Summer 2014

NONCREDIT CLASSES

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

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40,000+ Students Served Yearly

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

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 Offices Building TO

28. Temporary Classrooms 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
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.
   Fill out all of the demographic information (required fields are noted by a red * ) and check the box at the bottom of the page before hitting the SUBMIT button.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct. If not, DO NOT check the box at the bottom of the page. Just click the SUBMIT button. This will return you to the previous page to make the necessary corrections.
   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 for Courses option again.
   9. This time, Click on Log In to Owl Link.
   Log in 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 Development & Cont. Ed. Students menu again.
   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 Course Code number box (e.g., 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 be prompted for your credit card information.
   9. Fill out all the necessary information and SUBMIT.

III. After submitting you will see 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 log in to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link
I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your log in information and press SUBMIT to log in.
   2. If you do not know your login 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 Development & 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 Course Code number box (e.g., 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 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 be prompted for your credit card information.
   9. Fill out all the necessary information and click SUBMIT.

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

REGISTER IN PERSON
In-person registration takes place on a continuous basis at the Admissions and Records department located in the Admissions and Records department 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) to

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

All mail-in registrations should be post-marked two weeks in advance of the class start date.
HOW TO READ THE NONCREDIT SCHEDULE OF CLASSES

1. Blue headers (main section title): Area of study, industry and/or career field

2. Black headers with lines (subhead): Program of study, specialization within a 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 Completion in many of its programs to validate your professional development and show that you have successfully completed the required series of related courses.

4. Bold 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. Pale blue 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 dates, times, and location.

REGISTRATION INFORMATION

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

8. Select the course you want to take from among those listed in this Schedule of Noncredit Classes. For example: OCU-322.

9. Select the section you want to attend by choosing the dates, times and locations that best meet your needs.

10. Make a note of your choice by writing down both the course designator and the synonym number.

11. Now, you’re ready to register!

HOW TO FIND YOUR LARGO CAMPUS CLASSROOM

A few days before your class is scheduled to begin, you can use Owl Link to find the location of your class on the Largo campus.

1. Go to www.pgcc.edu.

2. Select “Owl Link” at the top of the screen.


4. Enter the course number and syn # for your section. For example: FIN-345-05967.

5. 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. or, 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.

Registration for Fall 2014 classes opens June 1, 2014!
To register online, go to www.pgcc.edu and click on Owl Link, then on Workforce Development and Continuing Education Students.

See our complete list of Fall noncredit classes!
Registration for Spring 2015 classes opens October 1, 2014.
Registration for Summer 2015 classes opens March 1, 2015.

SAVE THE DATE!
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**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 who are 60 years or older 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 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 $15 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 citizen 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:

- **Spring** January 1–April 30
- **Summer** May 1–August 26
- **Fall** August 27–December 31

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 citizen pays the $50 registration fee, enrolls in three courses, and two are canceled, the senior citizen 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. and 7 p.m., Monday–Thursday or on Friday between 9 a.m. and 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 returned check fee and registration fee. All checks are deposited twice.

If the college receives final notice 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 returned 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% refund of tuition, and course-related fees, but not registration fees. No refunds will be issued after that date.
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.pgcccbookstore.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 24–26 Memorial Day
Jul. 4 Independence Day
Aug. 30-Sept. 1 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, WAVY, WASH, WHUR, WPNC, and WWMX. 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 will be held 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.

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 individual with a disability, 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.

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:

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.

   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

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.

   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

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.

SERVICES 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 service members. 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 ODAAAP 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.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Academic Advising
301-322-0150
Bladen Hall, Room 124
Academic advising, placement test interpretation. You must be present 1 hour before closing for full service.

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.  8:30 a.m.–5 p.m.

Admissions
301-336-6000
Bladen Hall, Room 126
Credit student applications. You must be in the office 15 minutes before closing to process your application.

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.   8:30 a.m.–5 p.m.

Bookstore
301-322-0912
Largo Student Center
Cash, check, company voucher, Visa, MasterCard, American Express and Discover are accepted.
Check the bookstore’s website (pgccbookstore.com) for textbook information.

Regular Hours
Mon.–Wed.  8:30 a.m.–7 p.m.
Thurs.  8:30 a.m.–5 p.m.
Fri.   8:30 a.m.–4 p.m.
Sat.   10 a.m.–4 p.m.

Career/Job Services
301-322-0109
Marlboro Hall, Room 2102
Career advising and job placement

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.  8:30 a.m.–5 p.m.

Cashier
301-322-0691
Bladen Hall, Room 120
Bill payment: cash, check, company voucher, Visa, MasterCard and Discover

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.  8:30 a.m.–5 p.m.

College Life Services
301-322-0853
Largo Student Center, Room 149
Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.  8:30 a.m.–5 p.m.

College Web Address
www.pgcc.edu
Online
View catalog, class schedules, and course availability.

Continuing Education
301-322-0159
Kent Hall, Room 207

Regular Hours
Mon.–Fri.  9 a.m.–5 p.m.

Disability Support Services
301-322-0838
Bladen Hall, Room 124
301-322-0122 (TTY/TDD)
Assistance for students with disabilities

Regular Hours
Mon.–Fri.  8:30 a.m.–4:30 p.m.

General Information/Directory Assistance
301-336-6000

Regular Hours
Mon.–Thurs.  8:30 a.m.–9:30 p.m.
Fri.   8:30 a.m.–6 p.m.
Sat.   9 a.m.–1 p.m.

Help Desk (Owl Link)
301-322-0637
Bladen Hall, Room 106

Regular Hours
Mon.–Fri.  8 a.m.–9:30 p.m.
Sat.  10 a.m.–4 p.m.

Library/Media Center
301-322-0105
Accokeek Hall

Regular Hours
Mon.–Thurs.  7:30 a.m.–8 p.m.
Fri.   7:30 a.m.–3 p.m.
Sat.  10:30 a.m.–2:30 p.m.

Lost and Found
301-322-0853
Largo Student Center, Room 149

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.  8:30 a.m.–5 p.m.

Police (Campus)
301-322-0666
Regular Hours
Open 24 hours: 7 days a week.

Records/Registration
301-336-6000
Bladen Hall, Room 126
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.

Regular Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.   8:30 a.m.–5 p.m.

Student Accounting
301-322-0691
Bladen Hall, Room 120

Regular Hours
Mon.–Fri.  8:30 a.m.–4 p.m.

Testing Center
301-322-0147
Bladen Hall, Room 100
You must be in the Testing Center two hours before closing to complete the placement tests.

Regular Hours
Mon.–Thurs.  8:30 a.m.–7 p.m.
Fri.   8:30 a.m.–4 p.m.

Veteran Services
301-583-5282
Bladen Hall, Room 126
Certification of educational benefits

Regular Hours
Mon.–Thurs.  9 a.m.–7 p.m.
Fri.   9 a.m.–5 p.m.

Web Registration
www.pgcc.edu
Available weekends and holidays.

Regular Hours
Mon.–Sun.  7 a.m.–midnight

Other Numbers not Listed
301-336-6000

Regular Hours
Mon.–Thurs.  8:30 a.m.–9 p.m.
Fri.   8:30 a.m.–6 p.m.
Sat.   9 a.m.–1 p.m.
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 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—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)

77687 WF 5/21-7/11 online E2GO
77688 WF 6/18-8/8 online E2GO
77689 WF 7/6-9/5 online E2GO
77690 WF 8/20-10/10 online E2GO

OFC-354 Accounting Fundamentals: Part 2   2.4 CEUs

This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You’ll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity, and more. 12 sessions, $130* (includes a $65 lab fee)

77691 WF 5/21-7/11 online E2GO
77692 WF 6/18-8/8 online E2GO
77693 WF 7/6-9/5 online E2GO
77694 WF 8/20-10/10 online E2GO

QUICKBOOKS

DPR-406 Introduction to QuickBooks 2013   2.4 CEUs

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software. You will master the tools to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventories, and receivables; create estimates and generate reports. QuickBooks offers the same ease of use as Quicken, coupled with a more traditional approach to accounting to meet the needs of small to midsized businesses. Whether you are new to QuickBooks or used earlier versions of this accounting software, this course will empower you to take control of financial accounting for your business. 12 sessions, $130* (includes a $65 lab fee)

77644 WF 5/21-7/11 online E2GO
77645 WF 6/18-8/8 online E2GO
77646 WF 7/6-9/5 online E2GO
77647 WF 8/20-10/10 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-729 Introduction to QuickBooks 2012 2.4 CEUs
Use the power of QuickBooks 2012 software to take control of your business accounting! In these lessons, you will be shown how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you will discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports. QuickBooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you are new to QuickBooks or have used earlier versions of this accounting software, this course will equip you to quickly and efficiently gain control over the financial aspects of your business. 12 sessions, $130* (includes a $65 lab fee)

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<tr>
<th>Course Code</th>
<th>Section</th>
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<tr>
<td>77648</td>
<td>WF</td>
<td>5/21-7/11</td>
<td>Largo</td>
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<tr>
<td>77649</td>
<td>WF</td>
<td>6/18-8/8</td>
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<td>77650</td>
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<td>7/16-9/5</td>
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<td>WF</td>
<td>8/20-10/10</td>
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AQUATICS

Please contact the Robert I. Bickford Natatorium for Learn to Swim information.

www.pgcc.edu/go/swim
301-322-0979

Flyers available at the Natatorium.

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% on the course examination. Textbook should be brought to first class. Text required: Pool operators’ Handbook, by L. Kowalsky. Note: Students who are late or miss a class will not be eligible to take the course examination. 5 sessions, $140*

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<td>78157</td>
<td>MTth</td>
<td>5/12-5/20</td>
<td>6-9 p.m.</td>
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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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<td>78158</td>
<td>MT</td>
<td>5/12-5/20</td>
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OCC-308 Maryland Boating Basics
This course meets the state requirements for a Certificate of Boating Safety Education. Those born on or 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. 3 sessions, $35*

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<th>Course Code</th>
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<tr>
<td>76714</td>
<td>MW</td>
<td>5/12-5/19</td>
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<tr>
<td>77897</td>
<td>MW</td>
<td>6/16-6/23</td>
<td>6:30-9:30 p.m.</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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<td>5/12-5/19</td>
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<tr>
<td>77895</td>
<td>MW</td>
<td>6/16-6/23</td>
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UNITED STATES COAST GUARD

OCC-335 Navigation for Recreational Boaters 1.5 CEUs
Competency in many areas is necessary to operate a boat safely. This introductory course covers the navigational skills required of boaters on a variety of waterways, from rivers to coastal waters. Topics include the proper use of charts, course plotting, dead reckoning, and basic electronic navigation. Instruments covered include compass, depth meter, LORAN, and GPS. A final exam will be given at the end of the course. Students are responsible for purchasing required materials from the instructor at his/her cost. Text required. 5 sessions, $120*

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<th>Course Code</th>
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BUSINESS AND 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, $60*

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<th>Course Code</th>
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<td>78642</td>
<td>S</td>
<td>6/7/6/7</td>
<td>9 a.m.-4 p.m.</td>
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</table>

BUS-460 The Site Selection Process
Learn the basic steps of the site selection process for event planners. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Date/Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>78645</td>
<td>Th</td>
<td>6/26-6/26</td>
<td>6:30-9:30 p.m.</td>
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</tbody>
</table>
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
78643 Th 6/19-6/19 6:30-9:30 p.m. LCC

BUS-410 Starting Your Meeting Planning Company 0.6 CEU
Have you ever thought of starting your own meeting management company and didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $60*
78644 S 7/19-7/19 9 a.m.-4 p.m. LCC

BUS-467 Creating an RFP (Request for Proposal) 0.6 CEU
A Request for Proposal (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company history and offer including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger. 1 session, $60*
73412 S 5/3-5/3 9 a.m.-4 p.m. Largo

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
74614 S 5/17-5/17 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 long basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30
73410 Th 5/14-5/15 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, $55*
77898 Th 6/3-6/5 6:30-9 p.m. LCC
77899 Th 7/8-7/10 6:30-9:30 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 a small elegant dinner for two or hosting a conference for hundreds, here are ways to determine if a museum or historic site is suitable for you, your clients and your attendees. Instructor: Renee Maxwell. 1 session, $30
74501 T 5/6-5/6 6:30-9:30 p.m. LCC

BUS-525 Table Etiquette for the Event Planner
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event. Instructor: Jennifer Saul. 1 session, $30
74638 S 5/10-5/10 10 a.m.-1 p.m. LCC

BUS-558 Wow 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)
77500 WF 5/21-7/11 online E260
77501 WF 7/16-9/5 online E260

BUS-417 Fashion Show Production 0.6 CEU
This course is designed to help produce a fashion show. It will cover planning and organizing a mini trunk show or fashion show; select the venue; cast the models; and behind the scenes - hair, make-up, clothing and assistants. Students will experience what goes on at New York Fashion Week. Instructor: Brigitte Tapp. 1 session, $60*
79350 S 6/14-6/14 9 a.m.-4 p.m. Largo

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit outlook. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. Instructor Sharan Nixon 1 session, $30
79382 S 6/28-9/5 online E2GO

BUS-568 Government Contracting to Grow Your Event Business 0.3 CEU
Government contracting is often used as a means to grow small business revenue quickly. Would you like to plan the next gala, meeting or conference for a government agency? This course will teach contracting opportunities with the federal and local government. We will explore various certifications for your business, registering with a federal and local government agency in-order to bid on event opportunities, creating a Capabilities Statement and responding to RFPs/ RFQs. Instructor: Yvonne Lowe. 1 session, $30
79668 Th 6/12-6/12 6:30-9:30 p.m. Largo

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

OFC-346 Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has 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 highly productive workplace. 12 sessions, $130* (includes a $65 lab fee)

77662 WF 5/21-7/11 online E2GO
77663 WF 6/18-8/8 online E2GO
77664 WF 7/16-9/5 online E2GO
77666 WF 8/20-10/10 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: Dennis Smith. 1 session, $30

74846 W 5/14-5/14 6:30-9:30 p.m. Largo

MANAGEMENT AND SUPERVISORY SKILLS

CONTINUING EDUCATION CERTIFICATE, MANAGEMENT & SUPERVISION
This 60 hour program focuses on building leadership skills for 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 alone or as a whole program will help to 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

MGT-463 Developing Supervisory Skills 1.2 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: Supervisor's Survival Kit, 11th or latest edition (Prentice Hall). 4 sessions, $145*

78017 M 6/2-6/23 6:30-9:30 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of 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. Text required: Leadership: Essential Steps Every Manager Needs to Know, 3rd or latest edition (Prentice Hall). 4 sessions, $145*

78019 W 6/4-6/25 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, $145*

78020 W 7/9-7/30 6:30-9:30 p.m. Largo

MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency. 14 sessions, $450*

78022 MWTh 6/2-7/3 6-8:45 p.m. UTC

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you’ll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered. 12 sessions, $130* (includes a $65 lab fee)

77658 WF 5/21-7/11 online E2GO
77659 WF 6/18-8/8 online E2GO
77660 WF 7/16-9/5 online E2GO
77661 WF 8/20-10/10 online E2GO

Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
MGT-623 Project Management Professional Certification: Prep 1  
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5th or latest edition—the essential resource for the PMP® certification exam. Find out about the project management knowledge areas, five process groups, and 47 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)

MGT-624 Project Management Professional Certification: Prep 2  
Prepare to take-and pass-the Project Management Institute’s PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge, the most essential resource for the PMP® certification exam. Learn all about the 10 project management knowledge areas, five process groups, and 47 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 techniques in a way that helps you absorb key terminology, concepts, and formulas.  
12 sessions, $170* (includes a $85 lab fee)

MGT-707 Understanding the Human Resources Functions  
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. Particular, attention is given to the hiring process, including ways to locate qualified employee in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI®). Registered Education Providers offer programs and courses that are preapproved for professional development units through PMI and have been reviewed by a panel of experienced project management professionals to ensure they meet PMI’s expectations for professional development in project management. This program/course is a good choice for existing PMI credential holders looking for an approved activity for PMI’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through Ed2go, R.E.P. #3213.  
12 sessions, $130* (includes a $65 lab fee)
NON-PROFIT MANAGEMENT

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 characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. 12 sessions, $130* (includes a $65 lab fee)

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6 CEU
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton. 1 session, $60*

VOL-313 Writing Grant Proposals 0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton. 1 session, 60*

VOL-331 Advanced Grant Proposal Writing 2.4 CEUs
Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You’ll become proficient in the proposal format used by the vast majority of public foundations. Learn what to do—and, more importantly what not to do—on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. You’ll also discover the quickest and most efficient ways to gather the information you’ll need to develop your proposal’s attachments, including information on your organization’s structure, administration, and finances. And you’ll gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You’ll become expert at ferreting out corporate, foundation, and government grant makers, and you’ll know how to tailor your responses to information found in the peer review criteria. Before the course is over, you will have discovered a number of significant finishing touches that can give your project the edge over others. You’ll know the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive. You’ll also be taught about the importance of obtaining community and political support prior to submitting a proposal to any government agency. 12 sessions, $130* (includes a $65 lab fee)

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: 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)

NOTARY PUBLIC

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. Instructors: Elaine Wright and Frederick Harris. 1 session, $50*

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. Instructors: Elaine Wright and Frederick Harris. 1 session, $50*

GEN-363 Advanced Notarial Procedures 0.5 CEU
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarizations, including but not limited to, the three most common notarizations, (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers. Instructor: Elaine Wright. 4 sessions, $50*

GEN-355 Become an Acknowledgement Jurat Certified Expert
Understanding the purpose and requirement of notarial certificates wording will enable Notaries to properly execute acknowledgement, jurat, and official witness-type notarizations. Notaries learn to confidently protect their nation by deterring fraud with the knowledge gained. Prerequisites: GEN-307 and GEN-399 recommended. Instructor: Elaine Wright. 1 session, $25
**GEN-345 Marketing Your Notarial Services**
Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets. Instructor: Elaine Wright. **1 session, $30**

**GEN-367 Refresher Course for Notaries Public**
This course is designed to refresh notarial skills for seasoned as well as novice Notaries Public who perform a few or many notarizations per month. Topics covered to improve notary consistency and accuracy are: responding to improper requests, documenting in your journal versus fraud, charging proper fees, executing the three most common notarizations, and understanding the Apostille process for documents going out of the country. Instructor: Elaine Wright. **1 session, $30**

**PUBLIC SERVICES**

**LAW-350 Paralegal, Part 1**
Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract law. **12 sessions, $130* (includes a $65 lab fee)**

**LAW-630 Workers’ Compensation**
A workers’ compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers’ compensation than criminal cases, business disputes, or intellectual property cases. This course will introduce you to workers’ compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field. **12 sessions, $130* (includes a $65 lab fee)**

**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.

A group of core courses in general business skills can be supplemented with a range of elective courses that are not only relevant to today’s business environment, but also 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-427 Accounting and Recordkeeping for Small Business**
- **BUS-414 Legal Issues that Face Business Owners: Your Business and the Law**
- **BUS-435 Basic Federal Tax Information for Small Business**
- **BUS-418 Business Plan: Developing the Blueprint for Success**
- **BUS-411 Financial Aspects of Your Business**
- **BUS-440 Marketing Strategies for Today and Tomorrow**
- Plus 6 hours of additional coursework

