CONTINUING EDUCATION CLASSES

SUMMER 2016

Job Skills Training
Personal Enrichment
Workforce Development
3 WAYS TO REGISTER FOR CLASS

1. ONLINE
To register online, you MUST have an e-mail address and you MUST pay with a credit card. No application is required. Online registration is fun using Owl Link.

pgcc.edu

1. ONLINE

2. BY MAIL
To register by mail, complete the registration form in the inside back cover of this schedule. 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

For best availability, mail your form and payment 2 weeks before the class is scheduled to begin.

3. IN PERSON
To register in person, visit the Office of Admissions and Records, Bladen Hall, Room 126 at the Largo campus

Monday–Thursday 8:30AM–8PM
Friday 8:30AM–5PM

Questions?
Call 301-546-0159

Workforce Dev. & Cont. Ed.

Transforming lives.
PRINCE GEORGE’S COMMUNITY COLLEGE

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

1. Choose the class you want to take from this schedule, or by searching for courses at www.pgcc.edu.
2. Choose the section you want to attend, with the dates, times and location that best meet your needs.
3. Make a note of your choice, including the course number (HES-418) and the SYN number (89131).
4. You’re ready to register! See the front inside cover for 3 ways to register.

HOW TO FIND YOUR CLASSROOM

LARGO CAMPUS
Class locations on the Largo campus will be posted online a few days before the class is scheduled to begin. To find your location:

1. Go to www.pgcc.edu and click on “Owl Link”.
2. Click on “Workforce Development & Cont. Ed. Students” and then on “Search Cont. Ed. Classes”.
3. In the Course Code Number box, enter the course number and SYN # for your section (e.g., HES-418 89131).
4. Click “SUBMIT” to see your building and classroom information.

You can find your Largo classroom in person by visiting Bladen Hall, Room 126 (Monday–Thursday 8:30 a.m.–7 p.m., or Friday 8:30 a.m.–4 p.m.) or Marlboro Hall, Room 1095 (Saturday 8 a.m.–4 p.m.).

OTHER LOCATIONS
Class locations at extension centers and other locations will be posted at your site by the site coordinator.
## ACCOUNTING AND BOOKKEEPING

### ACCOUNTING

301-546-0032 or 301-546-5216

### 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 will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics from writing checks to preparing an income statement and closing out accounts. **12 sessions, $140* (includes a $65 lab fee)**

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### 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, $140* (includes a $65 lab fee)**

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### OFC-355 Accounting Fundamentals: Part 1

2.4 CEUs

This course provides a complete introduction to the accounting cycle. You’ll learn the basics of accounting and bookkeeping, as well as preparing financial statements. You will gain hands-on experience as you learn how to set up a chart of accounts. **6 sessions, $230* (includes a $45 lab fee)**

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### OFC-356 AccountingFundamentals: Part 3

2.4 CEUs

This course covers the basics of bookkeeping and financial statements. You will analyze transactions and prepare various financial reports. **12 sessions, $140* (includes a $65 lab fee)**

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### OFC-357 Accounting Fundamentals: Part 4

2.4 CEUs

This course covers advanced bookkeeping and financial statements. You will analyze transactions and prepare various financial reports. **12 sessions, $140* (includes a $65 lab fee)**

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### OFC-358 Accounting Fundamentals: Part 5

2.4 CEUs

This course covers advanced bookkeeping and financial statements. You will analyze transactions and prepare various financial reports. **12 sessions, $140* (includes a $65 lab fee)**

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### OFC-359 Accounting Fundamentals: Part 6

2.4 CEUs

This course covers advanced bookkeeping and financial statements. You will analyze transactions and prepare various financial reports. **12 sessions, $140* (includes a $65 lab fee)**

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### OFF CAMPUS

**ABAR** ........ Authentic Bartending School  
**AYTI** ........ AYT Institute  
**AYT3** ........ AYT3 Clinic  
**BLHS** ......... Bladensburg High School  
**CHCF** .......... Cherry Hill Composting Facility  
**CRHS** .......... Crossland High School  
**ECOF** .......... Eco City Farm  
**FTWM** .......... Fort Washington Marina  
**HCC** .......... Hagerstown Community College  
**HVSV** .......... Hyattsville Vacuum Service  
**JHES** .......... John Eager Howard Elementary School  
**LDS** .......... Linnel Driving School  
**PH** .......... Prince George’s Community College  
**QBLI** .......... Queen Anne Fine Arts Building  
**UDM** .......... University of Maryland  
**UPHI** .......... U-Photo  
**WFC** .......... Washington Nationals Foundation  
**WFT** .......... Washington Nationals Team  
**WHS** .......... Whittier High School  

### OTHER (DESIGNATES AN ONLINE COURSE)

Blackboard ....... See page 88  
ed2go ............. See page 86  
ProTrain .......... See page 88  
HYLAG Largo .... See page 88  
HYLCC Laurel .... See page 88  

NOTE: An abbreviation may be followed by a room number in some cases. See page 3 for locations on Largo Campus and page 9 for off campus locations.
### AQUATICS

301-546-0979 or www.pgcc.edu/go/swim

### SWIMMING

Learn to Swim information is available from the Robert I. Bickford Natatorium:

The Swim Lesson Program is operated as part of a joint use agreement between Prince George’s Community College and Maryland-National Park and Planning Commission (M-NCPPC), Enterprise Division. Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Flyers are available at the Natatorium.

Schedule and class descriptions may also be found at the e-mail above.

### LIFEGUARD & POOL MANAGEMENT

**OCC-325 Swimming Pool Management**  
1.5 CEUs

This course covers the safety regulations, administrative practices, operational 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 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 (required at first class): Pool and Spa Operators’ Handbook, by L. Kowalsky. Note: students who are late or miss a class will not be eligible to take the course examination.  

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### UNITED STATES COAST GUARD

**OCC-410 Intermediate Boating Skills**

Increasing your knowledge of nautical skills is important to being a safe boater. This course is oriented to participants who have a Maryland Certificate of Boating Safety Education or at least five years of boating experience and a desire to increase their knowledge of marine-related topics. Areas to be covered include marine weather, cold water boating, selecting personal flotation devices, reading nautical charts, navigational lights, vessel safety check program, boating and pollution and marine radio operations. Attendance at both sessions is required.

