by Alliance Material Handling, Inc.

**HEO-305 OSHA Forklift Operator Certification**
For anyone who operates or plans to operate a powered industrial lift truck, Occupational Safety and Health Administration (OSHA)
requires that lift-truck operators are trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. This one day class consists of formal classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck. It also includes practical training (part two) which is hands-on operation, demonstrations and pre-shift inspections; students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate and wallet card at the successful completion of the class. The student will need to be evaluated (part three) in their workplace in order to complete the certification. Lunch Provided. Instructor: Ed Wahman. 1 session, $120* (includes a $75 lab fee)

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**MOTORCYCLE SAFETY**

Quality Motorcycle Training for over 25 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF). Successful motorcycling is not just a matter of being careful and having good instincts, it requires specialized knowledge, skills, techniques and strategies. If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long leg pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a DOT-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. However, water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch. Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207. To get the maximum benefit from Prince George’s Community Colleges Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics & Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required, if you wish to legally ride motorcycles on public roads. Out of state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing.

Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Policies
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration’s policies:

1. Students must report to all classes promptly at the stated time and must attend all sessions.
2. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program. There will be no exceptions.

3. All applicants under 18 years of age and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant’s first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

**Standby Admission Policy**
If a student is not able to register for the course because all seats have been filled, he/she may participate as a stand-by student. In order to participate, students should arrive at the Continuing Education Building, Room CE-124 thirty minutes prior to the scheduled start of the class. You lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Until instruction begins, registered students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are admitted should be prepared to fill out a Registration Form and pay for the class. Students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the instructor; however, checks and money orders made out to “Prince George’s Community College” will be accepted.

**Refund Policy**
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.

**OCC-577 Introduction to Motorcycle Riding**
0.2 CEU
This course provides an introduction to the world of motorcycle riding to non-riders and will help you decide if motorcycling is for you. Topics include: Why ride? Is it dangerous? Is it easy to learn? Can anyone do it? How much does it cost? What do I need? Do I need a learners permit? Familiarization with motorcycles. Provides the opportunity to register for any motorcycle safety and licensing class and get an early textbook. Preview video highlights of a Basic Rider Course.
1 session, $30
### OCC-361 Basic Rider Course (BRC)

This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age, a parent or guardian must sign "liability release documents" on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider's ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There is no guarantee that individuals enrolling in this course will pass or get their license. 3 sessions, $311* (includes a $35 lab fee)

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</table>

OCC-361 Basic Rider Course (BRC)
This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age, a parent or guardian must sign "liability release documents" on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider’s ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There is no guarantee that individuals enrolling in this course will pass or get their license. 3 sessions, $311* (includes a $35 lab fee)
OCC-369 Alternate Basic Rider Course (ABRC)
This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student's ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147* (includes a $18 lab fee)

64457 S 5/18-5/18 7:30 a.m.-3 p.m. CE-124
64458 S 6/16-6/1 7:30 a.m.-3 p.m. CE-124
64502 S 7/6-7/6 7:30 a.m.-3 p.m. CE-124

OCC-365 Experienced Rider Course (BRC2)
This six hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class “M” license waiver is not offered as a part of this course. During the initial riding activities, each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 2 sessions, $71*

64443 T/W 6/11-7/3 6-9 p.m. WTC
64444 M/T 8/12-9/4 6-9:30 p.m. WTC

OCC-316 Small Gas Engine
This course covers the basics of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $240* (includes a $40 lab fee)

64440 M/T 8/12-9/4 6-9:30 p.m. WTC

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. 2 sessions, $71*

64503 S 8/3-8/3 7:30 a.m.-3 p.m. CE-124

Continuing Education Certificate, Travel Services
PGCC’s Business Owners' Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provide the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

• BUS-343 Getting into the Travel Business

SMALL GAS ENGINES

OCC-365 Experienced Rider Course (BRC2)
This course covers the basics of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $240* (includes a $40 lab fee)

64440 M/T 8/12-9/4 6-9:30 p.m. WTC

OCC-316 Small Gas Engine
This course covers the basics of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $240* (includes a $40 lab fee)

64440 M/T 8/12-9/4 6-9:30 p.m. WTC

TRAVEL BUSINESS & SALES

Continuing Education Certificate, Travel Services
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provide the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

• BUS-343 Getting into the Travel Business
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

NONCREDIT SCHEDULE

• BUS-394 Destination Awareness: The Discovery Series
• BUS-446 Travel Industry Basics for Starting Your Own Small Business
• BUS-447 Geography: It’s Your Business to Know Destinations
• BUS-510 Computer Skills to Build Your Travel Business
• BUS-361 Sales and Marketing Techniques for Travel
• BUS-362 Package Your Tours and Cruises for Profit Potential
• BUS-381 Grow Your Cruise Business

Travel Career Development Test
Students who successfully complete each of these courses are eligible to take the Travel Career Development Test ($35 fee payable to the instructor). By taking this test, students will be able to demonstrate mastery of fundamental knowledge about the travel industry and receive the Travel Institute’s Travel Career Development Test Certificate, helpful when seeking employment.

BUS-361 Sales and Marketing Techniques for Travel
0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

61085  T  5/21-5/28  7-10 p.m.  GTSV

BUS-362 Package Your Tours and Cruises for Profit
0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

61090  T  5/23-5/14  7-10 p.m.  GTSV

BUS-381 Grow Your Cruise Business
0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. 2 sessions, $55*

61089  T  6/18-6/25  7-10 p.m.  GTSV

BUS-510 Computer Skills to Build Your Travel Businesses
0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a Broadband Card with Wireless Connection. Prerequisites required. Preregistration: BUS-446: Travel Industry Basics and BUS-447: Geography required. (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

61085  T  5/21-5/28  7-10 p.m.  GTSV

Learn to Swim
Please contact the Robert I. Bickford Natatorium for learn to swim information.
www.pgcc.edu/go/swim
301-322-0979
Flyer will also be available at the Natatorium.
WHAT IS ELEARNING@PGCC FOR NONCREDIT LEARNERS?