**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, $60***

**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 to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq. **2 sessions, $60***

**BUS-435 Basic Federal Tax Information for Small Businesses**
**0.6 CEU**
This course provides guidelines to new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting, and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up business. Instructor: Betty Stehman. **1 session, $60***

**BUS-418 Business Plan: Blueprint for Success**
**0.6 CEU**
Develop goals and objectives for your business through examining the many elements of the planning process. One hour lunch break. Instructor: Karlene Sinclair-Robinson. **1 session, $60***

**BUS-427 Accounting and Recordkeeping for Small Business**
7420 S 5/10-5/10 9 a.m.-4 p.m. LCC
**BUS-435 Basic Federal Tax Information for Small Businesses**
7419 S 5/17-5/17 9 a.m.-4 p.m. LCC
**BUS-418 Business Plan: Blueprint for Success**
74460 S 5/3-5/3 9 a.m.-4 p.m. LCC
79862 S 7/12-7/12 9 a.m.-4 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Instructor</th>
<th>Fee</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-411</td>
<td>Financial Aspects of Your Business</td>
<td>0.6 CEU</td>
<td>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 understand the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Sinclair-Robinson. 1 session, $60*</td>
<td>Robert Gatewood.</td>
<td>$60*</td>
<td>74464 M 5/31-5/31 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-440</td>
<td>Marketing Strategies for Today and Tomorrow</td>
<td>0.6 CEU</td>
<td>Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. 1 session, $60*</td>
<td>Robert Gatewood.</td>
<td>$60*</td>
<td>74506 M 5/5-5/12 6:30-9:30 p.m.</td>
<td>Largo</td>
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<td>BUS-511</td>
<td>Business Formation Basics</td>
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<td>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 Betsy Stehan, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betsy Stehan, CPA. 2 sessions, $60*</td>
<td>Betsy Stehan, CPA.</td>
<td>$60*</td>
<td>78482 S 7/19-7/19 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-328</td>
<td>Is Entrepreneurship Really for You?</td>
<td></td>
<td>Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $30</td>
<td>Rudy Coleman.</td>
<td>$30</td>
<td>79360 T 6/24-6/24 6:30-9:30 p.m.</td>
<td>Largo</td>
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<td>BUS-547</td>
<td>Entrepreneurship as a Second Career</td>
<td>0.6 CEU</td>
<td>Are you retired and discovering that you weren’t really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck. 1 session, $30</td>
<td>David Buck.</td>
<td>$30</td>
<td>74117 M 5/12-5/12 6:30-9:30 p.m.</td>
<td>Largo</td>
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<td>BUS-550</td>
<td>The Business of Home Staging</td>
<td>0.6 CEU</td>
<td>Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTV) or Arts and Entertainment (A&amp;E)? Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course will provide students with a high-level overview of the concepts and principles involved in home staging and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $60*</td>
<td>Nicci Parrish, ASP.</td>
<td>$60*</td>
<td>79119 S 6/21-6/21 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-355</td>
<td>Start and Operate Your Own Home-Based Business</td>
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<td>Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the one you already have. 12 sessions, $130* (includes a $65 lab fee)</td>
<td>Bonnie Peet.</td>
<td>$130*</td>
<td>77483 WF 6/18-8/8 online E2GO</td>
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<tr>
<td>BUS-536</td>
<td>Copyrights, Trademarks, Trade Secrets and Licensing</td>
<td>0.6 CEU</td>
<td>Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq. 1 session, $30</td>
<td>Fred Samuels, Esq.</td>
<td>$30</td>
<td>74482 W 5/1-5/8 6:30-9:30 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-400</td>
<td>Successfully Managing a Beauty Salon</td>
<td>0.6 CEU</td>
<td>Effective salon management can make or break your business; and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, and budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. 1 session, $30</td>
<td>Nat Mathis.</td>
<td>$30</td>
<td>78724 M 6/9-6/9 6:30-9:30 p.m.</td>
<td>Largo</td>
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<td>BUS-342</td>
<td>Virtual Assistant Business</td>
<td>0.6 CEU</td>
<td>A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $60*</td>
<td>Cindy Freland.</td>
<td>$60*</td>
<td>74508 S 5/10-5/10 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-432</td>
<td>Successfully Managing a Beauty Salon</td>
<td>0.6 CEU</td>
<td>A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $60*</td>
<td>Cindy Freland.</td>
<td>$60*</td>
<td>74508 S 5/10-5/10 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-386</td>
<td>Start and Operate Your Own Home-Based Business</td>
<td></td>
<td>Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the one you already have. 12 sessions, $130* (includes a $65 lab fee)</td>
<td>Bonnie Peet.</td>
<td>$130*</td>
<td>77483 WF 6/18-8/8 online E2GO</td>
<td>Polyester</td>
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<tr>
<td>BUS-438</td>
<td>Successfully Managing a Beauty Salon</td>
<td>0.6 CEU</td>
<td>Effective salon management can make or break your business; and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, and budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. 1 session, $30</td>
<td>Nat Mathis.</td>
<td>$30</td>
<td>78724 M 6/9-6/9 6:30-9:30 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-438</td>
<td>Successfully Managing a Beauty Salon</td>
<td></td>
<td>A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $60*</td>
<td>Cindy Freland.</td>
<td>$60*</td>
<td>74508 S 5/10-5/10 9 a.m.-4 p.m.</td>
<td>Largo</td>
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<tr>
<td>BUS-342</td>
<td>Virtual Assistant Business</td>
<td>0.6 CEU</td>
<td>A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $60*</td>
<td>Cindy Freland.</td>
<td>$60*</td>
<td>74508 S 5/10-5/10 9 a.m.-4 p.m.</td>
<td>Largo</td>
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</tbody>
</table>
**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**

78481 M 6/16-6/16 6:30-9:30 p.m. Largo

**BUS-540 Start Your Own Small Business**

2.4 CEUs

Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including start-up options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate the successful entrepreneurs from the struggling ones. **12 sessions, $130* (includes a $65 lab fee)**

77481 WF 7/16-9/5 online E2GO

**BUS-548 From Vision to Marketplace: Branding & Visual Strategies**

This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand’s message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Latoya Benson. **1 session, $30**

76680 W 5/7-5/7 6:30-9:30 p.m. Largo

**BUS-564 A Mobile Business**

This course is designed to give you the basics of everything you need to know to open your own business on wheels. Topics include: start-up costs, converting the vehicle, interior and exterior, state licenses/permits required, daily operations, social media and more. Instructor: Brigitte Tapp, Creator of Washington DC’s first Mobile Boutique. **1 session, $30**

79118 W 7/16-7/16 6:30-9:30 p.m. Largo

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**Veterans Upward Bound**

**Transforming the lives of veterans.**

**Program Overview**

Veterans Upward Bound is a TRiO program at Prince George’s Community College that provides short-term remedial and refresher courses for veterans who have delayed pursuing a post-secondary education.

**Veterans Upward Bound Focus**

- Core competencies and refresher courses (mathematics, English, science, basic computer skills, foreign language)
- Career exploration
- Computer literacy
- Wellness seminars and workshops
- Course registration assistance
- Individualized academic assessments
- Educational, social, and cultural activities
- Free weekly academic tutoring
- Academic counseling

To learn more, call 301-322-0576 or visit www.pgcc.edu/go/veteransupwardbound.

All TRiO programs are funded by the U.S. Department of Education

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**BUS-476 Starting Your Own Boutique**

0.6 CEU

You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty, CEO and Lead Stylist. **2 sessions, $60**

79623 M 7/14-7/21 6:30-9:30 p.m. LCC

**BUS-554 Fashion Stylist: Breaking Into the Industry**

0.6 CEU

Have you ever wondered what a day in the life of a fashion stylist would be like? This course gives you the opportunity to do a reality check on the ins and outs of the business. Is it all glitter and glamour or really hard labor? Topics to be covered include establishing relationships with designers/boutiques, getting started, stylist kit, the portfolio, and budgets and contracts. At the end of the course, you will complete a mini photo shoot. Fashion stylist Carmelita Marcia. **1 session, $60**

78810 S 6/14-6/14 9 a.m.-4 p.m. Largo

**BUS-567 Get and Keep More Customers by Making It Easy**

In seven simple steps you will be taught how to increase sales and grow your business by making it easy for customers to do business with you. Instructor: Robert Gatewood. **1 session, $30**

79339 Th 7/10-7/10 6:30-9:30 p.m. Largo

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

CHILDREN’S DEVELOPMENTAL CLINIC (BIRTH THROUGH 12 YEARS OF AGE)

The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Continuing Education division at Prince George’s Community College. The clinic provides a special service to children who are experiencing various developmental difficulties such as learning problems, physical fitness and coordination problems, language delays, emotional problems or 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 program at the clinic.

The five week summer session is held only at the Largo campus for children birth through age 12. Children are scheduled to attend one and one-half hour sessions, two days per week. Two schedule options are offered: Mondays and Wednesdays or Tuesdays and Thursdays. A mandatory Parent Education Program runs in conjunction with the children’s sessions.

<table>
<thead>
<tr>
<th>Choice of weekdays</th>
<th>Choice of times</th>
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</thead>
<tbody>
<tr>
<td>MW 6/23-7/23</td>
<td>8:30-10 a.m.</td>
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<tr>
<td>TTh 6/24-7/24</td>
<td>10:15-11:45 a.m. and 12-1:30 p.m.</td>
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</table>

The cost for a child and his/her parent to attend the five-week session is $169 for Prince George’s County residents, $179 for out-of-county residents and $189 for out-of-state residents. To register additional children, the fee is $122 per child for in-county residents. For more information and registration forms for the summer session, please visit our website at www.pgcc.edu/go/cdc. Print out all forms for correct information.

CHOICES AND PATHWAYS

A multidisciplinary educational approach for diversely abled students.

For information regarding courses and programs this summer please visit:
www.pgcc.edu/go/choices

Printed schedules are also available through your local DDA provider, or PGCPS CRI instructors.

ANNOUNCEMENT

Instructors needed to teach academic, social, career, and interest based courses for students with intellectual and developmental disabilities.

All positions are part time, and require subject matter expertise, with two or more years of college and relevant teaching experience.

For more information and to request a "Proposal to Teach” packet, please call 301-322-0159.
COMPUTER AND INFORMATION TECHNOLOGY

BEGINNERS

Microsoft Office Suite
This eight course Basic Computer Skills for Business Applications certificate 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. Requirements for the continuing education certificate include successful completion of the following courses. (Note: only one MS Word course is required—not both).

- DPR-714: Introduction to Personal Computers (Formerly DPR-332) (or equivalent experience)
- DPR-753: Intro to Windows 7 or DPR 436 Working With Windows
- DPR-691: MS-Word
- DPR-354: MS-Word
- DPR-674: MS-Excel
- DPR-679: MS-Access
- DPR-662: PowerPoint 2010

Additional classes as needed to fulfill the eight class certificate requirement, selected from among any of the “DPR” courses listed in this Schedule.

Entry-Level Administrative Assistant
This 5 course Entry-Level Administrative Assistant certificate program is designed to recognize a student’s achievement in the area of Microsoft office, office procedures and practices. You will be learning how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Requirements for the continuing education certificate include successful completion of the following courses. (Note: only one MS Word course is required—not both).

- DPR-778: Applied Office Skills
- DPR-691: MS-Word
- DPR-354: MS-Word
- DPR-674: MS-Excel
- DPR 662: PowerPoint 2010
- DPR 679: MS Access

Once a student has completed all of the requirements for either of these programs, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. All Workforce Development and Continuing Education (WDCE) computer students must bring a USB-compatible memory stick or portable drive to each class to store lessons and personal files.

DPR-714 Introduction to Personal Computers 1.2 CEUs
This course is essential for those without any computer experience, and is an introduction to the fundamentals of using a personal computer. This course replaces DPR-332. Topics include: becoming familiar with keyboarding and creating, editing and saving documents on flash drives. No prerequisites are required. Students should bring a USB compatible flash drive to each class. Text: Required: Introduction to Personal Computers using Windows: ISBN-978-1-4246-1389-2. 4 sessions, $195* (includes a $95 lab fee)

77289 T Th 6/10-6/19 6:30-9:30 p.m. Largo
77290 MW 7/21-7/30 6:30-9:30 p.m. CAT-139

DPR-778 Applied Office Skills 0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB compatible flash drive to each class. Text: Microsof Windows 7: Level 1 ISBN: 978-1-4246-1283-3. 3 sessions, $165* (includes a $55 lab fee)

77354 MW 8/4-8/8 6:30-9:30 p.m. CAT-139

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 www and e-mail usage. Topics include up-to-date online 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, $190* (includes a $60 lab fee)

79421 F 7/11-8/1 6-9 p.m. CAT-105

DPR-331 Windows 0.6 CEU
This class addresses the features of Windows for use on personal computers. Student should be familiar with using personal computers and have used a mouse and keyboard. Students should also bring a USB compatible flash drive to each class on which to store data.

1 session, $110* (includes a $50 lab fee)

79422 S 6/7-6/7 9 a.m.-4 p.m. CAT-105

DPR-436 Working with Windows 7 0.9 CEU
See the basics 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 USB compatible flash drive to store in-class work on, to all class sessions.

3 sessions, $150* (includes a $95 lab fee)

77552 MWF 7/21-7/25 6:30-9:30 p.m. LCC

DPR-753 Introduction to Windows 7 0.9 CEU
This course 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, and 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 USB compatible flash drive to store in-class work on, to all class sessions. Student should be familiar with using personal computers and have used a mouse and keyboard.

Text: Microsoft Windows 7: Level 1 ISBN: 978-1-4246-1283-3. 3 sessions, $165* (includes a $55 lab fee)
DPR-774 Introduction to Laptops and Peripherals  1.8 CEUs
This course will go into the pros and 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)
79420  S  7/19-8/23  9 a.m.-12 p.m. Largo

MICROSOFT OFFICE

Are you looking for Career Advancement?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Word 2010, Microsoft Excel, 2010, PowerPoint, and Access. Where do I take the MOS exams and what do I need to bring with me? Students are free to take these exams at any Certiport testing center (see www.certiport.com). The college is a private Certiport testing center which means that we only test Prince George’s Community College students, faculty and staff. Contact Barbara McCreary, bmmccreary@pgcc.edu for information about location and hours. You must keep track of your Certiport username and password because you will need to use them when you come in to take the exams. Proctors are unable to look up this information, so be sure you have practiced signing on to the Certiport site and can do so successfully before you come in to test. You also need to present a photo id, preferably a Prince George’s Community College ID. Other testing centers may have additional requirements. Check with them before you go to take the exam, probably by appointment.

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. 6 sessions, $195* (includes a $95 lab fee)
77431  M  6/2-7/7  6-9:15 p.m. CAT-107

DPR-694 Career Track: MS-Word 2010  3.6 CEUs
This course provides instruction on using Microsoft Word 2010 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, using various proofing tools, creating tables, working with page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles and auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, this includes master documents and table of contents, collaborating documents using track changes and automating actions with macros. Prerequisite: Students should be familiar with using personal computer and have used a mouse and keyboard. 4 sessions, $215* (includes a $120 lab fee)
77390  TTh  5/27-6/12  6:30-9:30 p.m. CAT-105

DPR-691 Introduction to Microsoft Word 2010: Level 1  1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basics features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basics features of Word. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to all classes to store in-class work. Text required: Microsoft Word 2010, Level 1, ISBN: 978-1-4246-1644-2. (Element K. Press). 6 sessions, $240* (includes a $90 lab fee)
77390  TTh  5/27-6/12  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 Microsoft Word 2010 Level 1. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 2 ISBN: 978-1-4246-1534-6. (Element K. Press). 6 sessions, $240* (includes a $90 lab fee)
77395  MW  7/17-7/23  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 Microsoft Word 2010 Levels 1 and 2. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 3 ISBN: 978-1-4246-1586-5 (Element K. Press). 6 sessions, $240* (includes a $90 lab fee)
77408 MW 7/28-8/13 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 Auto-Formats, and find and replace data. Prerequisite: Windows or equivalent PC skills. 4 sessions, $215* (includes a $120 lab fee)
77532 Th 8/12-8/21 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: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to store in-class work on to all class sessions. Text required: Microsoft Excel 2010, Level 1 ISBN: 978-1-4246-1630-5. 6 sessions, $235* (includes a $85 lab fee)
77406 MW 5/19-6/9 6:30-9:30 p.m. CAT-105

DPR-681 Advanced Excel 2010: Level 3 1.8 CEUs
This course is a continuation of Excel 2010. Topics include creating and editing in macro, protecting files, auditing worksheets, importing and exporting data and more. This course covers the more advanced features of Excel 2010. Prerequisite: Introduction to Microsoft Excel 2010, Level 2. Text required: Microsoft Excel 2010, Level 3 ISBN: 978-1-4246-1578-0. 6 sessions, $230* (includes a $85 lab fee)
77410 Th 7/15-7/31 6:30-9:30 p.m. CAT-139

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 USB compatible flash drive to store in-class work on to all class sessions. Text required: Introduction to Microsoft Access 2010 Level 1, ISBN# 978-1-4246-16936-7. 6 sessions, $240* (includes a $90 lab fee)
74146 Th 5/6-5/22 6:30-9:30 p.m. CAT-139

DPR-680 Advanced Access 2010 1.8 CEUs
This course is a continuation of Access 2010. Topics include creating and editing in macro, protecting files, auditing worksheets, importing and exporting data and more. This course covers the more advanced features of Access 2010. Prerequisite: Microsoft Access Level 2. (Elements K. Press). 6 sessions, $230* (includes a $85 lab fee)
77412 Th 6/17-7/3 6:30-9:30 p.m. CAT-105

DPR-711 Intermediate Microsoft Excel 2010: Level 2 1.8 CEUs
This 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 Microsoft Excel 2010 Level 1.

DPR-662 Introduction to PowerPoint 2010 0.6 CEU
This class covers the introductory functions of the presentation software, MS-PowerPoint. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text: PowerPoint 2010: Level 1. ISBN# 978-1-4246-1642-8. 2 sessions, $110* (includes a $50 lab fee)
77398 S 6/21-6/28 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. Prerequisite: Intro to PowerPoint 2010. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text: PowerPoint 2010: Level 2, ISBN# 978-1-4246-1572-8. 2 sessions, $110* (includes a $50 lab fee)
77403 S 7/12-7/19 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: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text required: Introduction to Microsoft Project 2010: Level 1. ISBN# 978-1-4246-1550-6. 6 sessions, $230* (includes a $85 lab fee)
77287 Th 6/3-6/19 6:30-9:30 p.m. CAT-139

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, $230* (includes a $85 lab fee)
77288 Th 7/8-7/24 6:30-9:30 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
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 Windows (version XP or higher), the Internet, and a basic understanding of Microsoft Word and/or Excel.