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### BUSINESS MANAGEMENT SKILLS

#### 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.

### BUSINESS MANAGEMENT

#### EVENT PLANNING

**Start-Up Business**

Have a knack for planning parties, weddings, or other social events? Do you enjoy bringing others’ visions to life? An event planning business is the perfect next step! Whether you are considering a full time transition or solidifying a part time hustle, learn the basics of starting your own business. Topics covered will include, creating a business profile to attract clients, service/price listing, and solidifying a part time hustle, learn the basics of starting your own business. Topics covered will include, creating a business profile to attract clients, service/price listing, and building strong partnerships with vendors.

Instructor: Kay Lewis  
1 session, $35

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**BUS-594 Event Planning**

If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. Learn basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens and family reunions. You can save time and money while executing a great event in a pinch.

Instructor: Shakira Sturdivant  
1 session, $35

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**BUS-576 Party Planning in a Pinch**

If you are considering a full time transition or solidifying a part time hustle, learn the basics of starting your own business. Topics covered will include, creating a business profile to attract clients, service/price listing, and building strong partnerships with vendors.

Instructor: Kay Lewis  
1 session, $35

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### BOATING

301-546-0797 or 301-546-5299

#### BASIC BOATING & MAINTENANCE

**OCC-326 Maryland Boating Basics**

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.  

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<td>6:30–9:30 p.m.</td>
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**OCC-411 GPS for Mariners**

Navigating on the water is more complex than navigating on land. To be safe, you need to know how to use all of the resources available on your hand held or fixed marine GPS, including your chartplotter. This course will cover how to set up your GPS to coincide with your geographic location, how to get information into and out of your GPS. Also, how to use the different screens and learn about the accuracy of what the GPS tells that is important and how not to use it. Setting a course and navigating it is the key outcome of the course and the best way to know.  

Instructor: L. Kowalsky  
2 session, $40

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**OCC-410 Intermediate Boating Skills**

Increasing your knowledge of nautical skills is important to being a safe boater. This course is oriented to participants who have a Maryland Certificate of Boating Safety Education or at least five years of boating experience and a desire to increase their knowledge of marine-related topics. Areas to be covered include marine weather, cold water boating, selecting personal flotation devices, reading nautical charts, navigational lights, vessel safety check program, boating and pollution and marine radio operations. Attendance at both sessions is required. 2 sessions, $40

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### MARINE SECURITY & MANAGEMENT

**UNITED STATES COAST GUARD**

**OCC-337 Swimming Pool Management Recertification**  
0.6 CEU

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

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<tr>
<td>BUS-578</td>
<td>Creative Design for Wedding Professionals</td>
<td>0.6 CEU</td>
<td>Use your ideas to create an experience instead of duplicating. Design a signature wedding, something unique that no one else has. Learn how to implement a wide range of elements into your design concept including flowers, furniture, lighting, branded accents, entertainment, technology and others. Identify opportunities for creating custom fabricated pieces that can be unique focal points for guests, within budget, which helps to set yourself apart from others. Topics include design principles, themes, color, draping, vision boards, 3D rendering software and more. Instructor: Lilly Whittaker. 1 session, $35</td>
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<tr>
<td>BUS-347</td>
<td>Working with Hotels</td>
<td></td>
<td>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 addend that will protect the organization. Instructor: Beverly Litsinger. 1 session, $35</td>
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<tr>
<td>BUS-410</td>
<td>Starting Your Meeting Planning Company</td>
<td>0.6 CEU</td>
<td>Have you ever thought of starting your own meeting management company but 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, $65*</td>
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<tr>
<td>BUS-371</td>
<td>Marketing Your Meetings and Exhibits</td>
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<td>Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $35</td>
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<tr>
<td>BUS-478</td>
<td>Audiovisual Concepts for Meeting Planners</td>
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<td>This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $35</td>
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<tr>
<td>BUS-467</td>
<td>Creating an RFP (Request for Proposal)</td>
<td>0.6 CEU</td>
<td>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, the company history and the company’s 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. 1 session, $65*</td>
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<td>BUS-393</td>
<td>Wedding Traditions and Customs</td>
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<td>This course is designed for wedding professionals to beginners. Add this interactive class to your education portfolio. You will travel around the world to learn the significance behind treasured customs and traditions and how to blend them for the bride and groom’s perfectly culture-infused ceremony. Topics to include: wedding history, planning, event design, themed layouts and more. 1 session, $35</td>
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<td>BUS-422</td>
<td>Conference Planning Management</td>
<td>0.6 CEU</td>
<td>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, C.M. 1 session, $65*</td>
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<td>BUS-460</td>
<td>The Site Selection Process</td>
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<td>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, $35</td>
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<td>BUS-466</td>
<td>Crash Course in Event Planning</td>
<td>0.5 CEU</td>
<td>Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you 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, $60*</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-558 Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills to find resources and gain confidence to plan and produce any size of 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, $140 (includes a $65 lab fee)

06058 WF 6/15–8/5 online E2GO
06059 WF 8/17–10/7 online E2GO

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, selecting the venue, casting the models and behind the scenes—hair, make-up, clothing and assistants. Students will experience what goes on at New York Fashion Week. Instructor: Jenine Jones. 1 session, $65*

05977 S 6/18–6/7 9 a.m.–4 p.m. Largo

06671 WF 8/17–10/7 online E2GO

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools. Instructor: Bart Logan. 1 session, $35

05654 T 6/21–6/21 6:30–9:30 p.m. LCC-205
05655 Th 7/17–7/21 6:30–9:30 p.m. Largo

BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses
Want to work smarter and avoid costly planning/design mistakes. This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whittaker. 1 session, $35

03257 W 5/25–5/25 6:30–9:30 p.m. LCC-205

BUS-594 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 perspective. 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, $35

04747 S 5/25–5/25 6:30–9:30 p.m. LCC-205

BUS-505 Government Contracting: Introduction 0.5 CEU
This course provides an introduction to the various types of contracts used by the Federal Government to obtain goods and services. How to determine which type of contract to use and the types of benefit and risk associated with each contract type will be discussed. Instructor: Pamela Jenkins. 2 sessions, $60*

05976 W 6/8–6/15 6:30–9 p.m. Largo

BUS-330 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of best practices used in the federal evaluation process to ensure objective and competitive source selections by focusing on: development of evaluation criteria and scoring plans, selection and briefing of evaluation panels on the do’s and don’ts of their tasks; and the considerations used by Contracting Officers as they complete the process through to contract award. Instructor: Monica Wilkerson 1 session, $35