The Workforce Development and Continuing Education online delivery allows you to take noncredit courses for personal or professional development, update your skills, discover a new talent, or chart a career path at your convenience using your computer. If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in our online or hybrid/online courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

All you need is an e-mail address, Internet access, and a Web browser. Please note: most online courses are not self-paced; you will be required to complete course work during specific times. Hybrid/online courses combine online instruction with face-to-face classroom meetings and will require you to come to campus at scheduled times.

For more information about eLearning@PGCC, please visit www.pgcconline.com.

WHAT DO I NEED TO DO TO GET READY?

You can use your Schedule of Classes to select courses you want to take. Make a note of:

• Course number and title
• Syn# (5-digit number)
• Online delivery format (ED2GO, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 256 MB RAM and at least a 56k modem. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. Microsoft Word is the college standard for Word Processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET BY REGISTERING AND PAYING FOR YOUR COURSE

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard)

ED2GO

To Register for Online Courses That Use ED2GO ...

STEP 1: Select a course at ED2GO.
1. Go to www.ed2go.com/pgcc
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You will be able to read a description of the course, including start date and price.
4. If you decide to take the course, click the “Enroll Now” button and complete the ED2GO enrollment process.
5. Please note the class section number.*

NOTE: Do not pay for the course at the ED2GO website.

STEP 2: Register and pay, using the Registration Instructions found in this Schedule (page 4).

“If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester (i.e., for summer classes, choose the one that ends in the summer).

LATE registration is not allowed for classes at PGCC.

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

ProTrain (PTRN)

To Register for Online Courses That Use ProTrain...

1. Go to pgcc.theknowledgebase.org
2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact westphalia@pgcc.edu for enrollment instructions.

NOTE: Do not enroll or pay for the course at the ProTrain website.

After you have registered and paid at PGCC (see page 4), you will receive login instructions which will be e-mailed to you by ProTrain shortly before the course begins.

Blackboard (BLBD)

To Register for Online Courses That Use Blackboard …

First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU'RE READY TO START YOUR COURSE!

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard)

On the start date of your course:

ED2GO: At www.ed2go.com/pgcc, click the “My Classroom” link and login to get started.

ProTrain: Login using the login information sent you by ProTrain.

Blackboard: Login at pgcconline.blackboard.com.

NOTE: There is no “www” in the Blackboard address.

WHAT IF I'M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to log into your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at elearning@pgcc.edu or by phone at 301-322-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information. For support for your online course, see the eLearning Services office.

NOTE: To see the dates and synonym numbers and online delivery format of the courses, turn to the appropriate section in this Schedule.

WHAT ARE NONCREDIT ONLINE COURSES?

Students who are computer literate and have access to a computer and the Internet may want to consider taking online courses at Prince George’s Community College (PGCC). Online courses can save you the time and expense of driving to campus and give you flexibility in time, location, and pace of study.
The computer becomes the classroom. Students can work more independently and set their learning hours to fit their personal schedules. Students communicate with their instructor and fellow classmates via the Internet in password-protected online classrooms with access to e-mail, course content, chat, discussion board, and other course tools. Students can use their own computer at home or work or use a computer at the college's computer center to conduct course communications.

Noncredit online courses at PGCC are offered in three delivery formats: ED2GO, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-322-0463 or e-mail eLearning@pgcc.edu.

ED2GO ONLINE COURSES
See “eLearning@pgcc” section page 58, for ED2GO registration details.

ACCOUNTING & BOOKKEEPING
Accounting, page 11
OFC-350 Accounting Fundamentals
Quickbooks, page 11
DPR-729 Introduction to Quickbooks 2012

BUSINESS & MANAGEMENT SKILLS
Event Planning, page 12
BUS-558 Wow What a Great Event!
General Business Skills, page 13
OFC-346 Administrative Assistant Fundamentals
Management & Supervisory Skills, page 14
OFC-322 Fundamentals of Supervision and Management: Part 1
MGT-623 Project Management: Professional (PMP) Certification Prep 1
Nonprofit Management, page 14
MGT-649 Introduction to Nonprofit Management
VOL-332 A to Z Grant Writing
Small Business, page 15
BUS-355 Start and Operate Your Own Home-Based Business
BUS-438 Starting a Consulting Practice

COMPUTERS & INFORMATION TECHNOLOGY
Web Design & Management, page 20
DPR-393 Designing Effective Websites
Online Training, page 21
Networking, page 22
DPR-649 Wireless Networking: Online
DPR-771 Mac, iPhone, and iPad Programming
OFC-388 Keyboarding
DPR-696 Introduction to PC Troubleshooting
DPR-741 Introduction to Creating WordPress Web Sites
DPR-393 Designing Effective Websites
DPR-517 Introduction to the Internet
DPR-649 Wireless Networking
DPR-431 Introduction to Networking
DPR-591 Intermediate Networking
DPR-716 Introduction to Windows 7
DPR-699 Introduction to Microsoft Word 2010
DPR-514 Introduction to Linux
DPR-451 Computers Skills for the Workplace
DPR-394 Introduction to Buying and Selling on eBay
DPR-773 Introduction to Microsoft Outlook 2010
DPR-758 Introduction to Microsoft Access 2010
DPR-764 Introduction to Microsoft Publisher 2010
DPR-710 Introduction to Microsoft Excel 2010
DPR-462 Introduction to Database Development
DPR-463 Introduction to SQL
DPR-461 Introduction to Oracle
DPR-712 Introduction to Microsoft PowerPoint 2010
DPR-479 C++ for the Absolute Beginner
DPR-435 Introduction to C# Programming
DPR-485 Creating Web Pages
DPR-409 Achieving Top Search Engine Positions
DPR-725 Introduction to Flash CS5
DPR-690 Introduction to Dreamweaver CS5
DPR-329 Java for the Beginner
DPR-651 Intermediate Java Programming
DPR-540 Introduction to PHP and MySQL
DPR-583 Intermediate PHP and MySQL
DPR-383 Introduction to ASP.NET
DPR-464 Introduction to Perl Programming
DPR-670 Introduction to PC Security
DPR-672 Introduction to CSS and XHTML
DPR-745 Intermediate CSS & XHTML
DPR-746 Introduction to Microsoft Project 2010
DPR-752 Introduction to CorelDRAW X5