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-776 Troubleshooting Windows (used to be DPR 534)
- DRP-539 Troubleshooting MS-Word
- DPR-658 Troubleshoot Excel: Help Desk

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

DPR-535 Help Desk Technology: Part 1
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: basic understanding of the personal computer, the network environment and Windows (any version). No text required.
2 sessions, $110* (includes a $50 lab fee)
77382 W 5/21-5/28 6:30-9:30 p.m. CAT-139

DPR-536 Help Desk Technology: Part 2
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, Part 1 and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)
77383 W 6/4-6/11 6:30-9:30 p.m. Largo

DPR-776 Troubleshooting MS-Windows: Version XP
In 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, $150* (includes a $50 lab fee)
77384 W 7/23-8/6 6:30-9:30 p.m. Largo

DPR-538 Troubleshooting MS-Access for Help Desk Technology
In this class students 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 required. 3 sessions, $150* (includes a $50 lab fee)
77386 W 8/13-8/27 6:30-9:30 p.m. CAT-139

DPR-539 Troubleshooting MS-Word for Help Desk Technology
In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: Working knowledge of Microsoft-Windows and Microsoft-Word. No text required.
3 sessions, $150* (includes a $50 lab fee)
77385 W 6/25-7/9 6:30-9:30 p.m. Largo

DATABASE DESIGN

DPR-327 Introduction to SQL
For many new or intermediate database developers, it’s difficult to know where to start when designing a relational database. It’s easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient databases. It will start with an introduction to SQL and Relational Database Management Systems, the Fundamentals of SQL Concepts and Principles, and Creating and altering RDBMS objects. Prerequisites: Before taking this course, you should have a basic understanding of your computer’s operating system. For example, you should know how to launch an application, create and save files, copy files from CD and other media. You should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. Text: The SQL Bible, by Kreigel and Trukhnov. 4 sessions, $150* (includes a $40 lab fee)
77353 M 7/7-7/28 6:30-9:30 p.m. LCC
**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 designed 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* qualifies 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 CSS
- DPR-690 Introduction to Dreamweaver CSS
- 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.

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**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” classes

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.

Textbook may be bought at the Prince George’s Community College Bookstore or online.

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**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. Prerequisite: Web Design: Part 1. 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)

77294 MW 7/21-8/4 6-9 p.m. LH-220

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**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. Prerequisite: Web Design: Part 2. 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)

77295 MW 8/11-8/25 6-9 p.m. LH-220

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**ILIFE**

**APP-431 iPad and iLife** 1.2 CEUs

The iPad and iLife course has focused lessons that take you step-by-step through all aspects of iLife from organizing and editing your photo library to creating polished movies and soundtracks. Along the way, you’ll produce movie trailers, photo books, soundtracks and music. Learn to publish and share your projects. Text required: *Apple Training Series: iLife* 11th edition), ISBN-978-0-321700971 by Michael E. Cohen, Michael Wohl, Richard Harrington, Mary Plummer, published March 26, 2009 by Peachpit Press. 4 sessions, $125* (includes a $60 lab fee)

77429 TTh 7/15-7/24 6-9 p.m. CAT-137

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

**APP-300 Quick Guide: Using the Mac: Part 1**  
0.6 CEU  
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. Text required: *Total Lion Superguide*. Order online at www.macworld.com/superguide/lion.html.  
2 sessions, $55* (includes a $20 lab fee)  
77424 T 6/3-6/10 6-9 p.m. CAT-137

**APP-301 Quick Guide: Using the Mac: Part 2**  
0.6 CEU  
This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class. Text required: *Total Lion Superguide*. Order at www.macworld.com/superguide/lion.html.  
2 sessions, $55* (includes a $20 lab fee)  
77425 W 6/18-6/25 6-9 p.m. CAT-137

### NETWORKING

**Certification Preparation, Cisco Certified Network Associate (CCNA)**  
Prince George’s Community College offers an in-depth, four course series to prepare students to test for the Cisco Certified Network Associate (CCNA) Certification through its Cisco Networking Academy. Individuals holding the CCNA certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco’s website at cisco.netacad.net.  
**Note:** All Cisco courses provide an additional 20 hours of open lab time available on Saturdays. See your instructor for the open lab schedule.  
Textbooks for the classes may be bought at the Prince George’s Community College Bookstore or online.

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<th>Course</th>
<th>CEUs</th>
<th>Description</th>
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| DPR-735 CompTIA Network+ Certification Preparation | 5.0 CEUs | This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Call the Prince George’s Community College bookstore for textbook requirements.  
15 sessions, $370* (includes a $135 lab fee)  
78112 Th 6/3-7/22 6-9:30 p.m. Largo |
| DPR-698 CompTIA A+ Certification Preparation Part 1 | 6.5 CEUs | This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisites: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Required text: *Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs*, 4th edition (Exams 220-801 & 220-802) (paperback).  
20 sessions, $620* (includes a $125 lab fee)  
77379 MWTh 7/7-8/20 6:30-9:45 p.m. LH-210A |

### ONLINE TRAINING

All students registering for online course(s) with the ed2go delivery format (indicated by “E2GO”) must have Internet access, an Internet browser (i.e. Internet Explorer), and a working e-mail account. Please see the registration instructions and other important information for online students under the “eLearning@PGCC” section (at the end of this Schedule).  
No refunds are issued after the start of class. Students taking online ed2go courses first should visit the ed2go Online Instruction Center at www.ed2go.com/pgcc to choose the class for orientation (by clicking the “Enroll Now” button there). Next, make official registration and payment for the class at the college Web site, www.pgcc.edu, or on the PGCC campus. On the start date of the class, the online classroom can be accessed at the ed2go site: www.ed2go.com/pgcc.

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<th>Course</th>
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| 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, $210* (includes a $55 lab fee)  
77380 F 7/11-8/1 6-9 p.m. LH-210A |
| 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 who 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. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Required text: *Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs*, 4th edition (Exams 220-801 & 220-802) (paperback).  
20 sessions, $620* (includes a $125 lab fee)  
77378 MWTh 5/19-7/3 6:30-9:45 p.m. LH-210A |

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<tr>
<td>OFC-388 Keyboarding</td>
<td>2.4 CEUs</td>
<td>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 be taught 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</td>
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</table>
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)**

DPR-696 Introduction to PC Troubleshooting 2.4 CEUs
Are you ready to dive under the hood of your personal computer (PC)? Introduction to PC Troubleshooting takes you step-by-step through the typical hardware and operating system problems encountered by technicians, 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 PC. So what are you waiting for? Let’s troubleshoot—and fix—some PCs! **12 sessions, $130* (includes a $65 lab fee)**

DPR-649 Wireless Networking 2.4 CEUs
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 (two free 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)**

DPR-393 Designing Effective Websites 2.4 CEUs
These days, creating a Web site is so easy almost anyone can do it. But with all of the competition on the Web, creating a site that’s effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! **12 sessions, $130* (includes a $65 lab fee)**

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 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 (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)**

DPR-591 Intermediate Networking 2.4 CEUs
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)**

DPR-699 Introduction to Microsoft Word 2010 2.4 CEUs
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)**
DPR-514 Introduction to Linux  2.4 CEUs
See how to navigate through the world of desktop Linux and how to use free office productivity, multimedia, and Internet software packages included with Linux. In addition, see how to use your Linux desktop to access the Internet to browse Websites, download files, chat with friends, and work with e-mail. This course requires that you have a basic knowledge of using Windows or Macintosh and are comfortable with working in a graphical PC environment. You must have a PC available to run the Simply MRPIIS, Version 6.5 Linux Operating System either from the hard disk or from a live CD. That PC must meet the minimum requirements for the Simply MRPIIS version 6.5 Linux distribution: PC with an Intel Pentium or equivalent processor, a bootable CD ROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, you can order the Simply MRPIIS version 6.5 CD for a minimal cost of approximately $15.

12 sessions, $130* (includes a $65 lab fee)

77901 WF  5/21-7/11 online  E2G0
77902 WF  6/18-8/8 online  E2G0
77903 WF  7/16-9/5 online  E2G0
77904 WF  8/20-10/10 online  E2G0

DPR-451 Computer Skills for the Workplace  2.4 CEUs
See how computers are used in the workplace and the technical skills so many employers value. No text required. Requirements: Microsoft Windows 95 or newer with any edition 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)

78027 WF  5/21-7/11 online  E2G0
78028 WF  6/18-8/8 online  E2G0
78029 WF  7/16-9/5 online  E2G0
78030 WF  8/20-10/10 online  E2G0

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 required. 12 sessions, $130* (includes a $65 lab fee)

78051 WF  5/21-7/11 online  E2G0
78052 WF  6/18-8/8 online  E2G0
78053 WF  7/16-9/5 online  E2G0
78055 WF  8/20-10/10 online  E2G0

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)

78116 WF  5/21-7/11 online  E2G0
78117 WF  6/18-8/8 online  E2G0
78118 WF  7/16-9/5 online  E2G0
78119 WF  8/20-10/10 online  E2G0

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)

78240 WF  5/21-7/11 online  E2G0
78241 WF  6/18-8/8 online  E2G0
78242 WF  7/16-9/5 online  E2G0
78243 WF  8/20-10/10 online  E2G0

DPR-758 Introduction to Microsoft Access 2010  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 construct an effective database for any information you need to store, document, and manage at home or on the job.

12 sessions, $130* (includes a $65 lab fee)

77992 WF  5/21-7/11 online  E2G0
77993 WF  6/18-8/8 online  E2G0
77994 WF  7/16-9/5 online  E2G0
77995 WF  8/20-10/10 online  E2G0

DPR-764 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 newsletters, fliers, brochures, and letterheads. 12 sessions, $130* (includes a $65 lab fee)

78244 WF  5/21-7/11 online  E2G0
78245 WF  6/18-8/8 online  E2G0
78246 WF  7/16-9/5 online  E2G0
78247 WF  8/20-10/10 online  E2G0

DPR-744 Intermediate Microsoft Word 2010  2.4 CEUs
Microsoft Word 2010 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you will learn Microsoft Word’s more advanced features, which can make writing easier, faster, and more fun. You will discover how to create an index, make a list of figures, build a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts. By the end of the course, you’ll know how to use Word both to save lots of time and to set your creativity free!

12 sessions, $130* (includes a $65 lab fee)

78223 WF  5/21-7/11 online  E2G0
78224 WF  6/18-8/8 online  E2G0
78225 WF  7/16-9/5 online  E2G0
78226 WF  8/20-10/10 online  E2G0

Prince George’s Community College  ●  Transforming Lives  ●  301-336-6000  ●  www.pgcc.edu
### 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-727 Intermediate Microsoft Excel 2010 2.4 CEUs
Take your Excel skills to the next level! In these hands-on lessons, you’ll master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010. You will learn how to harness the power of Excel’s data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel’s other timesaving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert! 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-464 Introduction to Oracle 2.4 CEUs
Gain hands-on experience with Oracle’s PL/SQL programming language, with assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will show you the skills you need to write flexible programs using the language. You’ll be shown the building blocks and core features of PL/SQL, and how to begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. Requirement: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Oracle or equivalent experience. 12 sessions, $130* (includes a $65 lab fee)

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### DPR-461 Introduction to Oracle 2.4 CEUs
Gain hands-on experience with Oracle’s PL/SQL programming language, with assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will show you the skills you need to write flexible programs using the language. You’ll be shown the building blocks and core features of PL/SQL, and how to begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. Requirement: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Oracle 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. Explore ways to create programs for Microsoft Windows using Borland C++ Builder, and Object-Oriented techniques. Explore ways to create windows and forms, and how to program in a step-by-step manner. Requirements: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic 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 one’s 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-717 Introduction to Dreamweaver CS6  2.4 CEUs
You have taken your first steps into Web design, and your fingers are beginning to cramp from all that typing, but do not panic! Developing your coding skills has not been in vain! You are ready for Dreamweaver-Adobe’s preeminent Web development application, which has been designed from the ground up to make developing websites easier. You will begin by touring the Dreamweaver workspace and configuring it for your specific site-management needs. You will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Along the way, you’ll work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you will have successfully built a website and know how to use Dreamweaver’s built-in FTP tools to upload to the server of your choice. 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
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 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)**

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### DPR-540 Introduction to PHP and MySQL
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 Wa.m.P5 software. You can download Wa.m.P5 for free from http://www.wampserver.com/en/ for Windows NT, Windows 2000, Windows XP, or Windows Vista (Wa.m.P5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the Wa.m.P5 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)**

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

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### DPR-670 Introduction to PC Security
What you don’t know about 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 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)**

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### DPR-671 Advanced Personal Computer Security
When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them? **12 sessions, $130* (includes a $65 lab fee)**

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DPR-672 Introduction to CSS and 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)

77913 WF 5/21-7/11 online E2G0
77914 WF 6/18-8/8 online E2G0
77915 WF 7/16-9/5 online E2G0
77916 WF 8/20-10/10 online E2G0

DPR-636 Intermediate C# Programming 2.4 CEUs
This 6-week course covers application design and implementation using real-world examples. Topics will include: common GUI controls: buttons, labels, text boxes, check boxes and radio buttons; add menus and toolbars to programs and program interaction with sequential files, random access files and databases. Requirements: introductory experience with C# programming, MS-Visual C# 2008 Express Edition, Windows XP or higher. See www.adobe.com/downloads for Adobe Flash and PDF plug-ins. No text required. 12 sessions, $130* (includes a $65 lab fee)

78232 WF 5/21-7/11 online E2G0
78233 WF 6/18-8/8 online E2G0
78234 WF 7/16-9/5 online E2G0
78235 WF 8/20-10/10 online E2G0

DPR-741 Introduction to Creating WordPress Web Sites 2.4 CEUs
Want to build an attractive, sophisticated blog or website without having to learn any special coding? WordPress is the answer you are looking for! WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website. 12 sessions, $130* (includes a $65 lab fee)

77917 WF 5/21-7/11 online E2G0
77918 WF 6/18-8/8 online E2G0
77919 WF 7/16-9/5 online E2G0
77920 WF 8/20-10/10 online E2G0

DPR-766 Creating WordPress Websites 2 2.4 CEUs
Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure. You will also get a taste of HTML and CSS so you can customize the site’s look and feel. By the end of this course, you will be able to build a website that can do almost anything! 12 sessions, $130* (includes a $65 lab fee)

78217 WF 8/20-10/10 online E2G0

DPR-765 Creating Mobile Apps with HTML 2.4 CEUs
The latest Web standards-in particular, HTML5 and CSS3-make it possible for you to create cross-platform mobile apps using skills you may already have. This course will teach you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone. You will also be shown how to do scripting with JavaScript and techniques such as jQuery, and see how to use Web Application Programming Interfaces (Web APIs) to combine different Web services to create mobile mashups. Finally, you will be shown what you need to do to distribute your work to the world! 12 sessions, $130 (includes a $65 lab fee)

78212 WF 5/21-7/11 online E2G0
78215 WF 6/18-8/8 online E2G0
78216 WF 7/16-9/5 online E2G0
78217 WF 8/20-10/10 online E2G0

DPR-733 Intermediate Microsoft Access 2010 2.4 CEUs
Take your knowledge of Microsoft Access databases to the next level. Learn how to import and export data, write powerful queries, customize your database interface, build reports, deploy your database in a multi-user environment, and much more! 12 sessions, $130* (includes a $65 lab fee)

78214 WF 5/21-7/11 online E2G0
78215 WF 6/18-8/8 online E2G0
78216 WF 7/16-9/5 online E2G0
78217 WF 8/20-10/10 online E2G0

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 1
• 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. 14 sessions, $425*
77240 TTh 6/3-7/17 6-9 p.m. Largo

CST-391 Construction Math 4.2 CEUs
This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $425*
77236 MW 6/2-7/16 6-9 p.m. Largo

CST-416 Construction Surveying 4.2 CEUs
A class designed for Construction personnel who must implement and lay out a site development plan. Lectures and hands-on field work help the student develop an understanding and use of the builder transit/level in all phases of construction. Recommended: CST-391: Construction Math, completed or concurrent. 14 sessions, $425*
77241 TTh 6/3-7/17 6-9 p.m. Largo

CONSTRUCTION SKILLED 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

OCU-404 Building Maintenance Engineer: Level 1 4.5 CEUs
This course covers the basic knowledge needed for entry level positions in building maintenance. May be taken concurrently with OCU-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $545* (includes a $50 lab fee)
77654 W 6/11-9/17 5-8 p.m. STC

OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCU-404. May be taken concurrently with OCU-404. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Prerequisite: OCU-404. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $545* (includes a $50 lab fee)
77665 Th 6/12-9/18 5-8 p.m. STC

COMPUTER AIDED DRAFTING (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 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required.
20 sessions, $440*
78111 TTh 6/3-8/7 6-9:30 p.m. CAT-315

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

**ELC-330 Masters Electrical Exam Prep**  
6.0 CEUs  
This course is designed to prepare students for the Master Electrical exam. Using the National Electric Code Book, 2014 edition, we will cover the responsibilities of a master electrician; electrical calculations; special applications; and primary and secondary overcurrent devices. Textbook and NEC 2014 code book required.  **20 sessions, $640***

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**The College BOOKSTORE**

Located on the first floor in Largo Student Center, serves students, faculty, and staff with:

- textbooks  
- trade books  
- supplies  
- novelties  
- school apparel

**www.pgccbookstore.com**  
301-322-0912

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**CORE SKILLS**

**Core: Introductory Craft Skills**  
A prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing.

- OCU-410 Core: Introductory Craft Skills or  
- OCU-408 Core: Introductory Craft Skills, Part 1 and  
- OCU-416 Core: Introductory Craft Skills, Part 2

**OCU-408 CORE: Introductory Craft Skills, Part 1**  
3.9 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, basic communication skills and employability skills. Textbook and calculator required at first class: NCCER Core Curriculum, 4th edition.  **13 sessions, $455* (includes a $50 lab fee)**

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**OCU-416 CORE: Introductory Craft Skills, Part 2**  
3.5 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 hand and power tools, construction drawings, and materials handling. Textbook at first class: NCCER Core Curriculum, 4th edition.  **12 sessions, $455* (includes a $50 lab fee)**

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**ELECTRICITY AND 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 are 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-323 Construction Electricity 2: Part 1**  
4.8 CEUs  
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum to prepare students for the construction industry. Topics include: theory and application of AC and DC motors, components, circuits and connections; conduit bending; and selection and sizing of pull and junction boxes and handholes. Prerequisites: Residential Wiring 1, Part 3 and ELC 312. Textbooks required: Electrical Level 2, 7th ed. and 2011 NEC.  **13 sessions, $510* (includes a $50 lab fee)**

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**ELC-324 Construction Electricity 2: Part 2**  
3.8 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, $415* (includes a $50 lab fee)**

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HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND 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) Systems 1
A Continuing Education Certificate in HVAC/R Systems 1 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. Students who elect to continue on with HVAC/R Level 3 and 4 should contact the Washington Metro Area Associated Builders and Contractors. Certificate requirements include successful completion of the following courses:

• OCU-410: Core: Introductory Craft Skills or
• OCU-408 Core Introductory Craft Skills Part 1 and
• OCU-416 Core Introductory Craft Skills Part 2
• HVC-300 : 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-336 : HVAC/R, Level 2, Part 3
• HVC-342 : HVAC/R, Level 2, Part 4
• HVC-336 HVAC/R Level 2: Part 3 5.3 CEUs
This course is third in our series of four courses in the NCCER Level 2 curriculum for HVAC/R students. Topics include: Troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Textbook required. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. 14 sessions, $640* (includes a $50 lab fee)

77679 Th 6/17-7/31 6-9:30 p.m. STC

HVC-342 HVAC/R Level 2: Part 4 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include: Basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Textbook required. 8 sessions, $335* (includes a $50 lab fee)

79430 Th 8/5-8/28 6-9:30 p.m. STC

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 installation, troubleshooting, and automotive lock opening.