05986 W 5/4–5/4 6:30–9:30 p.m. Largo

General Business Skills

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, communications 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, $140* (includes a $65 lab fee)

06668 WF 5/18–7/8 online E2GO
06669 WF 6/15–8/5 online E2GO
06670 WF 7/13–9/2 online E2GO
06671 WF 8/17–10/7 online E2GO

BUS-505 Government Contracting: Methods and Procedures 0.5 CEU
The federal government spends in excess of $425 billion and awards over 100,000 contracts annually using various contracting methods to acquire products, goods, supplies, and services. This course will familiarize students with the methods, guidelines, and procedures used during the federal acquisition process and a step-by-step analysis of frequently used documents. Instructor: Monica Wilkerson. 2 sessions, $60*

05980 W 5/18–5/25 6:30–9 p.m. Largo

Management and Supervisory Skills

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 Intensive
- Six 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*, (11 th or latest edition) (Prentice Hall). 4 sessions, $160*

05648 T 6/7-6/28 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. Required textbook: *Leadership: Essential Steps Every Manager Needs to Know*, (3rd or latest edition) (Prentice Hall). 4 sessions, $160*

05649 Th 6/9-6/30 6:30-9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today's complex work environment, supervisors and managers need a thorough understanding of personnel management and human resource functions. Course topics will include staffing, interviewing, training, motivation, performance appraisal, and employee services. Required text: *Human Resource Management DeMytified*, (McGraw Hill), paperback, (1st edition), by Robert DeCampo. 4 sessions, $160*

05650 T 7/5-7/26 6:30-9:30 p.m. Largo

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, $140* (includes a $65 lab fee)

06664 WF 5/18-7/8 online E2GO
06665 WF 6/15-8/5 online E2GO
06666 WF 7/13-9/2 online E2GO
06667 WF 8/17-10/7 online E2GO

BUS-574 Mastery of Business Fundamentals 2.4 CEUs
Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You’ll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You’ll be taught about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You’ll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You’ll also discover various financial investment models and you’ll be taught the basics of financial planning and budgeting methods. You’ll even understand the basic principles of business law, contracts, and the principal-agency relationship. 12 sessions, $140* (includes a $65 lab fee)

06655 WF 5/18-7/8 online E2GO
06656 WF 6/15-8/5 online E2GO
06657 WF 7/13-9/2 online E2GO
06658 WF 8/17-10/7 online E2GO

MGT-707 Understanding the Human Resources Functions 2.4 CEUs
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 very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. 12 sessions, $140* (includes a $65 lab fee)

06638 WF 5/18-7/8 online E2GO
06639 WF 6/15-8/5 online E2GO
06640 WF 7/13-9/2 online E2GO
06641 WF 8/17-10/7 online E2GO

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, $140* (includes a $65 lab fee)

06060 WF 7/13-9/2 online E2GO

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6CEU
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, $65*

07178 S 6/4-6/4 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
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, $65*

0780 F 6/3-6/3 9 a.m.–4 p.m. LCC-205

VOL-332 A to Z Grant Writing 2.4 CEUs
This informative course will equip you with the skills and tools you need to enter the exciting field of grant writing. You will be shown how to research and develop relationships with potential funding grant writing campaigns, and prepare proposals. This course speaks mainly to nonprofit organizations but many of the course elements also easily translate to the for-profit field. 12 sessions, $140* (includes a $65 lab fee)

06061 WF 6/15–8/5 online  E2GO

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, $55*

05987 S 6/18–6/18 10 a.m.–4 p.m. Largo

GEN-339 Applied Notary Practices and Procedures 0.5 CEU
This course reviews notary practices and procedures for performing proper notarizations. Students will have an opportunity to sharpen their notarial knowledge through exercises in completing notarial certificates, administering verbal declarations, documenting journal entries, and spotting fake IDs. Recommended: GEN-307. 1 session, $55*

05989 S 5/14–5/14 10 a.m.–4 p.m. Largo

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 notarization, 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, $55*

05990 S 8/18–8/18 10 a.m.–4 p.m. LCC-205

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, $35

05991 Th 6/23–6/23 6:30–9:30 p.m. Largo

NOTARY PUBLIC
301-546-0797 or 301-546-5299

CALLING ALL NOTARIES!
A letter of recognition in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339, and GEN-363.

CALLING ALL NOTARIES!
A letter of recognition in Notary Public Procedures is awarded upon completion of courses GEN-307, GEN-339, and GEN-363.

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREPARATION COURSE
301-546-0029

The Project Management Professional (PMP) Exam Preparation Certificate Program will provide students with the knowledge and skills required to effectively manage projects and sit for the PMP exam. The course sessions will cover all material covered in the Project Management Body of Knowledge (PMBOK Guide, 5th edition), which includes the 5 Process Groups, 10 Knowledge Areas and 47 Processes and will be presented in the following four sessions:

- Professional Project Management Framework and Introduction
- Project Time, Cost, Budget and Quality Management
- Project Human Resources, Communications and Risk Management
- Project Procurement and Stakeholder Management and PMP Exam Review

All four sessions must be successfully completed to receive a certificate. Students who plan to sit for the PMP Examination, must register for the exam at the Project Management Institute website www.pmi.org.

MGT-626 Project Management Fundamentals 2.4 CEUs
If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. Experienced project managers will gain knowledge to increase your skills and competencies. This course will prepare you for the Project Management Professional (PMP) exams offered by the Project Management Institute, (PMI). 12 sessions, $140* (includes a $65 lab fee)

07338 WF 5/18-7/8 online E2GO
07339 WF 6/15–8/5 online E2GO
07336 WF 7/13–9/2 online E2GO
07340 WF 8/17–10/7 online E2GO

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
MGT-623 Project Management Professional Certification: Prep 1  
2.4 CEUs
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. Find out about the project management knowledge areas, five process groups, and 47 project management processes.  
12 sessions, $180* (includes a $85 lab fee)

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MGT-624 Project Management Professional Certification: Prep 2  
2.4 CEUs
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. Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.  
12 sessions, $180* (includes a $85 lab fee)

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MGT-711 Project Management Applications  
2.4 CEUs
An experienced Project Management Professional will teach the following topics: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and project software, statistics, change management, project planning, and data analysis tools. This course will prepare you for the Project Management Professional (PMP) exams offered by the Project Management Institute, PMI® 12 sessions, $140* (includes a $65 lab fee)