CREATIVE & PERFORMANCE ARTS
Creative Writing, page 29
SKB-386 Keys to Effective Editing
SKB-367 Writing Your Life’s Story
SKB-393 Beginner’s Guide to Getting Published

SKB-722 Beginning Writer’s Workshop
SKB-463 Writeriffic: Creativity Training for Writers
SKB-402 Writing for Children

Fine Arts Creativity, page 30
ART-345 Art and Drawing for the Absolute Beginner

Graphs & Art Design, page 31
DPR-726 Introduction to Illustrator CS5

Performing Arts & Music, page 31
MUS-339 Music Made Easy

Photography, page 31
PHO-319 Introduction to Photoshop CS5
CRE-349 Exploring Digital Photography: An Online Class
DPR-713 Introduction to InDesign CS5
CRE-363 Secrets of Better Photography
PHO-318 Photoshop Elements 9 for the Digital Photographer

EARLY CHILDHOOD EDUCATION
Childhood Education, page 33
DCR-529 Teaching Pre-School: A Year of Inspiring Lessons

EDUCATION TEACHER TRAINING
Teacher Training, page 36
SKB-443 Praxis 1 Preparation
SKB-416 Survival Kit for New Teachers
SKB-417 The Creative Classroom
SKB-431 Strategies for Teaching Students with Autism
SKB-475 Creating the Inclusive Classroom
SKB-476 Solving Classroom Discipline Problems
SKB-477 Solving Classroom Discipline Problems 2
SKB-568 Teaching Adult Learners
SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)
SKB-479 Creating a Classroom Website

ENGLISH & WRITING SKILLS (ESL)
English, page 37
OFC-347 Grammar Refresher
OFC-349 Keys to Effective Communication

Writing, page 38
OFC-321 Effective Business Writing
OFC-358 Fundamentals of Technical Writing
SKB-462 Writing Essentials

ENRICHMENT & PERSONAL GROWTH
Student Success, page 39
SKB-357 GRE Preparation, Course 1: Verbal
A Hybrid/Online course combines classroom meetings and online instruction. Students enrolled in a Hybrid/Online course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments and discussions are accomplished through the Internet. Noncredit hybrid/online courses at Prince George’s Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

**Note:** HYLAG is a hybrid course that meets on the Largo campus; HYLCC is a hybrid course that meets at the Laurel College Center.

### BLACKBOARD HYBRID/ONLINE COURSES

See “eLearning@pgcc” section page 58, for Blackboard registration details.

### EARLY CHILDHOOD EDUCATION

Childhood Education, page 33
- DCR-303 Child Growth and Development: 45 Hours (HYLAG)
- DCR-304 Curriculum/Activities: 45 Hours (HYLAG)
- DCR-315 Infant and Toddler: 45 Hours (HYLAG)
- DCR-456 School-Age Curriculum Development: 45 Hours (HYLCC)
- DCR-466 Child Care Administration for Directors (HYLCC)

### HEALTH CARE SUPPORT

Medical Office Assistant, page 44
- HES-355 Human Anatomy and Physiology, Pt. 1
- HES-356 Human Anatomy and Physiology, Pt. 2
- HES-356 Spanish for Medical Professionals

### BUSINESS & MANAGEMENT SKILLS

See “eLearning@pgcc” section page 58, for ProTrain registration details.

### PROTRAIN ONLINE COURSES

For information about tax preparation courses, visit http://pgcc.theknowledgebase.org or call 301-322-0120.

### GREEN TRAINING

For complete listing of “Green” Training courses, visit http://pgcc.theknowledgebase.org or contact westphalia@pgcc.edu

### BLACKBOARD ONLINE COURSES

See “eLearning@pgcc” section page 58, for Blackboard registration details.

### BUSINESS & MANAGEMENT SKILLS

Notary Public, page 15
- GEN-363 Advanced Notarial Services

### EARLY CHILDHOOD EDUCATION

Childhood Education, page 33
- DCR-455 Communication Skills for Child Care Professionals

### WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?

A Hybrid/Online course combines classroom and online instruction. Students enrolled in a Hybrid/Online course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments and discussions are accomplished through the Internet. Noncredit hybrid/online courses at Prince George’s Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

**Note:** HYLAG is a hybrid course that meets on the Largo campus; HYLCC is a hybrid course that meets at the Laurel College Center.

### BLACKBOARD HYBRID/ONLINE COURSES

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### EARLY CHILDHOOD EDUCATION

Childhood Education, page 33
- DCR-303 Child Growth and Development: 45 Hours (HYLAG)
- DCR-304 Curriculum/Activities: 45 Hours (HYLAG)
- DCR-315 Infant and Toddler: 45 Hours (HYLAG)
- DCR-456 School-Age Curriculum Development: 45 Hours (HYLCC)
- DCR-466 Child Care Administration for Directors (HYLCC)

### HEALTH CARE SUPPORT

Medical Office Assistant, page 44
- HES-355 Medical Office Assistant Overview (HYLCC)

### MORE ONLINE ED2GO COURSES: SPRING 2013

Prince George’s Community College offers many more online courses using the ED2GO delivery format than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and “View Catalog.”