A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:

• KEY-300 Locksmithing 101
• KEY-301 Locksmithing 102
• KEY-305 Locksmithing 201
• KEY-304 Locksmithing 202

Training is held at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774.

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, $58 (includes a $58 lab fee)

76836 Th 5/1-5/1 online 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, autolock, lock functions and finishes. Prerequisite: Locksmith Criminal Background Screening. Textbook required. 14 sessions, $590* (includes a $100 lab fee)

76832 MW 5/6-5/26 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, $590* (includes a $100 lab fee)

76633 MW 6/30-8/13 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, $590* (includes a $100 lab fee)

76834 Th 5/6-6/9 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, $590* (includes a $100 lab fee)

76635 Th 6/26-7/31 5:30-9 p.m. WTC

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

OCU-329 Electrical Repair: Basic Skills
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include: safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Textbook: *Step by Step Guide Book on Home Wiring*. Instructor: Janaina Rocha. 4 sessions, $165* (includes a $30 lab fee)

74803 T 5/6-5/27 6-9 p.m. STC

OCU-330 Plumbing Repair: Basic Skills
1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: *Step by Step Guide Book on Home Plumbing*. Instructor: Janaina Rocha. 4 sessions, $170* (includes a $30 lab fee)

77677 T 8/5-8/26 6-9 p.m. STC

OCU-331 Drywall Installation and Repair
1.5 CEUs
This hands-on course introduces the 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, $190* (includes a $30 lab fee)

77674 T 6/3-7/1 6-9 p.m. STC

OCU-409 Ceramic Tile Installation and Repair
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include: safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: *SmartGuide-Tile Step by Step*. Instructor: Janaina Rocha. 4 sessions, $160* (includes a $30 lab fee)

77676 T 7/8-7/29 6-9 p.m. STC

COSMETOLOGY/BRAIDING/MAKE-UP

COSMETOLOGY

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 $6,000.00. Additional fees of approximately $1,750.00 (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 301-772-2244 and identify yourself as a Prince George's Community College student.

77046 Th 5/29-6/5 6:30-9:30 p.m. LCC

OCU-436 Bridal and Special Occasion Make-Up
Occasionally, you may get invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your make-up to the next level. Bring your own make-up, and you will be taught to achieve a soft, more polished natural appearance or a special glam look. Students will be taught about skin care and will practice make-up techniques using their own beauty supplies. Andi Bradshaw has over twenty years of experience in the cosmetology field.

1 session, $64 (includes a $50 lab fee)

76486 S 5/17-5/17 9:30 a.m.-12:30 p.m. LCC
79204 W 7/3-7/3 6-9 p.m. LCC

OCU-427 Polished Daytime Make-Up
Women who wear make-up everyday will be taught new, flattering application tips in this class. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the make-up you currently employ and recommend additional products (not brands) and techniques that will enhance your look. Learn the basics of good skin care and the colors that work best for you. Please bring the make-up and skin care products you use to class.

1 session, $64 (includes a $50 lab fee)

79203 T 8/19-8/19 6:30-9:30 p.m. LCC

MAKE-UP ARTISTRY

OCU-428 Professional Make-Up for Beginners
If you are considering becoming a professional make-up artist to work as a cosmetic consultant, an individual beauty representative or to be self-employed, bring your kit to discuss the items you have and the items you will need to get started. Class one will encompass lecture, demonstrations and open forum questions and answers covering the fundamentals of professional sanitation, assessing skin, face and eye shapes, and how to determine and use the products necessary to achieve the look your client desires. The second class will consist of practicing hands-on make-up application designed to give you confidence and experience. Students will serve as both models and artists, using the skills learned in the first class, as you experience the client consultation and face chart. More advanced essential tips, tricks and techniques for using primers, color correctors, highlighting and contouring, lash application and finishing touches will separate the professional from the novice make-up user. Instructor Andi Bradshaw has over 30 years' experience in the cosmetology field.

2 sessions, $99
**CREATIVE AND PERFORMANCE ARTS**

**CREATIVE WRITING**

**SKB-326 Write Fiction like a Pro**

This class presents the dramatic story structure, and how to turn a bare-boned story structure into a three-page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing. 12 sessions, $130* (includes a $65 lab fee)

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**SKB-386 Keys to Effective Editing**

Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have better-than-average spelling ability. 12 sessions, $130* (includes a $65 lab fee)

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**SKB-307 The Craft of Magazine Writing**

This class shows the student many of the writing principles and publishing methodology used in the magazine publishing industry. 12 sessions, $130* (includes a $65 lab fee)

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**SKB-367 Writing Your Life’s Story**

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)

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**SKB-403 Travel Writing**

For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles, books and novels. See some of the writing styles and methods used to sell material in today’s competitive market, including lead paragraphs, descriptive passages and the uses of interviews, quotes; and facts. 12 sessions, $130* (includes a $65 lab fee)

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**SKB-393 Beginner’s Guide to Getting Published**

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)

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**SKB-465 Writing Young Adult Fiction**

From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today’s novels. This course shows you how to develop your own young adult story step-by-step, from structuring your plot to polishing your final manuscript. You will be shown how to connect with teens and young adults, write breathtaking action scenes, and create realistic dialogue. And best of all, you’ll find out how to get published! Whether you are interested in writing fantasy, romance, science fiction, or historical novels, you will be taught everything you need to know to make your story a success. 12 sessions, $130* (includes a $65 lab fee)

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**SKB-722 Beginning Writer’s Workshop**

If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece. 12 sessions, $130 (includes a $65 lab fee)

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**Looking for an online course?**

See the Online Courses section (pages 73–76) for a list of options and registration details.
SKB-463 Writerific: 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)

77762 WF 5/21-7/11 online E2GO
77763 WF 6/18-8/8 online E2GO
77764 WF 7/16-9/5 online E2GO
77765 WF 8/20-10/10 online E2GO

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)

77757 WF 5/21-7/11 online E2GO
77759 WF 6/18-8/8 online E2GO
77760 WF 7/16-9/5 online E2GO
77761 WF 8/20-10/10 online E2GO

FINE ARTS CREATIVITY

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 material 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 material for this course is $90. Instructor: Edward Taylor. 5 sessions, $155*

79329 T 6/10-7/8 6:30-9:30 p.m. LCC

ART-392 Design and Create Jewelry!
Former owner of the Beader’s Workshop will show you how to design a classic beaded necklace, create stunning wire wrapped bauble rings, and make chandelier earrings. Each student is required to purchase a bead kit complete with everything needed for the three projects from the instructor. Cost for kit is $55. Tools are available for use and purchase. Projects are subject to change. Instructor: Vivian Pollard/Rachelle Martin. 3 sessions, $55

74227 M 5/5-5/19 6:30-9:30 p.m. Largo

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. 3 sessions, $55

79354 M 6/9-6/23 6:30-9:30 p.m. Largo

ART-363 Abstract Collage
Expand your artistic endeavors and learn about abstract design using collage as your medium. Become acquainted with various approaches to collage and other materials. Learn the fundamentals of composition with a series of design exercises exploring shape, color, texture and other elements, as well as numerous ways to start, develop and finish mixed media pieces. Instructor Sharon Robinson has extensive experience as a gallery resident artist and adult educator. Note: Additional cost of materials estimated at $40. Supply list distributed at first class. 5 sessions, $139

76677 S 5/10-6/14 10 a.m.-12:30 p.m. LCC

PERFORMING ARTS & MUSIC

COM-347 Voiceovers: Such a Voice
Voice-Overs are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! With such notable talent as Morgan Freeman, Glenn Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! You’ll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Anne Ganguzza will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and the all-important “demo” and how to have it produced. You’ll step up to the microphone and do some practice recording, and best of all, you’ll hear the results! 1 session, $69 (includes a $40 lab fee)

79205 S 6/21-6/21 9-11:30 a.m. LCC
**MUS-347 Your Guide to the Music Business** 0.6 CEU

This course covers seven essential aspects of music administration - Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instructions from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry. Instructor: Cecil T. Ford. **2 sessions, $55***

79328  W  6/18-6/25  6:30-9:30 p.m.  Largo

**MUS-339 Music Made Easy**

As Music Made Easy instructor Marianne Murawski, Ph.D. says, "Anyone can learn to read music. It’s simply a matter of learning to match what you see on a sheet of music to keys on a keyboard." In her course, Murawski teaches students the basics of rhythm, and how to read treble and bass clef, build major scales, recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however those who have a musical background are welcome as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. **12 sessions, $130 (includes a $65 lab fee)**

77485  WF  7/16-9/5 online  E2GO

**ART-398 Getting Started in Acting**

Ever wanted to try your hand at acting but didn’t know where to start? Do you know what a monologue is, or how to choose one? Whether you’re looking to act as a hobby or a potential career, this course will give you insight into the theatre, television and film world. We will cover differences in the mediums, audition techniques, unions, resources, local opportunities, and so much more. By the end of the course, you’ll have at least one monologue at performance standards, and be ready to get your feet wet. Instructor: Robin Zerbe is a SAG-AFTRA actress. **4 sessions, $135**

79344  S  6/28-7/26  10 a.m.-1 p.m.  LCC

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**EARLY CHILDHOOD EDUCATION**

**CHILDHOOD EDUCATION**

**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 regarding 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 at 410-767-7852 or visit their website at www.marylandpublicschools.org/MSDE/divisions/child_care, then click on “Divisions of Early Childhood Development.

**Prerequisite:**

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 prior to the first day of class. All textbooks are available at the college bookstore or online vendors.

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

**Online Course Information:**

1. Online courses require the same prerequisites as the traditional course counterparts.
2. All online classes have at least one mandatory campus visit.
3. Students 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.

**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
- and DCR-455: Communication Skills for Child Care Providers

Please read the course descriptions carefully! Many of our courses have a new placement test requirement. For more information regarding the placement test prerequisite for Child Care courses 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 pre-school or school-age programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: Students must pass the reading comprehension placement test. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 9 sessions, $190*

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DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children from age three 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 of 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. 6 sessions, $190*

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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) 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 training 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, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes have mandatory campus visits. 6 sessions, $190*

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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 for 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, $80*

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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 hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. 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 the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 9 sessions, $190*

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DCR-466 Child Care Administration for Directors 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisite: Students must successfully pass the reading comprehension placement test and have completed their 90 hour certificate. Perfect attendance is required.

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required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 7 sessions, $190*  

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**DCR-510 Family Child Care Pre-Service**  
2.4 CEUs  
This course satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety & Nutrition, Special Needs, Professionalism, and Community. 8 sessions, $180* 

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**DCR-457 Family Child Care Pre-Service Module 1: Child Development** 0.4 CEU  
Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theories, and overview of learning differences will be examined. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40* 

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**DCR-458 Family Child Care Pre-Service Module 2: Curriculum** 0.4 CEU  
Gain a better understanding of the components of a family child care curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40* 

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**DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition** 0.4 CEU  
Create health and safety policies that are practical and promote best practices. Explore the food pyramid and how it impacts menu planning. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*  

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**DCR-460 Family Child Care Pre-Service Module 4: Special Needs** 0.4 CEU  
Learn basic information surrounding inclusive child care settings, Americans with Disabilities Act (ADA) requirements, and health and behavioral development issues and concerns. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40* 

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**DCR-461 Family Child Care Pre-Service Module 5: Professionalism** 0.4 CEU  
Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies the MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40* 

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<td>79194</td>
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<td>8/16-8/16 9 a.m.-1 p.m. LCC</td>
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**DCR-462 Family Child Care Pre-Service Module 6: Community** 0.4 CEU  
An overview will be provided on the importance of developing and maintaining relationships with children, families and the larger community. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*  

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**DCR-550 Medication Administration** 0.6 CEU  
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies. Instruction is provided by qualified health professionals. MDSE Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. HSN. 0.6 CEUs. $80 (includes $65 in fees) No refunds as of the class date. (This course aligns with Maryland EXCELS Licensing Compliance standard, Criteria 3 at quality check levels 2-5 and with Maryland Child Care Staff Credential Levels 2-4.) 1 session, $80* (includes a $55 lab fee)  

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<td>7/26-7/26 9 a.m.-3:30 p.m. LCC</td>
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**DCR-464 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 a 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)  

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DCR-S29 Teaching Pre-School: A Year of Inspiring Lessons 2.4 CEUs

This course is designed for those who are teaching or want to teach preschoolers. 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 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)
77513  WF  5/21-7/11  online  E260
77518  WF  8/20-10/10  online  E260

EDUCATION TEACHER TRAINING

SKB-443 Praxis I Preparation

Are you a prospective teacher who needs to pass the Praxis I Exam? If so, this is the course for you! This course will develop all 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)
77520  WF  5/21-7/11  online  E260
77525  WF  6/18-8/8  online  E260
77528  WF  7/16-9/5  online  E260
77529  WF  8/20-10/10  online  E260

SKB-416 Survival Kit for New Teachers 2.4 CEUs

This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $130* (includes a $65 lab fee)
77509  WF  6/18-8/8  online  E260

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 neuronotypical peers. Teaching 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)
77506  WF  8/20-10/10  online  E260

SKB-433 Reading Strategies That Work 2.4 CEUs

This course will cover intervention strategies for struggling readers in the classroom. Topics include how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity. 12 sessions, $130* (includes a $65 lab fee)
77503  WF  5/21-7/11  online  E260

SKB-616 Merrill Ream Speed Reading 2.4 CEUs

This course is designed to introduce techniques used to enhance skills in speed reading. Topics will include: Evaluation of reading rate, regulated reading skills, timed reading skills with exercises to increase reading rates with better comprehension, skimming techniques, setting goals, and overcoming bad reading habits. 12 sessions, $130* (includes a $65 lab fee)
77771  WF  5/21-7/11  online  E260
77774  WF  7/16-9/5  online  E260

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)
77736  WF  6/18-8/8  online  E260

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)
77704  WF  5/21-7/11  online  E260

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)
77705  WF  7/16-9/5  online  E260

SKB-568 Teaching Adult Learners 2.4 CEUs

If you are excited about the challenge of reaching and teaching 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 will be taught 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)
77730  WF  7/16-9/5  online  E260
**ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)**

**Transition ESL Classes**
Are you ready to take your English skills to the next level? Transition ESL is for you if...
* You are confident of your English speaking skills to navigate within the community and workplace, and 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-0081 or ESL-0082 and need additional support

Transition ESL program offers courses in...
- **Pronunciation and Fluency**
- **Reading and Writing for Life and Work**
- **Conversational English**
- **US Citizenship Preparation**
- **Language of Math for ESL Students**
- Other classes are in development

Courses are available at sites around Prince George's County. The cost for these courses is...
- **$15 registration fee**
- **$75-$200 tuition, depending on the course**
- **$50-$100 per course for textbooks**

Please contact the Transition ESL office at 240-508-7204 or email TransitionESL@pgcc.edu for registration information.

**ESL-313 Preparation for the U.S. Citizenship Test**
Students study the questions and information covered on the U.S. Citizenship Test, practice completing the forms and answering possible interview questions. **20 sessions, $50**

**ESL-354 Reading and Writing for Life and Work (2)**
The course focuses on improving reading comprehension and writing skills for life and work situation. **20 sessions, $75**

**ESL-356 Pronunciation and Fluency**
Students practice the basic vowel sounds, word stress patterns, and intonation of American English to help improve their ability to understand and to be understood. **15 sessions, $110**

**ESL-366 Talking About the News**
Lessons focus on increasing vocabulary, understanding American humor, and learning about American culture through discussing the monthly newspaper, *Easy English News*. **20 sessions, $75**

**ESL-365 Computer Skills for ESL Students**
This course provides an overview of computer technology. Topics include using the internet, MS Word, MS Excel, and MS Power Point. Learners produce documents and create a personal portfolio. **20 sessions, $75**

**ESL-369 Bridge to BOSS: English for Business**
This course helps ESL students prepare to enter the college's small business development certificate program. The course is also of interest to people who want to start a business or work in a business environment. **20 sessions, $75**

**ESL-368 Talking Like Americans: Everyday Expressions and Slang**
This course is designed for intermediate-advanced level English Language Learners. Lessons focus on understanding common English idioms and using them correctly in conversation and writing. **15 sessions, $75**

**ESL-374 Reading and Writing for Life and Work**

**ESL-367 Conversational English**
This course is designed for intermediate level English Language Learners. Lessons focus on recognizing and using common conversational phrases and improving listening and speaking skills through discussions about interesting topics. **15 sessions, $75**

**ESL-369 Bridge to BOSS: English for Business**
This course helps ESL students prepare to enter the college's small business development certificate program. The course is also of interest to people who want to start a business or work in a business environment. **20 sessions, $75**

**DCR-323 Teaching Smarter With SMART Boards** 2.4 CEUs
SMART Boards are revolutionizing today’s classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. But having SMART Boards in the classroom and knowing how to use them to provide quality instruction are two different things! In this course, you will explore the full range of SMART Board features and learn how to use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you will go beyond the bells and whistles and learn the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should. **12 sessions, $130* (includes a $65 lab fee)**

**77533**  **WF**  6/18-8/8  online  **E2GO**

**77534**  **WF**  8/20-10/10  online  **E2GO**

**SKB-479 Creating a Classroom Website** 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)**

**HEALTH CARE SUPPORT**
**WDCE:** Health Care
301-322-0795
wdcehealthcare@pgcc.edu

**ESL** (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

**Transition ESL Classes**
Are you ready to take your English skills to the next level? Transition ESL is for you if...
- You are confident of your English speaking skills to navigate within the community and workplace, and 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-0081 or ESL-0082 and need additional support

Transition ESL program offers courses in...
- **Pronunciation and Fluency**
- **Reading and Writing for Life and Work**
- **Conversational English**
- **US Citizenship Preparation**
- **Language of Math for ESL Students**
- Other classes are in development

Courses are available at sites around Prince George's County. The cost for these courses is...
- **$15 registration fee**
- **$75-$200 tuition, depending on the course**
- **$50-$100 per course for textbooks**

Please contact the Transition ESL office at 240-508-7204 or email TransitionESL@pgcc.edu for registration information.
ESL-371 Language of Math for ESL Students
This course is designed for intermediate level English Language Learners who plan to enter a GED prep or high school completion program in the future. The course will help students understand math problems presented in English. **20 sessions, $110**

ESL-603 Bridge to Child Care Certificate Program
This course prepares intermediate-level English Language Learners to enroll in the college's 90-hour Child Care certificate program. The course uses portions of the child care textbooks to focus on vocabulary, reading comprehension, note-taking skills, and basic child care requirements. Students will participate in group discussions, give classroom presentations, and learn about American English pronunciation to better understand and communicate in class. **20 sessions, $110**

**ENGLISH COMMUNICATION AND WRITING**

**COMMUNICATION SKILLS**

**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)

**ENR-537 Speaking with Confidence**
Purge your fears and gain confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies. **1 session, $89** (includes a $45 lab fee)

**COM-320 At Ease with Public Speaking** 1.2 CEUs
This course provides five-weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. **5 sessions, $155**

**Adult Education ESL Classes**
Prince George’s Community College also offers Adult Education ESL classes. Adult Education ESL is for you if...