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PUBLIC SERVICES

LAW-350 Paralegal, Part 1  
2.4 CEUs
Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract law. 12 sessions, $140* (includes a $65 lab fee)

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<th>Course Code</th>
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LAW-630 Workers’ Compensation  
2.4 CEUs
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, $140* (includes a $65 lab fee)

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SMALL BUSINESS

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. 1 session, $65*

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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, $65*
0782 T 6/21-6/28 6:30-9:30 p.m. Largo

BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU
This course provides guidelines for 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 ventures by examining the many elements of the business plan and the dynamic business plan. Develop goals and objectives for your business. Instructor: Betty Stehman.
1 session, $65*
06708 S 5/14-5/14 9 a.m.-4 p.m. Largo

BUS-418 Business Plan: Blueprint for Success 0.6 CEU
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Workbook available payable to instructor: Karlene Sinclair-Robinson.
1 session, $65*
02898 S 5/21-5/21 9 a.m.-4 p.m. LCC-205

BUS-411 Financial Aspects of Your Business 0.6 CEU
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Workbooks available payable to instructor: Karlene Sinclair-Robinson.
1 session, $65*
05630 S 6/6-6/24 9 a.m.-4 p.m. LCC-205

BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU
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, $65*
05563 S 6/18-6/18 9 a.m.-4 p.m. Largo
05664 S 7/23-7/23 9 a.m.-4 p.m. LCC-205

BUS-546 Networking Works!
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood.
1 session, $35
05667 M 6/6-6/6 6:30-9:30 p.m. Largo

BUS-547 Entrepreneurship and Second Career
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, $35
0781 T 7/19-7/19 6:30-9:30 p.m. Largo

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, including 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 for 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, $35
06714 W 6/1-6/1 6:30-9:30 p.m. Largo
06716 W 7/20-7/20 6:30-9:30 p.m. LCC-205

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business and there are tried and true methods. Topics will include, employee relations, inventory control, management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis (“The Bush Doctor”).
1 session, $35
06054 M 6/13-6/13 6:30-9:30 p.m. Largo

BUS-432 Virtual Assistant Business 0.6 CEU
A virtual assistant is a business owner who provides administrative creative, and technical support solutions to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Monica Bounds.
1 session, $65*
05978 S 6/11-6/11 9 a.m.-4 p.m. Largo

BUS-424 Start Your Own Cleaning Business 0.6 CEU
Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, set low-cost advertising, and walk away with a successful business. Instructor: Loren Lavoy.
2 sessions, $65*
06710 Th 5/26-6/2 6:30-9:30 p.m. Largo

BUS-355 Start and Operate Your Own Home-Based Business 2.4 CEUs
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 business you already have. 12 sessions, $140* (includes a $65 lab fee)
06063 WF 7/13-9/2 online E2GO
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<tr>
<td>BUS-438</td>
<td>Starting a Consulting Practice</td>
<td>2.4 CEUs: Learn how to take your dream of starting a business and put it into action.</td>
<td>Largo</td>
<td>2.4 CEUs</td>
<td>$35</td>
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<tr>
<td>BUS-531</td>
<td>How to Find, Select, and Finance an Affordable Franchise</td>
<td>1 session, $35: Take control of your future and own your business through franchising.</td>
<td>Largo</td>
<td>1 session</td>
<td>$35</td>
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<tr>
<td>BUS-530</td>
<td>Three Techniques that Every Salesperson Should Know</td>
<td>Increase your sales by mastering the three main ingredients of the selling process.</td>
<td>Largo</td>
<td>2.4 CEUs</td>
<td>$35</td>
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<td>BUS-540</td>
<td>Start Your Own Small Business</td>
<td>2.4 CEUs: Learn how to take your dream of starting a business and put it into action.</td>
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<td>2.4 CEUs</td>
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<td>BUS-571</td>
<td>Blogging for Business</td>
<td>1 session, $35: Want to expand your business? Need to develop an online plan to grow your business?</td>
<td>Largo</td>
<td>2.4 CEUs</td>
<td>$35</td>
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<td>BUS-584</td>
<td>Having a “Likeable” Business: Webinar</td>
<td>Webinar: Are you a “solepreneur” or do you have a team working with you and want to keep your customers coming back for more? This webinar will focus on how to create a winning customer service environment, market your business and provide great customer service. This course will also include discovering what it is in it for the customer and how to go the extra mile. Instructor: Monica Bounds. 2 sessions, $35</td>
<td>Largo</td>
<td>2.4 CEUs</td>
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<td>BUS-592</td>
<td>Let’s Do This! Moving From Business Idea to Execution</td>
<td>Jumpstart your business with an action-oriented workshop on strategic planning. Complete exercises that help you go through the steps required to go from an idea to execution from an entrepreneur who has been there and done it. Learn to make smart goals and action steps to accomplish those goals as well as discovering your internal assets, service refinement, understanding and implementing best practices and engaging in SWOT analysis. Instructor: Andrea Sawyer. 1 session, $35</td>
<td>Largo</td>
<td>2.4 CEUs</td>
<td>$35</td>
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SUSTAINABILITY: SMALL BUSINESS RE-ENGINEER

The following class is designed to increase small business owner's awareness of low impact development practices, principles and how sustainable businesses make a large impact on the green environment simply by how they use materials.

- CED-304 Your Role in the Green Environment

CED-304 Your Role in the Green Environment  2.6 CEUs
The purpose of this course is to increase small business owner's awareness of what it means to be green. Green business refers to sustainable businesses that meet customer's needs in ways that solve rather than cause environmental and social problems. Green businesses operate cross all sectors from production of conventional goods and services to developing new breakthrough technologies.
8 sessions, $275* (includes a $50 lab fee)
05560  TTh 6/14–7/7  6 – 9:30 p.m. UTC

POSITIONING YOUR BUSINESS IN THE MARKET PLACE

These courses are intended to give business owners an overview of marketing and the associated concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of each course, business owners will walk away with a well-thought out, executable plan to move their business forward.