- Accounting Fundamentals II (US)
- Intermediate Microsoft Excel 2010
- Performing Payroll in QuickBooks 2010 (US)
- Real Estate Investing II: Financing Your Property (US)
- Building Teams That Work
- Help for the Helpdesk
- Manufacturing Applications
- Purchasing Fundamentals

### GET GRANTS! (US)

Creating a Successful Business Plan
Leadership
Understanding the Human Resources Function
Nonprofit Fundraising Essentials (US)
High Speed Project Management
Business and Marketing Writing
Introduction to Internet Writing Markets
Start a Pet Sitting Business
Start Your Own Small Business
Intermediate Photoshop CS5
Introduction to InDesign CS5
Photoshop CS4 for the Digital Photographer
Photoshop Elements 7 for the Digital Photographer
Photoshop Elements 8 for the Digital Photographer II
Introduction to InDesign CS4 (US)
Photographing People With Your Digital Camera
An Introduction to Teaching ESL/EFL
Easy English 1
Instant Italian
Spanish in the Classroom
Speed Spanish III
Teaching ESL/EFL Vocabulary
Legal Nurse Consulting (US)
Genealogy Basics (US)
Luscious, Low-Fat, Lightning-Quick Meals
Singapore Math: Number Sense and Computational Strategies
Lose Weight and Keep It Off
Be Assertive!
Introduction to Algebra
Skills for Making Great Decisions
SAT/ACT Preparation—Part 1
Integration Technology in the Classroom
Microsoft Word 2007 in the Classroom
Web 2.0: Blogs, Wikis, and Podcasts
The Differentiated Instruction and Response to Intervention Connection
Going Green at Home
Prince George's Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.

**DEGREE CENTERS**

**Joint Base Andrews**
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 85) for course listings.

**Laurel College Center**
(A Partnership of Prince George's Community College and Howard Community College
A Maryland Regional Higher Education Center)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 83-85) for course listings.

**University Town Center**
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934.
See University Town Center (page 85) for course listings.

**EXTENSION CENTERS**

**Skilled Trades Center**
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
(No registration or advisement offered at this location.)

**Westphalia Training Center**
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
(No registration or advisement offered at this location.)

**ADDITIONAL LOCATIONS**

**Culinary Arts Program**
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

**Law Library, Upper Marlboro**
Prince George's County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.
Laurel College Center

www.laurelcollegecenter.org
A Partnership of Prince George’s and Howard Community Colleges
A Maryland Regional Higher Education Center
Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707
1-866-228-6110 or 443-518-4162

Office Hours: Monday-Thursday: 8:30 a.m.-8:00 p.m. and Friday: 8:30 a.m.-4:30 p.m. The Laurel College Center (LCC) resulted from a unique joint effort between Prince George’s Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. This partnership was established in fall 2001, and has been growing ever since. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester. The classes are small, personal, with day, evening, and weekend classes. LCC offers a wide range of services including admissions, placement testing, academic advising, registration and bill payment.

REGISTRATION INSTRUCTIONS

Mail
Since mail is the slowest option and classes fill quickly, mail your registration form at least two weeks before the class begins or choose another registration option. Complete the registration form and mail along with your check, money order or credit card information (payable to PGCC) to:

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774-2199

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.-8 p.m. and Friday, 8:30 a.m.-4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration
for Continuing Education Students
To register online, simply go to the college's website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

PAYMENT INFORMATION

The noncredit course cost (including tuition and fees) is listed with each course description.

- If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.
- If you register through PGCC, a registration fee of $7 each semester will be added to your bill (regardless of the number of courses you are taking).
- Senior citizens and students retired on disability will be charged a $50 registration fee per term.
- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:
- Cash-only at the home campus (not LCC)
- Personal check
- Credit card (MasterCard, Visa or Discover)
- Money order
- Employer voucher or purchase order
- Properly documented financial aid or scholarship

GENERAL INFORMATION

Websites
Prince George’s Community College
www.pgcc.edu
Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite 205 and at the elevator on the 2nd, 3rd, 4th and 5th floors of the Laurel College Center.

Parking
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

Textbooks
If a course requires a textbook, that information is listed with the course description.
You can order textbooks online by accessing www.pgccbookstore.com. You also may call 301-322-0912 to order textbooks. Have the reference number of the course ready when you call or access the website. Online or phone purchase requires a credit card. You can request to have your textbook sent directly to the Laurel College Center for pickup. If you are registering late or would prefer to purchase your books in-person, call 301-322-0912 for bookstore information.

Noncredit Refund Policy
In the event you need to withdraw from a course, check with the college where you registered to determine its specific refund policy and procedures.

Eligibility
Noncredit courses are open to all students 16 years of age and older, unless the course is specially designed for a limited age group. There are no educational prerequisites for most noncredit courses.