You would like to develop your speaking and understanding of English for life or work, OR

- You would like to develop your English language skills for employment, OR
- You would like to develop your English skills to assist your children in their school life

Adult Education ESL courses offer...

- Instruction and practice in speaking and understanding English
- Instruction in reading, writing and grammar in real-life contexts

Courses are available at locations around Prince George's County, weekday evenings (two or three evenings a week), weekend mornings (three days a week) and Saturday mornings.

There is no tuition for most Adult Education ESL courses. Students spend approximately $50 per class for books.

For more information on these classes, please visit www.pgcc.edu/go/adulteducationesl, or call 240-508-7204.

**WRITING**

**MGT-434 Business Writing Intensive** 1.8 CEUs
This course uses a 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 or latest edition. (St. Martin’s Press). **5 sessions, $205**

**OFC-321 Effective Business Writing** 1.8 CEUs
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. **12 sessions, $130** (includes a $65 lab fee)

**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)

**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.  

**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 to work.  

**STUDENT SUCCESS**  
**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!  

**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:  

**SKB-358 GRE, 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).  

**SK-361 Law School Admission Test 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.  

**SKB-362 Law School Admission Test 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 Course 2 of this two-course series.  

**LIFESTYLE**  
**ENR-437 Fit and Fabulous in 15 Minutes**  
Are you stressed out? Overworked? 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 period. Instructor: Kiona Leah.  

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

#### 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, an 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, how to borrow and invest wisely, how to 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. 12 sessions, $130* (includes a $65 lab fee)

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#### FIN-340 Key to Successful Money Management
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed. 12 sessions, $130* (includes a $65 lab fee)

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#### FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the Customer Service System (CSS) Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through "tax scholarships." Gain the tools and knowledge to meet your goals. 1 session, $59

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### FACILITY MANAGEMENT CREDENTIAL PROGRAMS

#### Facility Management Professional (FMP) Credential
Prince George’s Community College has partnered with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. To earn the credential, you must successfully complete the following courses (credential exam is included):

- MGT-631 Operations and Maintenance for FMP
- MGT-632 Project Management for FMP
- MGT-633 Financial and Business Essentials for FMP
- MGT-634 Leadership and Strategy Essentials for FMP
- MGT-312 Sustainability Facility Professional

Chesapeake Chapter members receive discounted tuition. For more information, please contact Bree at 301-322-0964.

#### MGT-631 Operations and Maintenance for FMP
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for 76937 to get the discounted price, and non-members must register for 76938. 2 sessions, $760* (includes a $300 lab fee) non-members: $625(includes a $300 lab fee)

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#### MGT-632 Project Management for FMP
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage,
Managing Sustainable Facilities, this course ability in their own facilities. In Focus Area 2: ity managers must take into consideration in marizes key concepts related to sustainable Management (SFP) credential. In Focus Area This course leads to the Sustainable Facility $625 (includes a $300 lab fee) $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 76940 FS 6/13-6/14 8:30 a.m.-5 p.m. WTC 76939 FS 6/13-6/14 8:30 a.m.-5 p.m. WTC MGT-633 Finance and Business Essentials for FMP 1.6 CEUs This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for 76941 to get the discounted price, and non-members must register for 76942. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 76942 FS 7/11-7/12 8:30 a.m.-5 p.m. WTC 76941 FS 7/11-7/12 8:30 a.m.-5 p.m. WTC MGT-634 Leadership and Strategy Essentials for FMP 1.6 CEUs This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leader- ship to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for 76943 to get the discounted price; non-members must register for 76944. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 76944 FS 8/8-8/9 8:30 a.m.-5 p.m. WTC 76943 FS 8/8-8/9 8:30 a.m.-5 p.m. WTC MGT-312 Sustainability Facility Professional 4.8 CEUs This course leads to the Sustainable Facility Management (SFP) credential. In Focus Area 1: Strategy and Alignment, this course summarizes key concepts related to sustainable facility management from the organizational level and illustrates linkages and actions facility managers must take into consideration in order to make the business case for sustainable in their own facilities. In Focus Area 2: Managing Sustainable Facilities, this course looks in depth at the process of aligning a facility’s sustainability plan with an organization’s vision, strategic goals and policies. It takes the same strategies promoted in an SFP business case for sustainability within the organization, and provides the details behind the plans to prepare for, lead and implement those changes. Finally, in Focus Area 3: Operating Sustainable Facilities, he course looks at ways in which SFPs can operate their facilities in a more sustainable manner through changes in building equipment and technology as well as changes in operations and maintenance procedures. Focus area 3 is organized around the eight major categories of sustainable facility management-energy, water, materials and resources, workplace management, indoor environmental quality, quality of services, waste and site impact-from inputs, through facility processes, to outputs. Note: members of the IFMA Chesapeake Chapter must register for syn# 80399 to get the discounted price; non-members must register for syn# 80400. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee) 80399 FS 6/13-8/23 8:30 a.m.-5 p.m. WTC 80400 FS 6/13-8/23 8:30 a.m.-5 p.m. WTC FITNESS AND HEALTH DANCE ATH-318 Hand Dancing 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) 79196 Th 6/5-6/26 6:30 p.m. Largo 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) 79197 Th 7/8-7/31 6-7 p.m. Largo 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, $125 (includes a $50 lab fee) 79200 F 6/6-8/1 6:30-7:30 p.m. Largo WELLNESS HES-336 Pilates/Yoga This course is designed to integrate yoga 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, $125 (includes a $50 lab fee) 78005 Th 6/5-7/31 7-8 p.m. Largo The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-451 Personal Trainer: National Certification  4.5 CEUs
Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Text is required and not included in course fees: “Fitness Professional's Handbook”, 6th or the latest edition $84 plus $6.95 tax/shipping/handling total cost $90.97. Call 1-888-330-9487 to order and start reading immediately {www.witse-education.com} 9 sessions, $704* (includes a $499 lab fee)

HES-368 Weight and Strength Training for 40+ Adults
Regardless of how fit you are, regular exercise provides plenty of benefits for people over 40 years old, including: improved memory, greater physical capacity and better overall quality of life. A fitness boot camp training workout specifically can increase strength, reduce muscle atrophy, develop balance and improve cardiovascular health. Compared to resistance or cardiovascular exercise alone, circuit training provides a particularly efficient total-body workout. Instructor: Ruby Bond. 8 sessions, $125 (includes a $50 lab fee)

ATH-360 Weight Training and Conditioning
Weight training is combined with aerobics in a customized program for each individual student. Meets concurrently with the credit course PED-1030. 10 sessions, $265

HES-582 Reflexology for Stress and Wellness
Reflexology is a gentle touch, safe, holistic practice for healing and self-improvement that everyone can learn and practice. You will discover how Reflexology is being increasingly accepted by the medical community as a tool in preventative healthcare for family wellness. This hands-on, informative class will explain how this technique can help reduce pain, increase overall wellness and improve relationships. Bring your questions to this fun filled hand Reflexology course. Register as a couple, with a friend, or on your own. 1 session, $39

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.
GED® PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

Prince George’s Community College’s Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma.

GED® Option
The Adult Education Program offers classes to help individuals prepare for the General Educational Development (GED®) Test. The GED® Test is a national exam given at testing centers around the state. The Adult Education Program does not give the GED® Test, but does offer preparation classes for the test.

The GED® option is a good choice for adults and young adults who prefer studying for and taking an exam. The test is challenging, and preparation is highly recommended.

GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks. For more information on these classes, please visit pgcc.edu/go/ged, e-mail ged@pgcc.edu, or call 301-322-0891.

An online GED® preparation class is available for qualified individuals. For information, please visit the Maryland. Adult Education online web site at http://www.mdadultedonline.org.

NEDP Option
The National External Diploma Program (NEDP) is a high school diploma option for mature adults who have significant life experience and can demonstrate academic competencies and life skills. Participants work one-on-one with an advisor to develop a portfolio which demonstrates mastery of the required skills.

The NEDP is a good option for adults who prefer a more confidential option, can pass a qualifying pre-test, and prefer working independently on a portfolio to demonstrate their skills.

For information on the NEDP, please call 301-386-7509 Monday through Thursday evenings, or e-mail nedp@pgcc.edu.

Adult Basic Skills
Prince George’s Community College offers classes and tutoring to assist adults who want to work on their basic reading skills. Priority is given to individuals who do not hold a high school diploma. For information on basic skills classes, please call 301-322-0891, or our Hyattsville office at 240-696-2888.

Literacy Volunteers
One in five adults can’t read this sentence. You can help change that! The Adult Education program welcomes applications from adults who are interested in volunteering as literacy tutors for adult beginning readers. As a trained tutor you will have the skills to make a difference.

To learn more, please call 240-696-2888 or e-mail Jill Hall (halljf@pgcc.edu) or Loreta Jordan (jordanlm@pgcc.edu).

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 American Heart Association, and any fees charged do not represent income to the Association.

Note: American Heart Association (AHA) rules: all students must have a textbook before, during and after the course.

Textbooks are available at the college bookstore and are required at first class. CPR cards will be mailed with proof of textbook and successful course completion. 100% attendance is required and students must be on time for all First Aid and CPR classes.

For more information, visit www.pgcc.edu/go/cprfirst

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

FIRST AID & CPR

HES-573 Pediatric First Aid, CPR & AED
0.7 CEU
This National Safety Council (NSC) Pediatric First Aid, CPR & AED program was created for childcare workers, teachers, camp counselors, coaches and others responsible for the lives of children, and meets first aid and CPR requirements in all 50 states. Topics will include treatment for a foreign body airway obstruction, rescue breathing, basic life support, bleeding and wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies. Students must bring text to class: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. One hundred percent (100%) course attendance required. Successful completion earns a Pediatric First Aid card valid for three years and a CPR card valid for two years. 1 session, $80* (includes a $5 lab fee)

HES-344 CPR for Health Professionals
0.7 CEU
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 will include: in-depth instruction in one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. One hundred percent (100%) course attendance required. Successful completion earns an American Heart Association card valid for two years to be issued within 20 business days. Students must bring text to class: BLS for Health Care Providers, 1 session, $80* (includes a $5 lab fee)
**HES-324 First Aid**
This course is 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: *NSC First Aid, CPR & AED Workbook*.  
1 session, $60*  
73120 S 5/31-5/31 1-4:45 p.m. CE-120

**HES-574 National Safety Council CPR & AED**  
3.5 CEUs  
This life-saving course teaches how to respond in choking, breathing and cardiac emergencies, and how to use an automated external defibrillation (AED) unit in conjunction with CPR. Topics include: victim assessment, basic life support, airway management, breathing and circulation, and more. Successful completion earns a National Safety Council (NSC) card valid for two years. Students must bring textbook to class: *NSC First Aid, CPR & AED Workbook*.  
1 session, $42* (includes a $10 lab fee)  
73122 S 5/31-5/31 9 a.m.-12:45 p.m. CE-120

**HES-350 CPR Renewal**
This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Students must bring current card and textbook to class. 100% course attendance required. Text required: *BLS for Health Care Providers*.  
1 session, $70* (includes a $5 lab fee)  
73119 W 5/21-5/21 6-10 p.m. CE-120

**HES-571 Caring for Aging Parents**  
2.4 CEUs  
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life’s transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered.  
12 sessions, $130* (includes a $65 lab fee)  
77719 WF 5/21-7/11 online E2GO  
77620 WF 6/18-8/8 online E2GO  
77621 WF 7/16-9/5 online E2GO

**HES-578 Family Caregiving**  
1.0 CEU  
This course is designed to explain the responsibilities of a family caregiver. Topics will include dressing, grooming, feeding, toileting, bathing, oral hygiene, communication, safety, recreation and exercise, basic housekeeping, resources, and caregiver fatigue prevention.  
2 sessions, $115*  
77715 S 6/14-6/21 9 a.m.-3 p.m. Largo

**HES-576 End of Life Care**  
0.8 CEU  
This course is designed for caregivers and individuals pursuing professional development in social work, counseling and other allied health services provides instruction on delivering end of life care. Topic, include palliative care, hospice care, advance directives, medical directives, spirituality and funeral and grief counseling. Text is optional.  
2 sessions, $115* (includes a $50 lab fee)  
77900 S 6/7-6/14 9 a.m.-1:15 p.m. Largo

**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, $255* (includes a $15 lab fee)  
73056 FS 5/9-5/17 9 a.m.-4 p.m. CHS-2211

**Caregiving:**  
As baby-boomers age and the elderly population grows, the demand for caregiving continues to increase. Family caregivers provide relatives with invaluable in-home assistance and support throughout the various stages of life. We offer both classroom and online classes to help you gain new skills to manage these opportunities. For information, call 301-322-0795.
NURSING TRAINING

Registered Nurse Case Manager / Delegating Nurse in Assisted Living

This 16-hour course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The RN who wishes to start working in assisted living either full time, part-time or as an independent contractor must also take this course prior to working in the assisted living practice setting. (Source: www.mbon.org) For information, call 301-322-0795.

HES-567 RN Case Manager 1.6 CEUs
For RNs only, this course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The course is approved by the Maryland Board of Nursing. Topics include principles of case management, delegation skills, adult education principles, legal and ethical issues, updates on regulations, and more. A copy of the Maryland Nurse Practice Act will be provided. Please bring your nursing license number. You must attend 100% of the class (16 hours) to receive your certificate. No refund five days prior to class start date. 2 sessions, $275* (includes a $75 lab fee)

HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs
This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives, and facilitating learning. 3 sessions, $265*

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 training.

The program is designed to provide 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 pass 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 Exam (PTCE). See website at www.ptcb.org.

Prerequisites:
1. Prior to participation, provide proof of completion of math and reading by:
   - Passing the algebraic math (82) and reading (65) placement test or
   - Successful completion of HES-577, Medical Math with a 75% pass rate and the reading placement test.

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, visit the Prince George’s Community College Help Desk located in Bladen Hall, Room 106 or call 301-322-0637.

Textbooks
The required textbooks are available for purchase in the college’s bookstore located in the Largo Student Center, Room 116 or online at www.pgccbookstore.com.

Clinical
- 160 hours are required. Students must register for both HES-529 and 530.
- Background check and drug screening are required ten days prior to starting the clinical.
- The college contracts with CVS for student clinical.
- 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.
- Student is responsible for a lab coat for their clinical.

Visit www.pgcc.edu/go/pharmtek for more information and resources.

HES-529 Pharmacy Technician Clinical: Part 1 8.0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Registration for both courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 20 sessions, $125*

HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening, must be provided 10 days prior to clinical. 20 sessions, $125*
CNA/GNA Admission Requirements

1. Must be at least 18 years of age.

2. Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course.


4. Able to speak and understand standard American English at a functional level.

5. Obtain a criminal background check *before* attending the clinical.

6. Obtain CPR for Health Provider certification. Course is also available at the college: HES-344. Must be obtained *before* attending the clinical portion.

7. Have a negative TB skin test (PPD) or chest x-ray *before* attending the clinical.

8. Be computer literate and have access to the Internet

9. Present documentation of immunizations or titer tests (blood test for proof of immunizations) *before* the clinical.

Certified Nursing Assistant program is approved and endorsed by the Maryland Board of Nursing.

**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 class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-583-5215 before registering for the clinical portion. 19 sessions, $825* (includes a $50 lab fee)

**HES-417 Certified Nursing Assistant: Clinical**

This class 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, $525*

**HES-325 Medicine Aide**

For Certified Geriatric Nursing Assistants 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. 19 sessions, $850* (includes a $165 lab fee)

77213 TTh 5/6-6/26 5-9 p.m. CHS-2211
S 6/14-6/28 7:30 a.m.-3:30 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 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” and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years and eight hours as a Geriatric Nursing Assistant (GNA). 1 session, $95*

77227 S 5/17-5/17 8:30 a.m.-5 p.m. CHS-2215
77230 S 6/21-6/21 8:30 a.m.-5 p.m. CHS-2215
77233 S 8/16-8/16 8:30 a.m.-5 p.m. CHS-2215

HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides review of anatomy and physiology of major body systems and medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: Must be a Certified Nursing Assistant in good standing who have worked or trained in the last two years. 22 sessions, $1000* (includes a $100 lab fee)

77067 T 5/6-7/22 8:30 a.m.-4:30 p.m. CHS-2211
(12 sessions)
79517 TTh 5/27-8/7 5:30-9:30 p.m. CHS-2211

MEDICAL BILLING

Continuing Education Certificate, Medical Billing Specialist
This program begins with an overview of the medical billing practice, an introduction to computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel. Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

• HES-357 or HES-354 Medical Terminology
• HES-554 Human Anatomy and Physiology: Part 1
• HES-409 Introduction to Medical Billing
• HES-553 Computerized Medical Billing
• HES-321 Physician Office Billing
• HES-563 Advanced Medical Billing

Note: Text required at first class.
Once a student has completed these requirements, he/she should call 301-322-0878 for verification and to request a certificate. Those interested in furthering their careers in medical coding should contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

HES-409 Introduction to Medical Billing 1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Text required at first class. 5 sessions, $170*

77375 MW 6/2-6/16 9 a.m.-12 p.m. CHS-1233
77374 MW 6/2-6/16 6:30-9:30 p.m. CHS-1233

HES-53 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: Successful completion of HES-409 and strong computer and word processing skills. 14 sessions, $480* (includes a $15 lab fee)

77373 MW 6/23-8/6 9 a.m.-12 p.m. CHS-1233
77372 MW 6/23-8/6 6:30-9:30 p.m. CHS-1233

HES-321 Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1940. Note: Those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $355* (includes a $10 lab fee)

77368 TTh 6/3-8/7 5:30-8:30 p.m. CHS-1229

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 posting, and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work. 12 sessions, $420* (includes a $15 lab fee)

77371 MW 8/11-9/5 6:30-9:30 p.m. CHS-1233
### HES-533 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 an approved 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 are required. 14 sessions, $465*

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### HES-585 RHIT/RHIA Exam Preparation

Prepare to be successful on the national registry exam for RHIA/RHIT. Learn content tailored towards the five domains on the exam and develop general test-taking skills. Topics to be covered include: health-care data, health information analysis, health-care environment, information technology and systems, and organization and management. 6 sessions, $220 (includes a $20 lab fee)

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### HES-586 Professionalism in Healthcare

This course is prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include: HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development. 10 sessions, $270

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### HES-396 Medical Office Assistant: Overview 6.6 CEUs

This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test; and (3) 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. 22 sessions, $830* (includes a $105 lab fee)

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</table>

### HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs

In this practical applications 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-396 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $400* (includes a $15 lab fee)

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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, $270*

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</table>

### HES-354 Medical Terminology: Word Association Approach 2.4 CEUs

This course teaches medical terminology according to body systems. 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-554 Human Anatomy and Physiology: Part 1 2.4 CEUs

Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 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’ll also be taught 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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**Medical Office Assistant**

This four 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 Healthcareer Association Medical Administrative Office Assistant Certification Exam.