- CED-301 Strategic Positioning
- CED-305 Selling Made Simple
- CED-306 Sustainable Sales Techniques

CED-305 Selling Made Simple  1.6 CEUs
This interactive Sales Series will help business owners acclimate to the sales arena and re-sharpen an experiences sales person's skills and perspective. The course approaches the selling cycle from a multi-cultural selling perspective using presentations the leave an impact; ultimately leading to more clients. Workbook required. 8 sessions, $270* (includes a $70 lab fee)
05561  TTh 5/10–6/2 6 – 8 p.m. UTC

CED-306 Sustainable Sales Techniques  0.9 CEU
This interactive sales series is specifically designed for seasoned business owners and sales professionals who completed the Selling Made Simple course. In this complex consumer market, we will master the strength in your business through co-promoting, teaming agreements and share project based work. In addition, we will master the selling process, which emphasizes spin-selling, multi-cultural market selling, creative closers and social media distracters/objection handlers. Workbook required. 3 sessions, $160* (includes a $60 lab fee)
05562  Th 6/23–7/7 6 – 9 p.m. UTC
CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

SUMMER SESSION, 2016 (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.

Choice of weekdays: Choice of times:
Mon. & Wed. June 27-July 27, 2016* 8:30 a.m.-10:00 a.m.
Tues. & Thurs. June 28-July 28, 2016 10:15 a.m.-11:45 a.m.
12:00 p.m.-1:30 p.m.

The cost for a child and his/her parent to attend the five-week session is $195 for Prince George's County residents, $205 for out-of-county residents and $215 for out-of-state residents. To register additional children, the fee is $125 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.

*No class Monday, July 4; Make up day Friday, July 8.

CHOICES & PATHWAYS
301-546-0519

Choices and Pathways is a postsecondary education program for students with developmental and intellectual disabilities. Participants in the program are non-credit and are not enrolled, degree-seeking students of Prince George’s Community College. Students wishing to enroll in the Choices and Pathways Program must meet the following criteria:

• Must be at least 16 years of age or older
• Have a minimum reading level of second grade
• Have basic conversational skills
• Independent self-help skills

For more information or to request an application, please contact the numbers or e-mail above.

PLEASE NOTE: Individuals 16 years of age and above with developmental and intellectual disabilities are encouraged to register for any noncredit courses in this guide for which they meet the eligibility requirements.

SPP-353 Reading Essentials
This course will integrate reading, writing, spelling, vocabulary, grammar, and spoken English. Each student comes to this class with a unique set of skills and needs. Students will be expected to work to meet the objectives of the class, beginning at their current level and progressing at their individual pace. Students will practice these skills through a sequential reading program. Writing skills will be taught using various writing activities that emphasize grammar, punctuation, capitalization and spelling. Instructor: Marie Schablein. 12 sessions, $198* (includes a $120 lab fee)

SPP-356 Banking and Money Math
This course is designed to teach and reinforce functional and consumer math skills. Students will work on increasing their skills in basic math operations, focusing primarily on money. Students will also develop an understanding of how math is used in their daily lives. Instruction will be individualized based on students' needs and current skill levels. Additionally, differentiated instruction will be utilized to address students' various learning styles. Textbook required is available for purchase at the campus bookstore. 12 sessions, $198* (includes a $120 lab fee)

SPP-358 Job Readiness
Students are taught ethical behaviors and career research, job acquisition, workplace communication, self-awareness, self-advocacy, customer service and life skills. This comprehensive individualized program is designed to prepare students for a style of living that will require a minimum dependence on family. The course is geared to meet the needs of the students as they prepare to enter employment and emphasizes developing interpersonal skills, following directions, working independently, completing a task and developing self-advocacy and other community living skills. 12 sessions, $330*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SUMMER 2016
CONTINUING EDUCATION

PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

**BEGINNERS**

301-546-0873 or itcerts@pgcc.edu

**PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE**

**Computer Skills for Business Applications**

This eight-course certificate program is designed to recognize a student’s achievement in the use of a personal computer for general business applications using Microsoft Office Suite, including applications for word processing, spreadsheet, and data management.

Requirements include successful completion of the following courses:

- Introduction to Personal Computers (or equivalent experience)
- Introduction to Windows 7 or Working with Windows
- Introduction to Microsoft Word: Level 1**
- Introduction to Microsoft Excel: Level 1**
- Introduction to Access**
- Introduction to PowerPoint**
- Additional classes as needed to fulfill the eight class certificate requirement, selected from among any of the “DPR” courses listed in the course schedule.

**Entry-Level Administrative Assistant**

This five-course certificate program is designed to recognize a student’s achievement in the area of Microsoft Office, office procedures, and practices. You will 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.

Requirements include successful completion of the following courses:

- Applied Office Skills
- Introduction to Microsoft Word: Level 1**
- Introduction to Microsoft Excel: Level 1**
- Introduction to PowerPoint**
- Introduction to Access**

Once a student has completed these requirements, he/she should contact the information above for verification and to request a certificate.

**Any version (year) of Microsoft Office Suite**

All noncredit students must bring a memory stick or portable drive to each class to store lessons and personal files.

**COMPUTERS AND INFORMATION TECHNOLOGY**

**KEYBOARDING**

301-546-0873 or itcerts@pgcc.edu

**OFC-314 Introduction to Keyboarding**

1.8 CEUs

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency. Required textbook: *College Keyboarding Lessons 1–25 (Package)* Pro 9 CD (18th edition), Vanhuss Forde Wodo ISBN: 978-1-111-42646-0 6 sessions, $144* (includes a $60 lab fee)

**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. 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. Required textbook: *Introduction to Personal Computers using Windows* (ISBN: 978-1-4246-1389-2). 4 sessions, $195* (includes a $95 lab fee)

07849 T 6/21–7/26 6:30–9:30 p.m. LCC-205

**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 making daily routine plans, phone etiquette, filing systems, 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. 3 sessions, $140* (includes a $20 lab fee)

05428 MWF 6/27–7/1 6:30–9:30 p.m. CE–113
05429 MWF 8/1–8/5 6:30–9:30 p.m. Largo
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, $160* (includes a $60 lab fee)
05580 F 6/6-6/24  6-9 p.m.  CAT-105

DPR-753 Introduction to Windows 7  0.9 CEU
This hands-on class introduces students to Windows 7 features that let them personalize their screens. Students will be taught how to type and edit text, create documents, save and organize their work, search the Web like an expert, and 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. Textbook: Microsoft Windows 7: Level 1 ISBN: 9781-4246-12833. 3 sessions, $165* (includes a $55 lab fee)
05583 MWF 7/18-7/22  6:30-9:30 p.m.  CAT-105

DPR-825 Introduction to Windows 10  0.8 CEU
This hands-on class introduces students to Windows 10 features. Windows 10 introduces what Microsoft described as a "universal" application architecture; expanding on Metro-style apps, these apps can be designed to run across multiple Microsoft product families with nearly identical code-including PCs, tablets, smartphones, embedded systems, Xbox One, Surface Hub and HoloLens. 2 sessions, $194* (includes a $50 lab fee)
05579 S 8/6-8/13  9 a.m.-11:30 p.m.  CAT-105

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, $160* (includes a $40 lab fee)
05581 S 6/6-7/9  9 a.m.-12 p.m.  Largo

MICROSOFT-OFFICE
301-546-0873 or itcerts@pgcc.edu

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 Office Suite versions 2013.