Tuition Waiver
Senior Citizens Who Are 60 Years Or Older Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees. Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**BUSINESS MANAGEMENT SKILLS**
- **Event Planning, page 12**
  - BUS-422 Conference Planning Management
- **BUS-347 Working with Hotels**
- **BUS-371 Marketing Your Meetings and Exhibits**
- **BUS-307 Developing Sponsorship Opportunities**
- **BUS-466 Crash Course in Event Planning**
- **BUS-552 When to Use Museums, Historic Sites/Buildings and Private Venues**

**DEGREE AND EXTENSION CENTERS**

**REAL ESTATE & INSURANCE**
- **RES-400 Real Estate: Appraisal Standards and Ethics**

**TRANSPORTATION & DISTRIBUTION**
- **CDL-315 Commercial Driver License: Learner’s Permit Preparation**

**JOINT BASE ANDREWS**

Building 1413, Arkansas Road
Joint Base Andrews, MD 20762
301-322-0778 or 301-981-5949

Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

**STUDENT SERVICES**

**ESL, ENGLISH & WRITING SKILLS**
- **ENR-537 Speaking with Confidence**
- **ENR-548 Present Your Best You**

**ENRICHMENT & PERSONAL GROWTH**
- **ENR-537 Fit and Fabulous in 15 Minutes**
- **ENR-547 Meditation**
- **ENR-548 Present Your Best You**
- **ENR-552 Strategic Couponing**

**HEALTH CARE SUPPORT**
- **HES-567 RN Case Manager**
- **HES-544 Certified Nursing Assistant: Theory**

**HOME & GARDEN**
- **OCU-376 Advanced Floral Design Gardening, page 46**
- **HRT-309 Cool Season Vegetable Crops**
- **HRT-310 Lawn Care**
- **HRT-303 Preserving the Harvest: How to Freeze, Can and Dry Your Veggies, Fruit**
- **HRT-330 Backyard Composting**

**LANGUAGE COMMUNICATION**
- **American Sign Language (ASL) page 48**
- **COM-326 Sign Language 3**
- **CNVL Foreign Language, page 48**
- **LGE-307 Beginning French**

**SKILLED TRADES CENTER**

6400 Old Branch Avenue
Camp Springs, MD 20748
301-322-0894

Launched in January 2007, Prince George’s Community College is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing.
CONSTRUCTION SKILL TRADES

Core Skills, page 27
OCU-410 Introductory Craft Skills (Core)

Residential Maintenance, page 29
OCU-354 Drywall: Installation and Repair

UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
301-277-5934

Office Hours: Monday–Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–2 p.m. Just a short walk from the Prince George's Plaza Station on Metrorail's Green Line, Prince George's Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester, The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

EARLY CHILDHOOD EDUCATION
Childhood Education, page 33
DCR-303 Child Care Growth and Development: 45 Hours
DCR-304 Curriculum/Activities: 45 Hours

HEALTH CARE SUPPORT
Nursing Assistant, page 42
HES-544 Certified Nursing Assistant: Theory

WESTPHALIA TRAINING CENTER

9109 Westphalia Road
Upper Marlboro, MD 20774
301-322-0964

Office Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m. and Friday, 8:30 a.m.–4 p.m. Prince George's Community College has opened a new training center, located at 9109 Westphalia Road in Upper Marlboro, to educate and train workers for in-demand jobs. Operated by the college's Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and performance-based training within each classroom. Additionally, students will experience a unique opportunity to train in all three phases of green/renewable energy. Students enrolled in courses at the center will receive full access of construction including residential, industrial, and commercial. The training center is a collaboration between PGCC and Mid-Atlantic Carpenters Training Centers (MACTC), which is sharing the training responsibilities with the college.

CONSTRUCTION SKILL TRADES

Electricity & Advanced Electrical, page 27
ELC-324 Construction Electricity: Part 2

HVC-334 HVAC/R Level 2: Part 1
HVC-335 HVAC/R Level 2: Part 2

Locksmithing, page 28
KEY-399 Locksmithing Background Screening
KEY-300 Locksmithing 101
KEY-301 Locksmithing 102
KEY-305 Locksmithing 201
KEY-304 Locksmithing 202

HOME & GARDEN
Gardening, page 46
HRT-309 Cool Season Vegetable Crops
HRT-310 Lawn Care
HRT-303 Preserving the Harvest: How to Freeze, Can and Dry Your Veggies, Fruit
HRT-330 Backyard Composting

TRANSPORTATION & DISTRIBUTION
Automotive Technology, page 51
OCC-301 Auto Technician: Basic Theory
OCC-324 auto Technician: Brake System
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical System
OCC-437 Auto Technician: Diesel Engine Engine Theory & Maintenance

OCC-436 Auto Technician: Tools & Their Uses
Auto Body Repair & Refinishing, page 52
OCC-404 Auto Technician: Automotive Collision Estimating
Forklift, page 53
HEO-305 Osha Forklift Operator Certification
Motorcycle Mechanics, page 56
OCC-376 Motorcycle Mechanics & Repair Small Gas Engines, page 56
OCC-316 Small Gas Engine

Save the Date

The 21st Annual
BLUEBIRD BLUES FESTIVAL

September 21, 2013
12-6 p.m.
For more information, call 301-322-0853.
Summer Youth Program

Activities for Grades 2–11
301-322-0158

Adventures in Learning for Kids

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE
## DEGREE AND EXTENSION CENTERS

**Prince George's Community College**

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCC</td>
<td>301 Largo Rd., Largo, MD 20774</td>
<td>301-336-6000</td>
<td><a href="http://www.pgcc.edu">www.pgcc.edu</a></td>
</tr>
</tbody>
</table>

**SUMMER YOUTH PLANNER—GRADES 2–8**

### SESSION I—JULY 1–12

**July 1–5** 12:30–3:30 p.m.

- Spanish Grade 2-5 66147
- Cooking Grades 2–5 66151
- Big Thinking for Positive Results Grades 5–8 66145
- Introduction to Jewelry Design Grades 6–8 66148

**July 8–12** 12:30–3:30 p.m.

- Introduction to Jewelry Design Grades 2–5 66150
- Website Design Grades 2–5 66149
- Animated Books Grades 5–8 65786
- Big Thinking for Positive Results Grades 5–8 66184

**July 1–12** 3:30–6 p.m.

- Special Activity: Crafts R’ Us Grade 2–8 66146

### SESSION II—JULY 15–26

**July 15–19** 12:30–3:30 p.m.

- Entrepreneurship Grades 2–5 66187
- Novel Beginnings Grades 2–5 66188
- Cooking Grades 6–8 66190
- Exploring Biology Grades 6–8 66191