#### Required Courses:

- HES-396 Medical Office Assistant Overview—Part 1 (Medical Terminology, completed or taken concurrently)
- HES-357 or HES-354 (Medical Terminology)
- HES-344 CPR for Health Professionals American Heart Association
- HES-322 Medical Office Assistant: Practical Applications

**Prerequisites:**

- HES-396 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card.
- A score of 65 or higher on the reading comprehension placement test.
- Access to the Internet and an Owl Link account.
- Strong computer skills.

*Contact our Help Desk at 301-322-0637 for assistance setting up an account.*
**PHLEBOTOMY TECHNICIAN**

**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 a health care professional. Text required at first class.

**Required courses:**
- **HES-418 Phlebotomy Technician**
- **HES-444 CPR for Health Professionals**
- **HES-469 Phlebotomy Technician Clinical Pt. 1**
- **HES-470 Phlebotomy Technician Clinical Pt. 2**

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**HES-468 Phlebotomy Technician Refresher**
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and 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.

**HES-470 Phlebotomy Technician Clinical: Part 2 6.0 CEUs**
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.

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Looking for an online course?
See the Online Courses section (pages 73–76) for a list of options and registration details.
HOME AND GARDEN

FLORAL

Continuing Education Certificate, Floral Design
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 48-64 hour program will continue to be available at both the main campus and at the Laurel College Center.

The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:

- OCU-338 Floriculture: Basic Floral Design
- OCU-376 Floriculture: Advanced Floral Design
- OCC-377 Floriculture III: Advanced Seasonal/Event Designs
- OCU-381 Floriculture IV: Tributes

When a student has completed these requirements, he/she should call 301-322-0158 for verification and to request a certificate.

OCU-338 Floriculture: Basic Floral Design
This floral level will cover basic styles of design. Current trends will be used to keep the class fresh and up-to-date. This class will introduce the student to the “event” floral industry. This is a lot different from the traditional retail shop and relies on the student’s creativity to enhance the designs introduced by the instructor. The class will cover “Bridal” designs as well as “Party” designs. Theme parties will also be discussed along with possible career choices as a party planner. Note: Students should bring wire cutters and floral knife to first class. Note: $300 floral supplies fee payable to the instructor at the first class. Prerequisite: OCU-338: Basic Floral Design. 8 sessions, $175*

OCU-376 Advanced Floral Design
This floral level will cover advanced styles of design. Current trends will be used to keep the class fresh and up-to-date. This class will introduce the student to the “event” floral industry. This is a lot different from the traditional retail shop and relies on the student’s creativity to enhance the designs introduced by the instructor. The class will cover “Bridal” designs as well as “Party” designs. Theme parties will also be discussed along with possible career choices as a party planner. Note: Students should bring wire cutters and floral knife to first class. Note: $5 supplies fee payable to the instructor at the first class. Prerequisite: OCU-338: Basic Floral Design. 8 sessions, $175*

OCU-376 Terrarium Workshop
Have fun creating a miniature glass garden for a desk or table. Learn how to properly select plants, horticultural supplies and containers. 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, $15

79628 F 5/16-5/16 4:30-6 p.m. Largo
79629 S 6/28-6/28 9:30-11 a.m. Largo

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

75657 W 5/7-5/7 6:30-9:30 p.m. LCC

HOME INTERIOR

ENR-559 It’s Easy Being Green
In today’s society, the term “Green” is bounced around a lot. Many of us may think changing our lives to live in “Greener” ways would be difficult or an inconvenience. Fallon will explain how effortlessly easy it is to be Green! By re-purposing & up-cycling, she will show you how to turn the old and dated into fresh and current. In a few fun & simple steps, you can go green with the things you have around the house. Instructor: Fallon Loving, Allied ASID 1 session, $30

74853 M 5/5-5/5 6:30-9:30 p.m. Largo

HSM-655 ServSafe
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. Meets concurrently with credit course HSM-1550. Text required: ServSafe Essentials, 5th edition with exam, English. Please call Prince George’s Community College bookstore at 301-322-0912 for more information. 2 sessions, $132*

76493 S 5/3-5/7 8:30 a.m.-5 p.m. CAT-225

FOOD SERVICE

OCC-582 Light and Lively Summer Wines
This course focuses on delightful summer wines from all over the world. Come taste and discover flavors you can enjoy with light summer fare. Participants must be 21 years or older. IDs will be checked. Do not wear perfume or cologne, and bring 4 glasses, bottled water, salt-free crackers and napkins to class. Price includes wine for tasting. 1 session, $69 (includes a $55 lab fee)

79338 F 7/18-7/18 6:30-9:30 p.m. LCC

ENR-558 Fabulously Chic Decor on a Dime
Have you ever walked by an expensive boutique and wonder how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give an act piece but for a fraction of the cost? Fallon Loving, Allied ASID 1 session, $30

74851 M 5/12-5/12 6:30-9:30 p.m. Largo

HOSPITALITY

HRT-332 Terrarium Workshop
Have fun creating a miniature glass garden for a desk or table. Learn how to properly select plants, horticultural supplies and containers. 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, $15

79628 F 5/16-5/16 4:30-6 p.m. Largo
79629 S 6/28-6/28 9:30-11 a.m. Largo

ENR-558 Fabulously Chic Decor on a Dime
Have you ever walked by an expensive boutique and wonder how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give an act piece but for a fraction of the cost? Fallon Loving, Allied ASID 1 session, $30

74851 M 5/12-5/12 6:30-9:30 p.m. Largo

HRT-332 Terrarium Workshop
Have fun creating a miniature glass garden for a desk or table. Learn how to properly select plants, horticultural supplies and containers. 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, $15

79628 F 5/16-5/16 4:30-6 p.m. Largo
79629 S 6/28-6/28 9:30-11 a.m. Largo
HUMAN RESOURCES AND PAYROLL MANAGEMENT

**HUMAN RESOURCES**

**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 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. Not all courses listed below are 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% 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)
- Successful Recruitment, Selection and Placement (9 hours)
- Human Resource’s Role in Organizational Development and Change Management (9 hours)
- Managing Employee Performance (12 hours)
- Human Resource’s Role in Organizational Development & Change Management (12 hours)

Elective Courses (3 courses) total 18 hours will focus on specialized areas.

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<th>Hours</th>
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<tr>
<td>MGT-728</td>
<td>Principles of Human Resource Management</td>
<td>1.2 CEUs</td>
<td>Course will examine the theoretical foundation of the human resource management field and the evolution of human resource management; planning, recruitment, training and development, performance management, reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge to human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-731</td>
<td>Human Resource Law</td>
<td>0.9 CEU</td>
<td>This comprehensive course condenses the most critical legislation and/or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics students can expect to know, with their associated impacts, include: Title VII—Civil Rights Act; PPACA Patient Protection and Affordable Care Act—2010; FMLA (Family and Medical Leave Act); FLSA (Fair Labor Standards Act); Equal Pay Act; Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-727</td>
<td>HR’s Role in Organizational Development and Change Management</td>
<td>0.9 CEU</td>
<td>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, $262* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-667</td>
<td>Introduction to Compensation</td>
<td>1.2 CEUs</td>
<td>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, and 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, $278* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-648</td>
<td>Successful Recruitment, Selection and Placement</td>
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<td>This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy; review recruitment methods and identify alternative staffing options, develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices. 3 sessions, $262* (includes a $45 lab fee)</td>
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<tr>
<td>MGT-647</td>
<td>Managing Employee Performance</td>
<td>1.2 CEUs</td>
<td>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 the legal requirements for performance management. 3 sessions, $278* (includes a $55 lab fee)</td>
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beliefs, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

12 sessions, $130 (includes a $65 lab fee)

MGT-691 PayTrain Mastery

A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Note: For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information Contact Bertina Tyler, 301-322-0726.

8 sessions, $815* (includes a $350 lab fee)

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)

Languages Continuing Education Certificate

A letter of recognition in foreign languages is awarded upon completion of 60 hours total in this area. Call 301-322-0797 for more information. Sign Language courses also may count toward this Continuing Education Certificate.

COM-325 Sign Language 1

This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required at first class: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.). 8 sessions, $175*

MGT-690 PayTrain Fundamentals

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. This course covers the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics will include: conceptual and operational fundamentals, paycheck essentials, payroll benefits basics, tax reporting, payroll accounting, and professional administration. 8 sessions, $684* (includes a $350 lab fee)

MGT-492 Employment Law

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

12 sessions, $130* (includes a $65 lab fee)

HUMAN RESOURCES ELECTIVES

MGT-735 Managing Generational Diversity in the 21st Century Workplace

This course will cover ways for managers in the 21st century workplace to understand and consider the pivotal role and challenges associated with the unique values and characteristics of the four generations of employees working side by side. Examine each generation in the workforce based on its management needs and the generational ability to attain organizational goals and objectives. Topics covered include strategies for talent maximization, the impact of generational differences on today’s work environment, and an examination of communication essentials for generational managers. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $257* (includes a $45 lab fee)

MGT-734 HR’s Role in Creating a Positive Work Environment

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit both personal and professional pride in the services they provide to their employees and customers. Employees who look forward to coming to work each day and who interact with their co-workers in a collaborative and collegial manner create a positive workplace, and act on the belief that their working relationships have a positive impact. In addition, this course will look at managing conflict at work as an integral part of good people management. Participants will learn about good communication, providing ongoing feedback and effective coaching and development. It is also about recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues as they arise in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

MGT-423 Leadership (online)

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular
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, dialogues and 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*

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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*

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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. Qué Bueno! 12 sessions, $130* (includes a $65 lab fee)

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<td>LGE-521</td>
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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, 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

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. Upon successful completion of the basic mediation course, the student may apply to volunteer at the Community Affairs Office in Prince George's County.

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. Textbook: The Mediation Process Practical Strategies for Resolving Conflict by Christopher Moore. 6 sessions, $425* (includes a $300 lab fee)

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MOX™ (Mobile Access) is a free mobile app with directory information for key offices and an interactive Google map of the main campus. Visit www.pgcc.edu/go/mox
PHOTOGRAPHY

Continuing Education Certificate, Digital Photography.

The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography.

The courses focus on building your technical skills and enhancing your creativity. Please note that you need to complete either PHO-310 and PHO-311 or PHO-321 and PHO-322.

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

- PHO-300 Digital Photography: The Basics
- PHO-310 Adobe Photoshop Elements 9: Part 1
- PHO-311 Adobe Photoshop Elements 9: Part 2
- 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-303 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, $84*

PHO-301 Adobe Photoshop Elements 9: Part 1
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 work evaluated by the instructor. There is a $15.00 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $105 lab fee)

PHO-310 Adobe Photoshop Elements 9: Part 2
This is the second course in the two part series on Adobe Photoshop Elements 9, the #1 selling consumer photo-editing software. In this course, taught in the Windows platform, you will be taught how to use the advanced features of the software including layers and masks. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-301: Adobe Photoshop Elements 9 Part 1. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelby ISBN: 978-0-321-74133-2. 4 sessions, $165* (includes a $55 lab fee)

PHO-311 Adobe Photoshop Elements 9: Part 2
This is the second course in the two part series on Adobe Photoshop Elements 9, the #1 selling consumer photo-editing software. In this course, taught in the Windows platform, you will be taught how to create extraordinary photos and 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. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. Suggested text: The Photoshop Elements 9 Book for Digital Photographers by Scott Kelby ISBN: 978-0-321-74133-2. 4 sessions, $165* (includes a $55 lab fee)

PHO-321 Introduction to Photoshop CS6
Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who 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. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6 Part 1. or PHO-321: Intro to Photoshop CS6. No text required. 12 sessions, $130* (includes a $65 lab fee)

PHO-322 Advanced Photoshop CS6
This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform. In this course, students will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools and the Save-for-Web tool. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6 Part 1. or PHO-321: Intro to Photoshop CS6. No text required. 8 sessions, $288* (includes a $50 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)

78150 WF 5/21-7/11 online E2GO
78249 WF 6/18-8/8 online E2GO
78258 WF 7/16-9/5 online E2GO
78257 WF 8/20-10/10 online E2GO

PHO-317 Presentation and Display Techniques for Photographs  0.6 CEU
The presentation of printed digital images is critical to their appeal. Topics will include: cutting and matting, color and material selection, archival preservation, gallery and museum hanging, and lighting display methods. Bring original prints and artwork for matting, as well as ready-to-be framed prints or art work to both sessions. 2 sessions, $85* (includes a $30 lab fee)

78047 WF 5/21-7/11 online E2GO
78048 WF 6/18-8/8 online E2GO
78049 WF 7/16-9/5 online E2GO
78050 WF 8/20-10/10 online E2GO

CRE-363 Secrets of Better Photography  2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. 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 be shown how to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for e-mail 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)

PHO-325 Mastering Your Digital SLR Camera  2.4 CEUs
In this course, you will be taught how to control your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180. 12 sessions, $130* (includes a $65 lab fee)

78258 WF 5/21-7/11 online E2GO
78259 WF 6/18-8/8 online E2GO
78260 WF 7/16-9/5 online E2GO
78257 WF 8/20-10/10 online E2GO

POLICE ACADEMY

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 26-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 GED® 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. Authorize a complete background investigation
7. Present three letters of reference

In addition, the candidate must be able to:
1. Pay a $170 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 $4,000.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety.

Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits. Students may also earn up to 18 credits toward an academic degree. Call 301-322-0175 for more information. Classes are now forming for upcoming orientation sessions E-mail: policeacademy@pgcc.edu

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include: professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of $68 for screening and processing, plus $285 tuition for in-county residents. For information call the Prince George’s Community College Security Officer Training Academy at 301-322-0175 to receive an application. Text required: Practical Security Strategies and Emerging Trends. E-mail: policeacademy@pgcc.edu. 20 sessions, $353* (includes a $68 lab fee)

REAL ESTATE AND INSURANCE

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 students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session 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 Commission’s website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

Maryland Real Estate Salesperson Licensing Exam
The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documents directly to PSI Examination Services. 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 1-800-733-9267.

Certification Preparation, Real Estate Appraisal Licensure
Next series of Appraisal Licensure takes place in the fall 2014.
For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165. This program is eligible for Veterans Educational benefits.

Continuing Education for Real Estate Licensure Renewal
Prince George’s Community College offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses. Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws updates. As stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion. Effective Jan. 1, 2008, a trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

RES-305 Real Estate Principles and Practices for Salespersons 6.0 CEUs
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% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with the credit course BRE-1030. Text required at first class. 20 sessions, $595* (includes a $65 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, career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $35

SPORTS/GAMES

SPORTS

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

78010 T 6/3-7/1 12:30-3:30 p.m. Largo
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, $300

ENR-557 How to Play Pool the Right Way: Pocket Billiards Workshop
Do you have what it takes? The desire to play a life-long sport anywhere you go in the world? This no cost workshop is designed for all beginning level players. You will be taught the basics of the game, including stance, grip, and basic cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better cue player and is designed to be informative, inspiring, and enjoyable. Ladies welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown. 6 sessions, $75

ENR-438 Pocket Billiards
Acquire the fundamentals of pocket billiards, with a long history dating back to the 15th century in northern Europe. The game was once the sport of kings and queens that started out as a lawn game and then moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of pocket billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring, and enjoyable. Ladies welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Toyd Green. 1 session

CONTINUING EDUCATION SCHEDULE

TRANSPORTATION AND 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
• OCC-406 Auto Technician: Heating and Air Conditioning
• OCC-423 Auto Technician: Automatic/Manual Transmission and Transaxle
• OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 40 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 and Transaxle.

OCC-301 Auto Technician: Basic Theory
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission controls, fuel system, electrical system, ignition system, engine tune-up and troubleshooting. Also includes practice in Auto Services Excellence (ASE) challenge questions in preparation for the ASE certification test. Textbook requirement discussed on first day of class. Instructor: Toyd Green. 12 sessions, $425* (includes a $30 lab fee)

OCC-324 Auto Technician: Brake Systems
Knowledge of automotive brake systems is one of the utmost importance due to the critical safety issues involved in the operation of a vehicle. This class will provide the student with in-depth knowledge of the latest brake theory and trouble-shooting, 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
This class will provide in depth automotive 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
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 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-406 Auto Technician: Heating and Air Conditioning  3.2 CEUs
Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

77474 MW 7/16-8/11 6-10 p.m. AYT3

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) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

77473 TTh 8/5-8/28 6-10 p.m. AYT3

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 be taught 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, and maintenance. Instructor: Carlos Smith. 10 sessions, $390* (includes a $30 lab fee)

77472 MW 8/13-9/17 6-9:30 p.m. WTC

OCC-405 Auto Technician: Auto Body Repair and Refinishing  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 (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

77475 MW 8/18-9/22 6-10 p.m. AYTI

CAREER COACH
www.pgcc.edu/go/careercoach

A self-guided Web tool to start your career search.

Prince George's Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.
COMMERCIAL DRIVER LICENSE: CLASS A AND B

Licensing and Certification Preparation, Commercial Driver License: Class A and 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% 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!

Prince George’s Community College 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 Learner’s Permit.

Note: Currently, only MD licensed drivers will be accepted in the CDL Class A licensing program.

Class B Admission Requirements:

A student must:
1. Be at least 18 years of age (or 21 for the District of Columbia);
2. Possess a valid Non-Provisional driver’s license from either Maryland, Virginia, or Washington, D.C.;
3. Pass a Department of Transportation (DOT) physical and drug screen; and
4. Obtain a CDL Class B Learner’s Permit from the state in which they are currently licensed.

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

CDL-301 Commercial Driver License: Class B

This course is for those looking to drive a Commercial Class-B vehicle including School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. $1990* (includes a $1592 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.

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. $1497* (includes a $1347 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.

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. $1498* (includes a $1348 vehicle fee.)

Note: Please call 443-518-4172 for schedule dates and information.

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 Linnel Driving School, an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information to the MVA and other records as required by Maryland statute. Schedules are flexible and include day and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind-the-wheel lessons start and end at Prince George’s Community College. **10 sessions, $360***(includes a $288 lab fee)***

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<td>77512</td>
<td>5/12-5/23</td>
<td>6-9:15 p.m.</td>
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**HEO-305 OSHA Forklift Operator Certification**  
For anyone who operates or plans to operate a powered industrial lift truck, the Occupational Safety and Health Administration (OSHA) require that lift-truck operators be trained under specified guidelines. To register, a student must be at 18 years of age or older. 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 and 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. Lunch provided. **1 session, $120***(includes a $85 lab fee)***

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**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!
**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 pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (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. 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 College's 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. Students who successfully complete the BRC or ABRC courses will receive a Maryland Motorcycle Safety Program completion card.

**Standby Admission Policy**

If a student is not a Maryland resident, he/she must present a Maryland MVA Certificate of Completion.

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, 30 minutes prior to the scheduled start of the class. You will be asked to sign the stand-by student roster, and your name will be selected by lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Registration students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are not present at the scheduled start of the class will be dropped. Cash is not accepted by the instructor; 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 for 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 learner's permit? Develop a basic 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 and will need to demonstrate minimum riding proficiency will 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. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license.

1 session, $225* (includes a $35 lab fee)
### 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.  