MOS Testing
Students are free to take the MOS exams at any Certiport testing center (see www.certiport.com). The college is a private Certiport testing center which means that we test only Prince George's Community College students, faculty, and staff. For location and hours contact the information above.

DPR-816 Introduction to Microsoft Outlook 2013  1.8 CEUs
This course is designed to provide training to students on using the 2013 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing the calendar and alert features, and Outlook customizations. 6 sessions, $195* (includes a $95 lab fee)
05587 M 6/13-7/25  6-9:15 p.m.  CE-113

DPR-790 Introduction to Microsoft Word 2013: Level 1  1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include: how to create, edit, format and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft Word 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)
05597 TTh  6/7-6/23  6:30-9:30 p.m.  CAT-105
05508 S 7/9-7/25  9 a.m.-3:30 p.m. UTC

DPR-815 MOS Testing  1.8 CEUs
MOS Testing in Microsoft Office Suite versions 2013. Students are free to take the MOS exams at any Certiport testing center (see www.certiport.com). The college is a private Certiport testing center which means that we test only Prince George's Community College students, faculty, and staff. For location and hours contact the information above. 

DPR-783 Intermediate Microsoft Excel 2013: 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 2013. Topics include how to create pivot tables, charts, and pivot charts, and more. Students should bring a USB-compatible flash drive to each class. Prerequisite: Introduction to Microsoft Excel 2013: Level 1 Text required: Microsoft Excel 2013. 6 sessions, $250* (includes a $90 lab fee)
05599 TTh  8/2-8/15  6:30-9:30 p.m.  CAT-105

DPR-785 Introduction to Microsoft Access 2013  1.8 CEUs
This course introduces the Microsoft Access 2013 database program. The program enables you to design and create databases that allow for presentation, analysis, and sharing of data. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft Access 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)
00246 TTh  5/3-5/19  6:30-9:30 p.m.  CAT-105
DPR-787 Introduction to PowerPoint 2013 0.6 CEU
This class covers the introductory functions of the presentation software, Microsoft PowerPoint. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Required textbook: Microsoft PowerPoint 2013, Level 1. 2 sessions, $110* (includes a $50 lab fee)

05405 M 6/6–6/13 6:30–9:30 p.m. UTC
05400 S 6/18–6/25 9 a.m.–12 p.m. CAT-105

DPR-784 Advanced PowerPoint 2013 0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013. Students should bring a USB-compatible flash drive to each class. Required textbook: Microsoft PowerPoint 2013, Level 2. 2 sessions, $110* (includes a $50 lab fee)

05406 M 6/20–6/27 6:30–9:30 p.m. UTC
05402 S 7/16–7/25 9 a.m.–12 p.m. CAT-105

DPR-788 Introduction to Microsoft Project 2013: Level 1 1.8 CEUs
This course is designed to teach the basic features of Microsoft Project 2013. 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. Students should bring a USB-compatible flash drive to each class. Required textbook: Microsoft Project 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

05389 TTh 6/14–6/30 6:30–9:30 p.m. CE-113

DPR-789 Introduction to Microsoft Project 2013: Level 2 1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2013 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-788 Introduction to Microsoft Project 2013. Required textbook: Microsoft Project 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

05390 TTh 7/12–7/28 6:30–9:30 p.m. Largo

DPR-811 Troubleshooting MS-Excel: Help Desk 0.9 CEU
In this nine-hour class, students will be shown typical MS-Excel software error messages and see how to resolve them. Prerequisites: Working knowledge of MS-Excel (version XP or higher) and Introduction to Excel or equivalent experience. 3 sessions, $150* (includes a $50 lab fee)

00214 W 5/11–5/25 6:30–9:30 p.m. CAT-135

DPR-536 Help Desk Technology: Part 2 0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No textbook required. 2 sessions, $110* (includes a $50 lab fee)

05374 TTh 6/28–6/30 6:30–9:30 p.m. CAT-135

DPR-535 Help Desk Technology: Part 1 0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version). No textbook required. 2 sessions, $110* (includes a $50 lab fee)

05373 TTh 6/14–6/16 6:30–9:30 p.m. CAT-135

DPR-776 Troubleshooting MS-Windows 7 0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class, students will explore typical Windows and Microsoft Word error messages and learn how to resolve them as well as other ways to keep the personal computer operating at its peak capacity. 3 sessions, $150* (includes a $50 lab fee)

05377 TTh 8/1–8/9 6:30–9:30 p.m. CAT-135

DPR-809 Troubleshooting MS-Word for Help Desk Technology 0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and learn how to resolve them as well as other ways to keep the personal computer operating at its peak capacity. 3 sessions, $150* (includes a $50 lab fee)

05376 TTh 7/12–7/19 6:30–9:30 p.m. CAT-135

DPR-810 Troubleshooting MS-Access or Troubleshoot Excel: Help Desk 0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class, the student will be shown the common MS-Access error messages and how to resolve them. 3 sessions, $150* (includes a $50 lab fee)

05375 TTh 6/6–6/13 6:30–9:30 p.m. CAT-135

DPR-807 Troubleshooting MS-Word 0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class, the student will be shown the common MS-Word software error messages and see how to resolve them. 3 sessions, $150* (includes a $50 lab fee)

05372 TTh 6/18–6/26 6:30–9:30 p.m. CAT-135
PRINCE GEORGE’S COMMUNITY COLLEGE CERTIFICATE

Web Design and Management
This eight course certificate programs is devised to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. 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.

Requirements include the successful completion of the following courses:

• Web Design: Part 1
• Web Design: Part 2
• Web Design: Part 3

Additional five courses needed to fulfill the seven class certificate requirement, selected from among any of the “DPR” courses listed in the course schedule.