**July 22–26** 12:30–3:30 p.m.

- Sign Language Grades 2–5 66472
- Fun with Science Grades 2–5 66198
- Health Care Grades 6–8 66199
- Babysitting Training Grades 6–8 66200

**July 15–26** 3:30–6 p.m.

- Special Activity: Games Grade 2–8 66201

### SUMMER HIGH SCHOOL PLANNER ENRICHMENT GRADES 9–11 JULY 1–26, 2013 LARGO CAMPUS

**July 1–12** 9–11 a.m.

- Critical Thinking for Leaders 66205

**July 15–19** 9–11 a.m.

- Language Arts/Writing Review 66202

**July 22–26** 9–11 a.m.

- Math Review 66471

### YOUTH GENERAL INFORMATION 301-322-0158

**Adventures in learning for kids**

We help your child reach their full potential and put the fun back in learning!

### Assessment Testing

To ensure our students are placed in the appropriate level based on their knowledge base, online assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math classes, they are to go to: www.myskillstutor.com

User name: First letter of your first name and your full last name (ex: Jane Doe—jdoe)
Password: pgcc
Site: pgcc02
Take all applicable PRETESTS (ONLY)

### Eat Lunch With Us

If your child attends a full-day program, send the child to us with a bag lunch and juice from home. Refrigeration is not provided. Pack food that is safe to store at room temperature. Lunches should be ready-to-eat as children may not have access to a microwave or vending machines. All students will eat in the PGCC Hollow Tree where they will be supervised by college staff.

### REGISTRATION AND PAYMENT

**Walk-In Registration**
For each child attending, please complete the Course Registration Form, the mandatory Health Information Form, and Permission Form—all found in the back of this booklet. Bring the forms and an original, current report card, and full payment to:

Admissions Office, Bladen Hall, Room 126
Prince George's Community College
301 Largo Rd., Largo, MD 20774

Open for registration Monday–Thursday 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–5 p.m. Students will not be registered without the required forms. Space is limited, so register early. Avoid disappointment by registering your child at least two weeks before the class start date.

**Refund Policy**
No refund will be given after the class begins. If a course is canceled due to insufficient
enrollment, a refund will be automatically mailed/credited within 14 days.

**SUMMER YOUTH CLASSES 2013 COURSE DESCRIPTIONS**

These courses are designed for students leaving grades 2-11 during the 2012-13 school year. All classes meet Monday-Friday. Continuing Education's enrichment courses offer intellectually challenging and stimulating opportunities for the motivated younger in a college setting combined with fun, interest-based activities.

**YTH-316 Animated Books**

This project-based computer animation class will use the Scratch programming software, created by the Lifelong Kindergarten Group at MIT, to storyboard ideas, create characters then bring them to life using computer programming. $85 (includes a $30 lab fee)

**YTH-372 Babysitting Training**

Would you know what to do if a child was choking? Babysitter Training is designed to teach you the knowledge and skills while building your confidence to care for infants and school-aged children. Scenarios, crisis situation solutions and developmentally appropriate activities will be discussed. The opportunity to learn about and practice First-Aid and CPR will be provided. $85 (includes a $30 lab fee)

**YTH-445 Big Thinking for Positive Results**

Personal Positive Development (PPD) will allow students to play an active and central role in their own development, while teaching them to understand and intervene in their own thinking, behaving and creation of realistic goals. Activities are designed to engage students while teaching skills, techniques, and strategies for being pro-active in their home and school communities. Students will have an opportunity to examine their relationships and their perceived opinions of themselves in an effort to achieve self-acceptance, self-reliance, and self-efficacy. $80 (includes a $25 lab fee)

**YTH-457 Big Thinking for Positive Results: Part 2**

This course will build on the strategies and techniques taught in the Big Thinking for Positive Results class. $80 (includes a $30 lab fee)

**YTH-423 Cooking for Kids**

Students will discover the joys of cooking as they learn to make easy-to-prepare dishes. They will be shown how to cook using fresh ingredients. Basic equipment, safety, shopping and survival skills will also be explored in this hands-on, tasty workshop. Bring an apron and an appetite. $100 (includes $50 lab fee)

**YTH-438 Critical Thinking for Leaders**

Personal Positive Development (PPD) is designed to help students obtain the necessary skills, techniques, and strategies for being productive in their home and school communities and for demonstrating critical thinking and behavior. PPD will bridge the students’ understanding of the connection between behavior, consequences, and the results for long-lasting choices. Likewise, students will have an opportunity to examine their relationships and their perceived opinions of themselves in an effort to achieve self-acceptance, self-reliance, and self-efficacy. $60 (includes a $25 lab fee)

**YTH-318 Entrepreneurship**

This course will assist you in learning the basics of becoming an entrepreneur. You will participate in role playing, group discussions, board game interactions, and other tools as you learn the fundamentals of business ownership. You will identify what type of business you will start and then implement many of the steps between starting the business and attaining profitability. You will develop your own business plan and then present the plan to the class. In developing the plan, you will be introduced to branding, logo design, marketing strategy, customer relations, location, financial projections and more. This course will teach you how to maximize the relationships between your company and its stakeholders; including, customers, employees, suppliers, and investors. At the conclusion of the class you will be presented with a bond copy of your business plan to treasure for years to come. $80 (includes a $25 lab fee)

**YTH-331 Health Care**

This class will focus on health assessment of the whole person including developmental tasks and health promotion for all age groups, cultural assessment, nutritional assessment, and mental status assessment. Students can review anatomy and physiology in the structure and function section and learn the skills, expected findings and common variations for generally healthy people and selected abnormal findings. $80 (includes a $25 lab fee)