1 session, $147* (includes a $18 lab fee)  

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### OCC-426 Basic Rider Refresher (BRR)

This optional three (3) hour refresher course is designed for Prince George’s Community College BRC or ABRC students who need to “re-test” for their Maryland or DC motorcycle license, or for any beginning, licensed riders who want to brush up on their riding skills for more confidence when riding on the road. Class will provide practice in starting, stopping, clutch/throttle control, turning, shifting and crash avoidance skills. Practice will take place on our MVA certified riding range and includes training bike and all equipment. Licensed riders are encouraged to 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. Students must come wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone. If using your own helmet, it must be a DOT-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses).  

1 session, $85* (includes a $35 lab fee)  

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### 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, $75*  

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### OCC-376 Motorcycle Mechanics & Repair
This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). Instructor: Dan McCreary.  

8 sessions, $265* (includes a $40 lab fee)  

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### SMALL GAS ENGINES

#### OCC-316 Small Gas Engine
This course covers the basic principles 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, $270* (includes a $30 lab fee)  

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### MOTORCYCLE MECHANICS

#### Continuing Education Certificate, Motorcycle Mechanics and Repair
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today’s motorcycles and their components.  

Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education certificate.  

Call Ms. Sandra Brown for certificate at 301-322-0062.
TRAVEL

TRAVEL BUSINESS AND 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 provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- BUS-343 Getting into the Travel Business
- 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 demonstrate mastery of fundamental knowledge about the travel industry and receive the Travel Institute’s Travel Career Development Test Certificate, helpful when seeking employment.

Students will also earn a one year exemption of the five-year work experience requirement for the Certified Travel Counselor (CTC) Program. Students may be able to earn their CTC designation with just four years of industry experience.

A program reference guide is available from Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt, Maryland.

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, $60*

73958  TTh 5/22-5/27 7-10 PM 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, $60*

73737  T 6/3-6/10 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, $60*

79400  T 6/17-6/24 7-10 p.m. Largo

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. BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

73965  T 5/6-5/13 7-10 p.m. GTSV
**VETERINARY**

**VETERINARY ASSISTANT AND TRAINING**

Continuing Education Certificate, Veterinary Assistant

This 128 hour certificate program consists of five courses that include 44 hours of clinical training with live animals. Students must be 18 years of age and up complete the Reading Comprehension Placement Test with a score of 65 or higher before registering for the first course. A Continuing Education Certificate in Veterinary Assistant will be awarded upon successful completion of the following courses:

- **VET-313 Preparation for the Veterinary Assistant course series**
- **VET-300 Veterinary Assistant 1: Outpatient Care**
- **VET-301 Veterinary Assistant 2: Diagnostics and Pharmacy**
- **VET-310 Veterinary Assistant 3: Patient Care and Treatment**
- **VET-311 Veterinary Assistant 4: Surgery, Anesthesia, and Emergency Care**

Prince George’s Community College’s Veterinary Assistant Program has been approved and supported by the Maryland Veterinary Medical Association.

**Note:** The Veterinary Assistant Program uses live animals for teaching purposes.

Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled.

Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

For more information, please contact Donna Barker at 301-322-0796 or e-mail barkerdm@pgcc.edu.

**VIDEOGRAPHY**

Continuing Education Certificate, Videography

This three-course videography certificate program will recognize a student's achievement in producing videos which encompass consideration of many aspects of communication. These include the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (computer software) skills. Making commercial-quality movies and video programs requires even further knowledge of these creative possibilities.

As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions. These include teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. Even if you're only taking home videos, this program can help enhance your skills.

Requirements for the continuing education certificate include successful completion of the following courses:

- **VID-308 Videography: Part 1**
- **VID-329 Videography: Part 2**
- Any Final Cut Pro course listed in this booklet under Apple-Based Technologies.

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

**APP-352 Final Cut Pro X**  3.6 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, $605* (includes a $150 lab fee)**  
77285 TTh  5/20-6/26  6:30-9:30 p.m.  CAT-137

**APP-351 Final Cut Pro X, Advanced Editing**  3.6 CEUs  
This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP-350: Final Cut Pro X or permission of the IT Coordinator. 

**12 sessions, $605* (includes a $150 lab fee)**  
78879 TTh  7/8-8/14  6:30-9:30 p.m.  CAT-137

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**MOTION**

**APP-406 Introduction to Motion 5**  3.0 CEUs  
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control. Topics include creating Smart Motion Templates and publishing them to Final Cut Pro X, creating parameter rigs to quickly adjust related parameters with a single control, understanding behavior-based animation, using keyframes to create animation, creating content with generators, shapes and paint strokes, stabilizing and tracking media, animating cameras and using advanced 3D features. 

**12 sessions, $605* (includes a $150 lab fee)**  
77286 WF  5/21-6/27  6:30-9:30 p.m.  CAT-137

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**ADOBE PREMIER**

**DPR-722 Adobe Premiere Pro**  3.6 CEUs  
This course will discuss producing and editing video for multimedia or web productions. Emphasizes capture, editing and outputting of video using a desktop digital workstation. 

**6 sessions, $605* (includes a $150 lab fee)**  
77418 S  7/12-8/16  9 a.m.-1:30 p.m.  CAT-137

79528 MTWThF  7/14-7/18  12:30-3:30 p.m.  Largo

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**SAGE (Seasoned Adults Growing Educationally)**

**SKB-799 Career Transition Options for Plus 50 Workers**  
This course is designed to help Plus 50 workers identify competencies acquired from life and work; assess skill strengths; articulate their marketability through resumes and interviews; determine deficits and analyze the best way to upgrade skills; analyze experiences and their relevance to self-marketing; write a cogent resume, illustrating core competencies. Resources for realistic skill assessment and improvement; resume writing; and computer skill upgrade will be included. 

Upon completion of this course, the students should be able to:

1. Identify core competencies that relate to specific jobs and determine educational/training resources needed to reach job goals;  
2. Iterate a completion strategy that will identify the necessary skills/certifications needed to transition to a new career;  
3. Write a resume that reflects accomplishments, achievements, and education in one of three resume styles—chronological, functional or targeted;  
4. Write objective career goal statements using standard written English;  
5. Compile an organized career portfolio containing documentation which supports competencies; and,  
6. Identify resources which will enhance job skills and chances for employment. 

For more information look for the SAGE Spring 2014 Schedule of Classes

For more day classes, see our SAGE schedule of classes.
More about Noncredit Online and Hybrid/Online at www.pgcconline.com

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 512 MB of RAM. 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 Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, and Apple Safari, depending on the course’s delivery format. 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 79792, 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 . . .

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.

So many online courses, we couldn’t list them all!

To view the entire online ed2go course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog." You can look at the entire list of courses or search for a topic that interests you. Read descriptions of the courses, see their start dates, and learn their prices.

We’ve got something to interest everyone!

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

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.

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

ED2GO ONLINE COURSES

See the Online Courses section page 73, for ed2go registration details.

ACCOUNTING AND BOOKKEEPING

Accounting, page 11
OFC-350 Accounting Fundamentals
OFC-354 Accounting Fundamentals: Part 2

Quickbooks, page 11
DPR-406 Introduction to Quickbooks 2013
DPR-729 Introduction to Quickbooks 2012

BUSINESS AND MANAGEMENT SKILLS

Event Planning, page 12
BUS-558 Wow What a Great Event!

General Business Skills, page 14
OFC-346 Administrative Assistant Fundamentals

Management and Supervisory Skills, page 14
OFC-322 Fundamentals of Supervision and Management: Part 1
MGT-623 Project Management Professional (PMP) Certification Prep 1
MGT-624 Project Management Professional (PMP) Certification Prep 2
MGT-626 Project Management Fundamentals
MGT-707 Understanding the Human Resources Functions
MGT-711 Project Management Applications

Nonprofit Management, page 16
MGT-649 Introduction to Nonprofit Management
VOL-331 Advanced Grant Proposal Writing
VOL-332 A to Z Grant Writing

Public Services, page 17
LAW-350 Paralegal: Part 1
LAW-630 Workers' Compensation

Small Business, page 17
BUS-355 Start and Operate Your Own Home-Based Business
BUS-438 Starting a Consulting Practice
BUS-540 Start Your Own Small Business

COMPUTERS AND INFORMATION TECHNOLOGY

Online Training, page 26
OFC-388 Keyboarding
DPR-696 Introduction to PC Troubleshooting
DPR-393 Designing Effective Websites
DPR-649 Wireless Networking
DPR-431 Introduction to Networking
DPR-591 Intermediate Networking
DPR-719 Introduction to Windows 8
DPR-699 Introduction to Microsoft Word 2010
DPR-514 Introduction to Linux
DPR-451 Computer Skills for the Workplace
DPR-394 Introduction to Buying and Selling on eBay
DPR-771 Mac, iPhone, and iPad Programming
DPR-773 Introduction to Microsoft Outlook 2010
DPR-758 Introduction to Microsoft Access 2010
DPR-733 Intermediate Microsoft Access 2010
DPR-764 Introduction to Microsoft Publisher 2010
DPR-744 Intermediate Microsoft Word 2010
DPR-710 Introduction to Microsoft Excel 2010
DPR-727 Intermediate Microsoft Excel 2010
DPR-462 Introduction to Database Development
DPR-463 Introduction to SQL
DPR-461 Introduction to Oracle
DPR-434 Intermediate Oracle
DPR-712 Introduction to Microsoft PowerPoint 2010
DPR-479 C++ for the Absolute Beginner
DPR-435 Introduction to C# Programming
DPR-636 Intermediate C# Programming
DPR-485 Creating Web Pages
DPR-409 Achieving Top Search Engine Positions
DPR-717 Introduction to Dreamweaver CS6
DPR-718 Introduction to Flash CS6
DPR-329 Java for the Beginner
DPR-651 Intermediate Java Programming
DPR-540 Introduction to PHP and MySQL
DPR-383 Introduction to ASP.NET
DPR-670 Introduction to PC Security
DPR-671 Advanced Personal Computer Security
DPR-672 Introduction to CSS and XHTML
DPR-741 Introduction to Creating WordPress Web Sites
DPR-766 Creating WordPress Websites 2
DPR-765 Creating Mobile Apps With HTML
**CREATIVE AND PERFORMANCE ARTS**

Creative Writing, page 36
- SKB-326 Write Fiction Like a Pro
- SKB-386 Keys to Effective Editing
- SKB-307 The Craft of Magazine Writing
- SKB-367 Writing Your Life’s Story
- SKB-403 Travel Writing
- SKB-393 Beginner’s Guide to Getting Published
- SKB-465 Writing Young Adult Fiction
- SKB-722 Beginning Writer’s Workshop
- SKB-463 Writerific: Creativity Training for Writers
- SKB-402 Writing for Children

**ENGLISH COMMUNICATION AND WRITING**

Communication Skills, page 44
- OFC-347 Grammar Refresher
- OFC-349 Keys to Effective Communication

Writing, page 44
- OFC-321 Effective Business Writing
- OFC-358 Fundamentals of Technical Writing
- SKB-462 Writing Essentials

**ENRICHMENT AND PERSONAL GROWTH**

Student Success, page 45
- SKB-357 Graduate Record Preparation (GRE), Course 1: Verbal
- SKB-358 Graduate Record Preparation (GRE), Course 2: Quantitative
- SKB-361 Law School Admission Test (LSAT) Preparation: Course 1
- SKB-362 Law School Admission Test (LSAT) Preparation: Course 2

Personal Finance, page 46
- FIN-345 Introduction to Stock Options
- FIN-346 Personal Finance
- RES-325 Real Estate Investing
- FIN-340 Key to Successful Money Management

**HEALTH CARE SUPPORT**

Caregiving, page 50
- HES-571 Caring for Aged Parents

Pharmacy Technician, page 52
- HES-577 Medical Math

Medical Office Assistant, page 54
- HES-354 Medical Terminology: Word Association Approach
- HES-554 Human Anatomy and Physiology: Part 1
- HES-555 Human Anatomy and Physiology: Part 2
- HES-546 Spanish for Professionals
- HES-545 HIPAA Compliance

**HUMAN RESOURCES AND PAYROLL MANAGEMENT**

Human Resources Electives, page 57
- MGT-423 Leadership (online)
- MGT-492 Employment Law

**LANGUAGE COMMUNICATION**

Conversational Foreign Language, page 59
- LGE-521 Speed Spanish

**PHOTOGRAPHY**

- PHO-331 Introduction to Photoshop CS6
- CRE-349 Exploring Digital Photography: An Online Class
- CRE-363 Secrets of Better Photography
- PHO-318 Photoshop Elements 9 for the Digital Photographer
- PHO-325 Mastering Your Digital SLR Camera

**PROTRAIN ONLINE COURSES**

See the Online Courses section page 73 for ProTrain registration details.

**BUSINESS AND MANAGEMENT SKILLS**

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

**GREEN TRAINING**

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

**BLACKBOARD ONLINE COURSES**

See the Online Courses section page 73 for Blackboard registration details.

**BUSINESS AND MANAGEMENT SKILLS**

Notary Public, page 16
- GEN-363 Advanced Notarial Procedures
- GEN-355 Become an Acknowledgement Jurat Certified Expert

**EARLY CHILDHOOD EDUCATION**

Childhood Education, page 39
- DCR-455 Communication Skills for Child Care Professionals
- DCR-510 Family Child Care Pre-Service

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?
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.

HYBRID/ONLINE COURSES
See the Online Courses section page 73 for Blackboard registration details.

EARLY CHILDHOOD EDUCATION
Childhood Education, page 39
DCR-303  Child Growth and Development: 45 Hours (HYLCC)
DCR-304  Curriculum/Activities: 45 Hours (HYLCC)
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 54
HES-396  Medical Office Assistant Overview (HYLAG)

MORE ONLINE ED2GO COURSES: SUMMER 2014
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.”

Advanced Fiction Writing
Advanced Microsoft Excel 2007
An Introduction to Teaching ESL/EFL
Becoming a Grant Writing Consultant
Breaking Into Sitcom Writing
Business Finance for Non-Finance Personnel
Creating Classroom Centers
Distribution and Logistics Management
Easy English 3
Empowering Students With Disabilities
Get Funny!
GMAT Preparation
Guided Reading and Writing: Strategies for Maximum Student Achievement
Get Started in Game Development
Instant Italian
Intermediate CSS and XHTML
Intermediate Flash CS5
Intermediate Microsoft Access 2007
Intermediate Microsoft Word 2007
Intermediate Photoshop CS5
Intermediate QuickBooks 2012
Intermediate Visual Basic
Introduction to Adobe Acrobat X
Introduction to Algebra
Introduction to Criminal Law
Introduction to Illustrator CS6
Introduction to Interior Design
Introduction to Internet Writing Markets
Introduction to Microsoft Access 2007
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Project 2013
Introduction to Microsoft Word 2007
Introduction to Peachtree Accounting 2012
Introduction to Programming
Introduction to Screenwriting
Introduction to Statistics
Introduction to Visual Basic
Legal Nurse Consulting
Luscious, Low-Fat, Lightning-Quick Meals
Manufacturing Applications
Marketing Your Nonprofit
Mastery of Business Fundamentals
Microsoft PowerPoint 2010 in the Classroom
Microsoft Word 2010 in the Classroom
Nonprofit Fundraising Essentials
Performing Payroll in QuickBooks 2013
Photographing People With Your Digital Camera
Photoshop CS6 for the Digital Photographer
Photoshop Elements 10 for the Digital Photographer
Practical Ideas for the Adult ESL/EFL Classroom
Protect Your Money, Credit, and Identity
Publish and Sell Your E-Books
QuickBooks 2013 for Contractors
Research Methods for Writers
Resume Writing Workshop
Secrets of the Caterer
Singapore Math: Number Sense and Computational Strategies
Small Business Marketing on a Shoestring
Speed Spanish 2
Start Your Own Arts and Crafts Business
Supply Chain Management Fundamentals
Teaching ESL/EFL Vocabulary
Teaching Writing: Grades K-3
The Creative Classroom
Travel Photography for the Digital Photographer
Using Social Media in Business
Using the Internet in the Classroom
Where Does All My Money Go?
Writing Effective Grant Proposals
Writing Essentials

Do you see an ed2go online course that you would like to take, but you would rather start the class in a different month? NO PROBLEM! At your request, we will set up a class section for you that begins in the month of your choice.
• Go to the ed2go.com/pgcc website
• Search for your desired course
• Click the “Enroll Now” button
• Choose which month you want to begin the course.

Ed2go online courses can begin every month of the year!
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.
**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
1-866-228-6101 or 443-518-4162

**Office Hours**
Monday–Thursday: 8:30 a.m.–8 p.m.
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.–6 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. 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 $15 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 second, third, fourth, and fifth 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.pgcbbookstore.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 pick-up. 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 (*) 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 (non-exempt) students.
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<td>HES-567  RN Case Manager</td>
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<tr>
<td>HES-544  Certified Nursing Assistant: Theory</td>
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<td>HES-417  Certified Nursing Assistant: Clinical</td>
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<th>HOME AND GARDEN</th>
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<tr>
<td><strong>Floral, page 56</strong></td>
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<tr>
<td>OCU-376  Advanced Floral Design</td>
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<td><strong>Home Interior, page 56</strong></td>
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<tr>
<td>ENR-554  De-Clutter Your Home</td>
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<th>HOSPITALITY</th>
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<td><strong>Food Service, page 56</strong></td>
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<td>OCC-582  Light and Lively Summer Wines</td>
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<tr>
<th>LANGUAGE COMMUNICATION</th>
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<tr>
<td><strong>Conversational Foreign Language, page 59</strong></td>
</tr>
<tr>
<td>LGE-370  Introduction to Spanish: Part 1</td>
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<tr>
<th>TRANSPORTATION AND DISTRIBUTION</th>
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<tr>
<td><strong>Commercial Driver License: Class A and B, page 65</strong></td>
</tr>
<tr>
<td>CDL-315  Commercial Driver License: Learner’s Permit Preparation</td>
</tr>
</tbody>
</table>
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.

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 repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

CONSTRUCTION/SKILLED TRADES
Building Maintenance, page 33
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Core Skills, page 34
OCU-408 CORE: Introductory Craft Skills, Part 1
OCU-416 CORE: Introductory Craft Skills, Part 2

HVAC/R, page 35
HVC-336 HVAC/R Level 2: Part 3
HVC-342 HVAC/R Level 2: Part 4

Residential Maintenance, page 36
OCU-329 Electrical Repair: Basic Skills
OCU-330 Plumbing Repair: Basic Skills
OCU-331 Drywall Installation and Repair
OCU-409 Ceramic Tile 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.
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 a full range of services.