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! You can choose from the list provided below or by exploring the ed2go website at www.ed2go.com/pgcc for others. You can choose Web Design Classes that teach you how to use the software you are wanting to learn.

• DPR-741 Introduction to Creating WordPress Web Sites
• DPR-766 Creating WordPress Websites 2
• DPR-393 Designing Effective Websites
• DPR-485 Creating Web Pages: Part 1
• DPR-409 Achieving Top Search Engine Positions for Your Website
• DPR-651 Intermediate Java Programming
• DPR-540 Introduction to PHP and MySQL
• DPR-672 Introduction to CSS and XHTML
• DPR-717 Introduction to Dreamweaver CS6
• DPR-718 Introduction to Flash CS6
• DPR-329 Java for the Beginner
• DPR-651 Intermediate Java Programming
• DPR-780 Introduction to InDesign CS6
• DPR-724 Introduction to Google Analytics
• DPR-479 C++ for the Absolute Beginner
• DPR-779 Introduction to Illustrator CS6

Once a student has completed these requirements, he/she should contact the information above for verification and to request a certificate.

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.

• Web Design: Part 1
• Web Design: Part 2
• Web Design: Part 3
• Plus an additional 5 “DPR”

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 contact the number or e-mail above for verification and to request a Continuing Education Certificate.
### DPR-767 Web Design: Part 1 1.5 CEUs

In this first course in the series, students use all hands-on activities that require no prior knowledge of hypertext markup language (HTML) to create web pages using different layouts, images with rounded corners, etc. Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Use the web site w3c.org to validate your HTML code. Required textbook: *New Perspectives on HTML and CSS: Comprehensive*, (6th edition) by Patrick M. Carey. ISBN: 1397-8111-15-26443.

5 sessions, $240* (includes a $100 lab fee)

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### DPR-768 Web Design: Part 2 1.5 CEUs


5 sessions, $240* (includes a $100 lab fee)

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### DPR-769 Web Design: Part 3 1.5 CEUs


5 sessions, $240* (includes a $100 lab fee)

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### ILIFE

**APP-432 iPad: The Basics** 0.3 CEU

This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed. **1 session, $50**

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### 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. **1 session, $65* (includes a $25 lab fee)**

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**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. **2 sessions, $65* (includes a $25 lab fee)**

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### SECURITY

#### NATIONAL CERTIFICATION PREPARATION

**CompTIA Security+**

Show the world what you know by obtaining internationally recognized industry certifications in information security. CompTIA provides vendor neutral certifications that many employers require for entry-level employment. Not only can you get the training for positions in this IT areas at the college, you can now sit for the certification exams here on campus. Registered students may purchase exam vouchers at a significant discount. Students can also take classes to prepare them for the Ec-Council’s Certified Ethical Hacker (CEH) exam (312-50).

For information on scheduling exams and purchasing discount vouchers at Prince George’s Community College, e-mail itcerts@pgcc.edu.

For more information on CompTIA certifications, visit www.comptia.org.

### DPR-702 Computer Security/Security + 4.2 CEUs

Topics include general security, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Prerequisites: intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. This class meets concurrently with credit course INT-1620. Textbook required: call the Prince George’s Community College Bookstore for a separate purchase. **21 sessions, $380* (includes a $150 lab fee)**

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CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Cisco Certified Network Associate (CCNA)
The Cisco Certified Network Associate (CCNA) is one of the most in-demand IT industry credentials. The CompTIA Network+, an entry level credential, prepares you to start a career in the networking field. The college is part of the Cisco Networking Academy Program and uses the Cisco developed curriculum. Students have access to state-of-the-art Cisco routers and switches in the hands-on labs.

CCNA Routing and Switching Certification
PGCC offers an in-depth, four-course series to prepare students to test for the Cisco Certified Network Associate Routing and Switching (CCNA R&S) certification through its Cisco Networking Academy. Individuals holding this certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco's website at www.netacad.com. Note: All Cisco courses provide an additional 20 hours of open lab time available on Saturdays.

CompTIA Network+
CompTIA Certifications—A+, Network+, Security+
Show the world what you know by obtaining internationally recognized industry certification in computer networking. CompTIA provides vendor neutral certifications that many employers require for entry-level employment. Not only can you get the training for positions in these IT areas at the college, you can now sit for the certification exams here on campus. Registered students may purchase exam vouchers at a significant discount.

For information on scheduling exams and purchasing discount vouchers at Prince George's Community College, e-mail itcerts@pgcc.edu.

For more information on CompTIA certifications, visit www.comptia.org.

Prince George's Community College (PGCC) is pleased to announce that we have become a public Pearson VUE testing center. A Pearson VUE testing center delivers computer-based certification and licensure tests for various testing programs in secure test centers. PGCC has joined with the world’s largest network of test centers in 175 countries across the world. PGCC will be offering over a wide variety of tests such as GED, A+, Net+, Security+ and any other tests found at www.pearsonvue.com.

PGCC will now be able to offer our student classes and then the ability to take their exam in their own “comfortable” environment. This will also give PGCC the ability to work with our students and help them to pursue their dreams even further. Each student will be able to become nationally certified in many different areas of study.

The testing center can be found in the Center for Advanced Technology in Room CAT-139. Students who have taken the course at Prince George's Community College are eligible for discounted vouchers by emailing www.itcerts.com. To schedule an exam, please go to www.pearsonvue.com.

HARDWARE

DPR-320 Repair and Maintenance of Personal Computers 12 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. Prerequisites: introductory-level knowledge of MS-DOS or Windows. Textbook required and tool kit will be specified in first class. 4 sessions, $210* (includes a $55 lab fee)

07032  F  6/3-6/24  6-9 p.m.  Largo
DPR-303 Build Your Own Computer
1.8 CEUs
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class. 4 sessions, $185* (includes a $45 lab fee)
07034 F 7/5-8/5 6-9 p.m. Largo

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, preventive 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, $650* (includes a $150 lab fee)
07014 MTh 5/16-6/30 6:30-9:45 p.m. Largo

DPR-698 CompTIA A+ Certification Preparation: Part 2 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. Prerequisite: 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. Text required: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, (4th edition) (Exams 220-801 & 220-802) (paperback). 20 sessions, $650* (includes a $150 lab fee)
07015 MTh 7/11-8/24 6:30-9:45 p.m. Largo