**YTH-440 Introduction to Jewelry Design**

Discover jewelry design basics including jewelry and beading technology, basic beading techniques, using crimp beads, beading wire, and various findings such as head pins, eye pins, and earnings. You will learn in detail how to attach closures and complete a jewelry piece. Discussion and demonstration of the use of different tools will also be addressed. Feel free to bring any assortment of gemstones and beads, and even an unfinished project is welcome. Tool kits and materials to complete one project will be provided. $75 (includes a $25 lab fee)

**YTH-434 Language Arts (Grades 2)**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: word building, comparison, cause/effect, sentence sense, and reading comprehension. $140 (includes a $50 lab fee)

**YTH-441 Language Arts (Grades 3–4)**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: capitalization, punctuation, language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension. $140 (includes a $50 lab fee)

**YTH-442 Language Arts (Grade 5–6)**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: inference, cause/effect, important details, main idea, sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling and punctuation usage. $140 (includes a $50 lab fee)

**YTH-443 Language Arts (Grades 7–8)**

This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: inference, cause/effect, important details, main idea, sequencing, author’s purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling and punctuation usage. $140 (includes a $50 lab fee)

**YTH-446 Language Arts/Writing Review (Grades 9–12)**

This course will focus on the verbal/writing portion of the SAT and will provide a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include: inference, cause/effect, important details, main idea, sequencing, author’s purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling and punctuation usage. $70 (includes a $25 lab fee)

**YTH-432 Math (Grade 2)**

This class will focus on reviewing concepts learned during the previous school year. Topics may include: Patterns, problem solving of addition, subtraction, money, time, fractions, measurement and multiplication. $150 (includes a $50 lab fee)
YTH-454 Math (Grades 3–4)
This class will focus on reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fractions and percentages. $150 (includes a $50 lab fee)

YTH-448 Math: Basic Math (Grades 5–7)
This class will focus on reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fractions and percentages. $150 (includes a $50 lab fee)

YTH-449 Math: Basic Algebra (Grades 6–8)
This class will focus on reviewing concepts learned during the previous school year. Topics may include: Place value and scientific notation, comparing and ordering numbers, addition, subtraction, multiplication and division of fractions, percents, geometry, working with data (graphs). $150 (includes a $50 lab fee)

YTH-450 Math Review (Grades 9–12)
This course will focus on the math portion of the SAT and will also focus on reviewing concepts learned during the previous school year. Topics may include: Measurement and geometry proportion and percent; statistics and probability; Factoring and rational expressions; functions, graphing, and systems of equations. Experience with graphing calculator. $70 (includes a $25 lab fee)

YTH-453 Science for Elementary: It’s Academic (Grades 2–5)
Learn how science aids detectives in their work. See how chemistry happens all around—even in your own kitchen. Use the concept of work, force and friction to build your very own machine; learn how science makes special effects and movie makeup possible. This and more will be discussed in this one week class. $115 (includes a $105 lab fee)

YTH-451 Science for Middle Schoolers: It’s Academic: (Grades 6–8)
Create tornadoes, and explore the properties of air under pressure. Want to make your own chemical soda pop, become a chemist and eliminate the mystery: Build some cool devices while learning about gravity, inertia and centripetal force. Build your own superstructure using of different shapes, Create your own multi density wave bottle. This and more will be discussed in this one week class. $115 (includes a $105 lab fee)

YTH-416 Sign Language: Let your fingers do the Talking
“Talk” to friends or relatives (or each other) using your hands. Common hand signs of American Sign Language are used to introduce this interesting means of communication. $80 (includes a $25 lab fee)

YTH-377 Spanish
“Buenas dias, amigo.” Enjoy the experience of learning another language. Focus will be on key Spanish words and phrases and the Spanish culture. This class can be used as a refresher for some students and as a beginning course for students with no previous Spanish experience. $70 (includes a $25 lab fee)

YTH-422 Special Activity: Crafts R’ Us
Create crafts from a variety of common household and inexpensive items. Learn how to produce beautiful gifts for yourself, family and friends. $85 (includes a $50 lab fee)

YTH-435 Special Activity: Games (Grades 2–5)
Ever wanted to learn how to jump double dutch, play chess, or checkers? Then you will enjoy these extended day activities. You will also be introduced to team and multi-person board games. $90 (includes a $50 lab fee)

YTH-418 Website Design
Develop your own personal Web page. Learn how to post it on the Internet and make changes to keep it up to date. $85 (includes a $30 lab fee)

YTH-426 Novel Beginnings
This course, led by a 13 year old author and her mentor, will assist you in getting that novel out of your head and onto paper. $80 (includes a $25 lab fee)

CMP-302 Creating a Positive Self Image (Grades 7–12)
Do you want to improve your self-confidence? Do you want to deal with social situations with more confidence? Did you know that in just seven seconds, without a word spoken, others form an opinion about you? Your nonverbal and verbal behavior often defines you, as a person. Learn how to improve your appearance, confidence, and communication skills! 3 sessions, $95
64673 WThF 6/26-6/28 9 a.m.-3 p.m. Largo
For more Information Call Dr. Nancie Park at 301-277-5934 X340

CMP-303. Teen Leadership Skills (Grades 7–12)
Do you aspire to be a leader? Want to make a difference in the world? Learn to be a leader by believing, achieving, and being responsible for your undertakings. Topics will include: identifying the real issue, teamwork, accountability and respect for others. 5 sessions, $235 (includes $85 lab fee)
64674 MTWThF 7/22-7/26 9 a.m.-3 p.m. Largo
For more Information Call Dr. Nancie Park at 301-277-5934 X340