BUSINESS AND MANAGEMENT SKILLS
Management and Supervisory Skills, page 14
MGT-585 Introduction to Business

HEALTH CARE SUPPORT
Nursing Assistant, page 52
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.
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 to 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/SKILLED TRADES
Building Maintenance, page 33

- OCU-611 Building and Certificate for Apartment Maintenance Technician Program

Electricity and Adv. Electrical, page 34

- ELC-323 Construction Electricity 2: Part 1
- ELC-324 Construction Electricity 2: Part 2
- ELC-330 Masters Electrical Exam Prep

Locksmithing, page 35

- KEY-399 Locksmith Background Screening
- KEY-300 Locksmithing 101
- KEY-301 Locksmithing 102
- KEY-305 Locksmithing 201
- KEY-304 Locksmithing 202

Residential Maintenance, page 36

- ELC-322 Residential Wiring 1, Part 3

FACILITY MANAGEMENT CREDENTIAL PROGRAM
Facility Management, page 46

- MGT-631 Operations and Maintenance for FMP
- MGT-632 Project Management for FMP
- MGT-633 Finance and Business Essentials for FMP
- MGT-634 Leadership and Strategy Essentials for FMP
- MGT-312 Sustainability Facility Professional

TRANSPORTATION AND DISTRIBUTION
Automotive Technology, page 63

- OCC-301 Auto Technician: Basic Theory
- OCC-324 Auto Technician: Brake Systems
- OCC-336 Auto Technician: Engine Performance
- OCC-400 Auto Technician: Electrical Systems
- OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

Forklift Certification, page 66

- HEO-305 OSHA Forklift Operator Certification

Motorcycle Mechanics, page 69

- OCC-376 Motorcycle Mechanics and Repair

Vision
Prince George's Community College will be the community's first choice for innovative, high quality learning opportunities.

Transforming Lives
Prince George's Community College transforms students' lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Mission
Prince George's Community College transforms students' lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Strategic Goals 2014-2017

Enhance
Pathways
Enhancing pathways that guide students to achieve their academic, career, and personal goals

Cultivate
Responsive Learning
Cultivating a welcoming and responsive learning environment

Foster
Partnerships
Fostering partnerships to respond to a diverse and evolving community and workforce

Promote
Collaboration
Promoting and supporting a collaborative institutional culture for communication, decision-making and governance

Show your team spirit by attending one of our many athletic activities.

- men's and women's basketball
- men's and women's soccer
- men's baseball and women's softball
- men's and women's indoor track
- men's and women's outdoor track
- men's and women's cross-country

Go Owls!

INTERCOLLEGIATE ATHLETICS
Novak Field House | 301-322-0518

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

Prince George’s Community College and Prince George’s County Economic Development Corporation—Workforce Services Division are partnering to provide ACE* training for the following professions:

- Certified Security Officer
- Certified Nursing Assistant (CNA)
- Geriatric Nursing Assistant (GNA)
- Medical Office Assistant

Summer and Fall 2014 Classes Forming Soon!

*Accelerating Connections to Employment
Training, books and supplies provided FREE of cost after meeting eligibility requirements and random selection.

For more information, contact Cheryl Hills
301-362-1419 | 301-362-9708 | chills@co.pg.md.us

This project is funded by the US Department of Labor under contract #IF-23245-12-61-A-2. It is a part of a national evaluation being conducted by Abt Associates (Bethesda, MD). The ACE evaluation is being conducted by ICF International (Fairfax, VA) and the evaluation design has been reviewed and approved by the ICF Institutional Review Board, #4292013.
Youth Programs

Activities for Grades 2–12

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE

301-322-0158 • www.pgcc.edu
## Summer Youth Planner—Grades 2-8

### SESSION I: JUNE 30–JULY 11
#### JUNE 30–JULY 11
8:30–11:30 a.m.
- Language Arts  Grade 2/3  Syn# 79611
- Language Arts  Grades 4/5  Syn# 79612
- Language Arts  Grades 6  Syn# 79613
- Language Arts  Grades 7  Syn# 79614
- Language Arts  Grades 8  Syn# 79615

11:30 a.m.–12:30 p.m.
- Lunch

#### JUNE 30–JULY 3
12:30–3:30 p.m.
- Spanish    Grades 2-5  Syn# 79605
- Baking   Grades 2-5  Syn# 79664
- App Attack  Grades 2-5  Syn# 79523
- Photography   Grades 6-8  Syn# 79527
- Make First Video Game  Grades 6-8  Syn# 79525

#### JULY 7–JULY 11
12:30–3:30 p.m.
- Trendy Fashion Art  Grades 2-5  Syn# 79667
- Make First Video game  Grades 2-5  Syn# 79526
- App Attack  Grades 5-8  Syn# 79524
- Big Thinking for Positive Results 3  Grades 5-8  Syn# 79606
- Urban Art  Grades5-8  Syn# 79663

#### JUNE 30–JULY 11
3:30–6 p.m.
- Special Activity: Crafts R’ Us  Syn# 79603

### SESSION II: JULY 14–JULY 25
#### JULY 14–25
8:30–11:30 a.m.
- Math    Grade 2  Syn# 79616
- Math   Grades 3/4  Syn# 79617
- Math: Basic Math  Grades 5/6  Syn# 79618
- Math: Pre-Algebra  Grades 7  Syn# 79619
- Math: Basic Algebra  Grades 8  Syn# 79620

11:30 a.m.–12:30 p.m.
- Lunch

#### JULY 14–18
12:30–3:30 p.m.
- Photography    Grades 2-5  Syn# 79528
- App Adventures   Grades 2-5  Syn# 79518
- Veterinarian   Grades 2-5  Syn# 79674
- Baking   Grades 6-8  Syn# 79665
- Exploring Biology  Grades 6-8  Syn# 79607
- Video Game Animation  Grades 6-8  Syn# 79521

#### JULY 21–25
12:30–3:30 p.m.
- Sign Language  Grades 2-5  Syn# 79610
- Video Game Animation  Grades 2-5  Syn# 79522
- Law/Mock Trial  Grades 5-8  Syn# 79520
- Jewelry    Grades 6-8  Syn# 79607
- App Adventures  Grades 6-8  Syn # 79519

#### JULY 14–25
3:30–6 p.m.
- Special Activity: Games  Grades 2-8  Syn# 79608
Summer High School Planner—Grades 9-12

ENRICHMENT: JUNE 30–JULY 25
JULY 14–25
John Eager Howard Elementary School
4400 Shell Street
Capitol Heights, MD 20743

CULINARY ARTS
This is an introductory food production class for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. This is an introductory food production class for students interested in the culinary field. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery.

$230 (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Syn #</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<td>6/30-7/25</td>
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<td>14-15</td>
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<td>#79345</td>
<td>MTWHF</td>
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<td>8:30-10:45 a.m.</td>
<td>16-18</td>
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</table>

LANGUAGE ARTS/WRITING REVIEW
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, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.

$80 (includes a $30 lab fee)

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<th>Syn #</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
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<td>16-18</td>
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MATH REVIEW
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. Materials needed: graphing calculator.

$85 (includes a $30 lab fee)

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<th>Syn #</th>
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<td>#79346</td>
<td>MTWHF</td>
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<td>11 a.m.-12:30 p.m.</td>
<td>16-18</td>
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Summer 2014 Youth Courses
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, 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

Your user name will be the first letter of your first name and your full last name (ex: Jane Doe – jdoe)

- Password: pgcc
- Site: pgcc01
- 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 so 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 (WALK-IN REGISTRATION ONLY)
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.–7:30 p.m.
and Friday, 8:30 a.m.–4:30 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 Courses Class Descriptions

These courses are designed for students leaving grades 2-12 during the 2013-14 school year. All classes meet Monday-Friday. Continuing Education’s enrichment courses offer intellectually challenging and stimulating opportunities for the motivated youngster in a college setting combined with fun, interest-based activities. Register the students for the grade level they have completed.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Fee (includes lab fee)</th>
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<tbody>
<tr>
<td>YTH-461</td>
<td>App Attack! Make Your First Game App (Grades 2-8)</td>
<td>Take the first steps into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App's publishing functions. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the class. Offered in cooperation with Black Rocket Productions, LLC.</td>
<td>$105 ($75 lab fee)</td>
</tr>
<tr>
<td>YTH-459</td>
<td>App Adventures! The Next Level (Grades 2-8)</td>
<td>Continue your quest to make the next viral app! Whether you want to move past the basic techniques learned in App Attack or want to jump right in, we are ready for you! All students will choose from a selection of different mobile app types and explore more in depth programming concepts. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the class. Offered in cooperation with Black Rocket Productions, LLC.</td>
<td>$110 ($75 lab fee)</td>
</tr>
<tr>
<td>YTH-464</td>
<td>Baking for Kids: Cupcakes and Cakes (Grades 2-8)</td>
<td>Eating cupcakes is fun, but they taste much better if you decorated them yourself? Learn how to decorate cakes and cupcakes with fun and pizzazz. Make your own icing, learn a few techniques using pastry bags and decorating tips.</td>
<td>$95 ($50 lab fee)</td>
</tr>
<tr>
<td>YTH-457</td>
<td>Big Thinking for Positive Results 3 (Grades 5-8)</td>
<td>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.</td>
<td>$70 ($25 lab fee)</td>
</tr>
<tr>
<td>YTH/SKB</td>
<td>Culinary Arts (Grades 9-12)</td>
<td>This is an introductory food production class for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Learn fractions, measurement and multiplication.</td>
<td>$50 ($100 lab fee)</td>
</tr>
<tr>
<td>YTH-440</td>
<td>Introduction to Jewelry Design (Grades 6-8)</td>
<td>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 earrings. 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. Toolkits and materials to complete two projects will be provided.</td>
<td>$85 ($50 lab fee)</td>
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<tr>
<td>YTH-441</td>
<td>Language Arts Elementary (Grades 2/3)</td>
<td>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. Topic will include capitalization, punctuation, language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension.</td>
<td>$145 ($50 lab fee)</td>
</tr>
<tr>
<td>YTH-442</td>
<td>Language Arts Elementary (Grades 4/5)</td>
<td>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, Main idea, Sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.</td>
<td>$145 ($50 lab fee)</td>
</tr>
<tr>
<td>YTH-443</td>
<td>Language Arts Middle (Grades 6-8)</td>
<td>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, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage.</td>
<td>$80 ($30 lab fee)</td>
</tr>
<tr>
<td>YTH-328</td>
<td>So You Want To Be a Lawyer/Mock Trial</td>
<td>Learn what it takes to become an attorney. Explore concepts of the American legal system and hone your debating skills and practice using logic to reenact a mock trial.</td>
<td>$75 ($30 lab fee)</td>
</tr>
<tr>
<td>YTH-432</td>
<td>Math Elementary (Grades 2)</td>
<td>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.</td>
<td>$155 ($50 lab fee)</td>
</tr>
<tr>
<td>YTH-432</td>
<td>Math Elementary (Grades 3/4)</td>
<td>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, fraction and percentages.</td>
<td>$155 ($50 lab fee)</td>
</tr>
<tr>
<td>YTH-448</td>
<td>Math: Basic Math (Grades 5/6)</td>
<td>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, fraction and percentages.</td>
<td>$155 ($50 lab fee)</td>
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</table>
YTH-449 Math: Pre-Algebra (Grade 7)
This class will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include an introduction to algebraic symbolism, simplifying complex expressions, solutions to linear and quadratic equations, and graphic representations associated with variables. $155 (includes a $50 lab fee)

YTH-454 Math: Basic Algebra (Grade 8)
This class will focus on reviewing concepts learned during the previous school year. It will emphasize the principles of algebra. Topics may include algebraic symbolism, simplifying complex expressions, solutions to linear and quadratic equations, and graphic representations associated with variables. Students will apply algebraic representations to word problems and analyze the nature of changes in linear and non-linear relationships. $155 (includes a $55 lab fee)

SKB/YTH. 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. Materials needed: graphing calculator. $80 (includes a $30 lab fee)

YTH-365 Photography (Grades 2-8)
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. $75 (includes a $30 lab fee)

YTH-451 Science: Exploring Biology - for Middle (Grades 6-8)
Explore your biological world through specialized hands-on lab experiences taught by college professors. Topics may include: dichotomous keying, natural selection, introduction to the microscope, owl pellet study, and microbiology. $85 (includes a $30 lab fee)

YTH-416 Let Your Fingers Do the Talking (Grades 2-5)
Sign Language: “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. $85 (includes a $30 lab fee)

YTH-377 Spanish (Grades 2-5)
"Buenos 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. $75 (includes a $25 lab fee)

YTH-422 Special Activity: Crafts R’ Us (Grades 2-8)
Create crafts from a variety of common household and inexpensive items. Learn how to produce beautiful gifts for yourself, family and friends. $95 (includes a $50 lab fee)

YTH-435 Special Activity: Games – Blast from the Past (Grades 2-8)
Ever wanted to learn how to play chess or checkers? Then you will enjoy these extended day activities. You will also be introduced to team and multi-person board games. $105 (includes a $55 lab fee)

YTH-465 Trendy Fashion Art (Grades 2-5)
Crocheting is an art that is returning. Learn the stitches to make hats and scarves that will go with any outfit. Did you know that duct tape can be used to make anything from a wallet to a purse? Use duct tape to make a project that you will be proud to display. Have any torn or ripped clothing? Maybe it’s missing a button - we'll teach you how to fix them and then make jewelry to complement your new look! This class includes duct tape art, crocheting, sewing and Jewelry designing. $90 (includes a $40 lab fee)

YTH-463 Urban Art (Grades 5-8)
Explore the use and purpose of art in expressing city life in a variety of media. Use visual art to impact and improve the quality of your schools, neighborhoods and communities; and how murals are used to communicate positive affirmation within your direct community. Students will examine architecture, graffiti-style cartoons, murals, side walk art and grand monuments. Learn about urban artists like, Jacob Lawrence, Romare Bearden, Diego Rivera, and David Macaulay. Through drawings, paintings, and illustrations, you will learn the method and technique of creating the illusion of distance and depth in order to demonstrate a 2 dimensional Perspective drawing with positive affirmation and messages. Learn how Linear Lines, Vertical Lines, Horizontal Lines, Horizon Lines and Vanishing Points are intertwined with Visual Art Concepts. Students will. $75 (includes a $30 lab fee)

YTH-462 Video - Make Your First Video Game! (Grades 2-8)
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the crucial keys to designing your first 2-D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we’ll explore as you learn how to really get into the game because you made it yourself! No prior experience necessary just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers, Mac versions can be created after the program for $15 conversion fee. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

YTH-330 Veterinarian (Grades 2-5)
Explore what it takes to be a good pet owner, animal behavior, how to care for pets, careers that involve working with animals, tricks and tips on grooming and feeding pets. $75 (includes a $30 lab fee)

YTH-460 Video Game Animation (Grades 2-8)
Take your game design to the next level by creating and animating your own character sprites, objects, and backgrounds. Start with a name; develop the character’s personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in future games. Students do not need any prior experience in game design, animation, or sketching. Student created animations will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers, Mac versions can be created after the program for $15 conversion fee. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Parental Permission/Responsibility Forms
(Please submit this form with registration form.)

Student Transportation/Pick Up Form

Child’s Name

Parent’s Name

LAST FIRST LAST FIRST

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. (Payment is due at the time of pick-up)

Signature

Date

Please provide names and telephone numbers (other than the child’s home number) of two people to contact after 4:00 pm and 6:00 p.m. They MUST be able to pick up the child.

Name

Phone #

Name

Phone #

Relationship to child

Relationship to child

Signature

Date

Self-Sign-Out Authorization

I allow my child ____________, age 13 or over to sign himself/herself out of camp.

I understand that the college is not responsible for my child once he/she signs out. I also understand that my child is expected to respect the rules and demonstrate appropriate behavior and language as long as he/she is on the College Campus.

Signature

Date

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 generally 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. The short term nature of the Youth programs will require a quick, firm response resulting in the following:

a. Warning: Written notification will be sent to the parent/guardian regarding the nature of the unacceptable behavior the student exhibited. A signed copy of this notice must be returned to the college for the minor student to return to class.

b. 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.

I will take responsibility for seeing that my child complies with the student code of conduct.

SIGNATURE OF PARENT OR GUARDIAN

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.

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
# Health/Contact Information Form

*(Your registration should not be accepted without this form.)*

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>Sex</th>
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</table>

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, provide name of Maryland school: __________________________
   - [ ] NO, provide a copy of immunizations confirming that the child has received all immunizations as required by the Maryland DHMH recommended childhood immunization schedule.

3. Is the participant exempt from any immunizations on medical or religious grounds?

   - [ ] YES, provide a signed copy of Maryland Department of Health and Mental Hygiene Immunization Certificate from either a licensed physician indicating that the immunization is medically contraindicated, or the parent or guardian indicating that they object to immunization on religious reasons.
   - [ ] NO, provide information in #1.

4. 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 check all that apply: [ ] Insect bites [ ] Nuts [ ] Other: (please explain)

   __________________________
   __________________________
**Health/Contact Information Form** page 2 of 2  
(Please submit this form with registration form.)

### Contact and Emergency Information

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<thead>
<tr>
<th>Child's Name</th>
<th>Date of Birth</th>
<th>Sex</th>
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<td>FIRST</td>
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<td>YEAR</td>
<td>M/F</td>
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My child is registered for the following week(s):  
- [ ] Week 1  
- [ ] Week 2  
- [ ] Week 3  
- [ ] Week 4

**Mother/Guardian Name**

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<th>Home Phone</th>
<th>Work Phone</th>
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<td>Cell Phone</td>
<td>E-mail Address</td>
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**Father/Guardian Name**

<table>
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<th>Home Phone</th>
<th>Work Phone</th>
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<tr>
<td>Cell Phone</td>
<td>E-mail Address</td>
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**Name(s) of Authorized Adult(s) picking up the student**

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<th>Name</th>
<th>Relation to Child</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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**In an Emergency, contact:**

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<th>Name</th>
<th>Relation to Child</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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**Camper's Physician**

- Camper's Physician: 
- Phone Number: 

**Signature**  
Authorization for treatment: I hereby give permission to the college to administer medications and first aid. This completed form may be photocopied for field trips.  

Signature of Parent/Guardian: 

Date: 
Strong businesses plan for change.
They know that being on the frontline of technological innovation and profitable growth requires continuous development of workforce skills and savvy.

The Center for Business and Industry Training (CBIT) at Prince George’s Community College helps you capitalize on these changes by providing training and education designed to help your workforce keep its competitive edge.

Learn more at www.pgcc.edu or call 301-336-6000.
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.

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org or call toll-free 1-866-228-6110

As a Maryland Regional Higher Education Center, Laurel College Center features five colleges and universities offering 12 degrees and more than 150 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Computers and Information Technology
- Child Care
- Certified Nursing Assistant
- Arts, Crafts & Hobbies

Get Ahead in Life.
### Workforce Development and Continuing Education

**Noncredit Student Registration**

**Student ID** (if known)  
Semester  
Name  
Address  
Telephone  
Identification #s  
Ethnicity/Gender  
Student Type  
Resident Status

**Course**  
**Synonym #**  
**Start Date** (mm/dd)  
**Tuition**  
**Course Name**

<table>
<thead>
<tr>
<th>Course</th>
<th>Synonym #</th>
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A registration fee of $15 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term. The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

**Student Signature**  
**Date**

**E-mail**
Do something COOL this Summer!

Your entry to coolness awaits at Prince George’s Community College. Find your inner sports star or dive into a do-it-yourself skill to rival your HGTV favorites.

The college offers more than 200 enrichment learning, continuing education and workforce development courses, all designed to boost your cool points.

REGISTER NOW!

Ongoing enrollment and varying start dates throughout the summer.

301-336-6000 • PGCC.edu

Perfect your golf swing  Start a business  Dance for joy  Become a video pro  Fix-up your house

TAKE A CLASS AND MAKE THIS THE SUMMER TO REMEMBER!