YTH-419 Creating a Positive Image (Grades 6–8)
Do you want to improve your self-confidence? Do you want to deal with social situations with more confidence? Did you know that in just seven seconds, without a word spoken, others form an opinion about you? Your nonverbal and verbal behavior often defines you, as a person. Learn how to improve your appearance, confidence, and communication skills! 3 sessions, $95
64673 WThF 6/26-6/28 9 a.m.-3 p.m. Largo
For more Information Call Dr. Nancie Park at 301-277-5934 X340

YTH-420 Creating a Positive Image (Grades 7–12)
Do you want to improve your self-confidence? Do you want to deal with social situations with more confidence? Did you know that in just seven seconds, without a word spoken, others form an opinion about you? Your nonverbal and verbal behavior often defines you, as a person. Learn how to improve your appearance, confidence, and communication skills! 3 sessions, $95
64673 WThF 6/26-6/28 9 a.m.-3 p.m. Largo
For more Information Call Dr. Nancie Park at 301-277-5934 X340
Health Information Form
(Your registration should not be accepted without this form.)

The following information is required for participants to be admitted into the program.

All participants must be current on all immunizations, visit www.edc.org

1. Provide date (month and year) of participant’s last tetanus (or DPT) shot: ______________________________________________

2. Is the participant currently enrolled in a Maryland school, public, or private?
   □ Yes (Please provide the name of school)______________________________________________________________
   □ No (Please provide a signed copy of immunizations confirming that the child has received all immunizations as required by the Maryland Department of Health and Mental Health recommended childhood immunization schedule.)

3. Is the participant exempt from any immunizations on medical or religious grounds?
   □ Yes (Please provide a signed copy of immunizations confirming that the child has received all immunizations as required by the Maryland Department of Health and Mental Health Immunization Certificate from either a licensed physician indicating that the immunization is medically contraindicated, or the parent or guarding indicating that they object to immunization on religious reasons.)
   □ No

4. Health Information: Provide information on any medical conditions, psychological conditions, behavioral conditions, medication, dietary restrictions, allergies, or special needs that we need to be aware of to ensure your child’s camp experience is positive?

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. Is your child allergic to insect bites? □ Yes  □ No  □ Don’t know
   If yes, list the insect and medication needed
   Insect ____________________________ Medication ____________________________
   If you don’t know, is any other immediate family member (parent, sibling) allergic to insect bites? □ Yes  □ No
   If yes, please describe ____________________________________________________________
Summer Teen Summit on Mediation

Do You Want To Become a Teen Mediator for Youth?

LAW-516–Mediation for Youth
This course is designed for teens, ages 14–19 years of age (born after 1998), to earn a Mediation Certificate. Each student will earn 40 or more hours of Service.

Learning for high school graduation. Students will be taught the basic mediation skills through lecture, case studies, role playing and supervised mediation examples. Benefits to students include:

- Earn 40 Service Learning Credits that count toward high school graduation
- Life skills in conflict management
- Become a member of the Maryland Program for Mediator Excellence (MPME)
- Membership with Community Mediation

Prince George’s (optional) 10 sessions, $185* (includes a $125 lab fee)

All classes will be held at the Largo Campus

<table>
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<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Age Group</th>
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<td>64800</td>
<td>MTWTHF</td>
<td>7/8–7/19</td>
<td>9 a.m.–3 p.m.</td>
<td>14–15 year olds</td>
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<td>64801</td>
<td>MTWTHF</td>
<td>7/8–7/19</td>
<td>9 a.m.–3 p.m.</td>
<td>16–19 year olds</td>
</tr>
</tbody>
</table>

For more information call Dr. Nancie Park at 301-277-5934 x340

Summer Youth Classes

Enroll in jewelry design, sign language, language arts, and math.

We offer both academic and enrichment courses.

Come join the fun this summer!
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**Parental Permission/Responsibility Forms**

*Student Transportation/Pick Up Form*

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Parent's Name</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tr>
</tbody>
</table>

I will pick up child each day at Queen Anne Auditorium. I understand that a $1.00 late fee will be assessed for every minute beyond the pick-up time.

Signature ____________________________ Date __________

Please provide names and telephone numbers (other than the child’s home number) of two people to contact at 4 p.m. They MUST be able to pick up the child.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship to child</th>
</tr>
</thead>
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</tbody>
</table>

Other Arrangements

My child returns home at the end of each class day by ____________________________ (_fill in the blank).

Signature ____________________________ Date __________

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**Student Code of Conduct**

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

1. Knowingly furnishing false information to the college by the student's parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the program day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community, but the short term nature of the youth programs requires a quick, firm response.

1. Warning: Written notification will be sent to the parent/guardian on the nature of the unacceptable behavior the student exhibited. A signed copy of the notice must be returned to the college for the minor student to return to class.
2. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately. The student will be terminated from the remainder of the youth program for that summer with no refund for courses that have started.

I will take responsibility for seeing that my child complies with the student code of conduct and be responsible for seeing that my child arrives on campus on time and is picked up promptly at the end of the program. If I fail to do so, I will pay a late fee of $1.00 for every minute that I am late. Payment is due at time of pick-up. The student will not be allowed to continue in the program until all fees due the college are paid.

Signature ____________________________ Date __________

To receive a more expanded version of the Student Code of Conduct, please contact the Office of the Vice President for Student Services at (301) 322-0412.

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**Photography/Video Model Release Form for Prince George's Community College**

*We Capture Your Child's Smiles*

Occasionally, Prince George's Community College photographs and/or videotapes during the Summer Youth Programs. Photos and videos are used for many different purposes including college publications, college advertising, and promotional materials. We need your signature on file if you give your permission to use photos/videos of your child for promotional purposes.

☐ I give permission to Prince George's Community College to use photographs/videotapes of ____________________________________________ while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

Signature ____________________________ Date __________
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

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