DPR-393 Designing Effective Websites 2.4 CEUs
Creating a Web site is so easy almost anyone can do it. 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, $140* (includes a $65 lab fee)
06113 WF 5/18-7/8 online E2GO
06114 WF 6/15-8/5 online E2GO
06115 WF 7/13-9/2 online E2GO
06116 WF 8/17-10/7 online E2GO

DPR-388 Keyboarding 2.4 CEUs
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. Students are taught computer and word processing basics, 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, become more productive, touch-type letters, numbers, and symbols, create, save, and edit word processing documents, and take a timed writing test during a job interview. 12 sessions, $140* (includes a $65 lab fee)
06117 WF 5/18-7/8 online E2GO
06118 WF 6/15-8/5 online E2GO
06119 WF 7/13-9/2 online E2GO
06120 WF 8/17-10/7 online E2GO

DPR-649 Wireless Networking 2.4 CEUs
In this course you’ll be shown 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, $140* (includes a $65 lab fee)
06109 WF 5/18-7/8 online E2GO
06110 WF 6/15-8/5 online E2GO
06111 WF 7/13-9/2 online E2GO
06112 WF 8/17-10/7 online E2GO

ONLINE TRAINING
301-546-0873 or itcerts@pgcc.edu

COMPUTER 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 “Online Courses” 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 website, www.pgcc.edu, or on the Prince George’s Community College campus. On the start date of the class, the online classroom can be accessed at the ed2go site: www.ed2go.com/pgcc.
### DPR-431 Introduction to Networking

This course is 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, $140* (includes a $65 lab fee)

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### DPR-719 Introduction to Windows 8

In this course, you explore how to move within Windows 8, use Charms bar, desktop, how to manage apps and programs and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how, whether you are looking for files stored on your hard drive or on an external drive. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-824 Introduction to Microsoft Word 2013

This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format, and print a document using the basic features of Word. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-699 Introduction to Microsoft Word 2010

Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you'll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-827 LPI Linux Essentials Exam Prep

The Linux Professional Institute (LPI) Linux Essentials exam is an industry standard that demonstrates to employers that you know the basics of the Linux operating system. In this course, you'll gain the support you need to study, prepare for, and pass the Linux Essentials exam. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-451 Computer Skills for the Workplace

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. 12 sessions, $140* (includes a $65 lab fee)

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

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. 12 sessions, $140* (includes a $65 lab fee)

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</table>
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, $140* (includes a $65 lab fee)
06145 WF 5/18–7/8 online E2GO
06146 WF 6/15–8/5 online E2GO
06147 WF 7/13–9/2 online E2GO
06148 WF 8/17–10/7 online E2GO

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, $140* (includes a $65 lab fee)
06149 WF 5/18–7/8 online E2GO
06150 WF 6/15–8/5 online E2GO
06151 WF 7/13–9/2 online E2GO
06152 WF 8/17–10/7 online E2GO

DPR-819 Advanced CSS3 and HTML5 — 2.4 CEUs
This course will teach you how to take advantage of HTML5 “semantic” tags that make page design far more intuitive. Learn to use HTML5 to provide video that works in any environment, how to wield new CSS3 features essential for fast-loading, exciting, and interactive websites, especially mobile sites. You will create complex gradient blend backgrounds for pages and page elements, without using image files 12 sessions, $140* (includes a $65 lab fee)
06599 WF 5/18–7/8 online E2GO
06600 WF 6/15–8/5 online E2GO
06602 WF 7/13–9/2 online E2GO
06603 WF 8/17–10/7 online E2GO

DPR-821 Responsive Web Design — 2.4 CEUs
In this course you will be taught how to identify and address the following aspects of web design: scaling elements and adjusting page layout, adapting color schemes and implementing accessible forms design, building fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments. You will master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user's viewport, and see how jQuery Mobile can help you to mobile sites. 12 sessions, $140* (includes a $65 lab fee)
06608 WF 5/18–7/8 online E2GO
06609 WF 6/15–8/5 online E2GO
06610 WF 7/13–9/2 online E2GO
06611 WF 8/17–10/7 online E2GO

DPR-709 Introduction to Microsoft Excel 2013 — 2.4 CEUs
These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. 12 sessions, $140* (includes a $65 lab fee)
06586 WF 5/18–7/8 online E2GO
06587 WF 6/15–8/5 online E2GO
06588 WF 7/13–9/2 online E2GO
06589 WF 8/17–10/7 online E2GO

DPR-723 How to Get Started in Game Development — 2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of genre, platforms, and audiences. 12 sessions, $140* (includes a $65 lab fee)
06818 WF 5/18–7/8 online E2GO
06818 WF 6/15–8/5 online E2GO
06813 WF 7/13–9/2 online E2GO
06814 WF 8/17–10/7 online E2GO

DPR-758 Introduction to Microsoft Access 2010 — 2.4 CEUs
These hands-on lessons will show you how to harness the 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, $140* (includes a $65 lab fee)
06153 WF 5/18–7/8 online E2GO
06154 WF 6/15–8/5 online E2GO
06155 WF 7/13–9/2 online E2GO
06156 WF 8/17–10/7 online E2GO

DPR-708 Introduction to Microsoft Access 2013 — 2.4 CEUs
This course will help you master Access and put it to creative and confident use and take control of your data! You will learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records. You will develop not only strong Access skills, but a solid understanding of good database design concepts. 12 sessions, $140* (includes a $65 lab fee)
06604 WF 5/18–7/8 online E2GO
06605 WF 6/15–8/5 online E2GO
06606 WF 7/13–9/2 online E2GO
06607 WF 8/17–10/7 online E2GO

DPR-822 Introduction to Microsoft Publisher 2013 — 2.4 CEUs
This course is perfect for beginners who want to learn how to produce professional-quality newsletters, flers, letterheads, and brochures. Start by learning how to navigate the Publisher workspace using the ribbon, and how to access both local and online Publisher templates. Find out how to create and manage text, pictures, graphics, tables and shapes, and see how you can use these different components to create a variety of documents. 12 sessions, $140* (includes a $65 lab fee)
06617 WF 5/18–7/8 online E2GO
06618 WF 6/15–8/5 online E2GO
06619 WF 7/13–9/2 online E2GO
06620 WF 8/17–10/7 online E2GO
### 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. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-462 Introduction to Database Development  2.4 CEUs
An experienced database software user will show through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access. No textbook required. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-463 Introduction to SQL  2.4 CEUs
Topics include how to use SQL to sort and retrieve data from tables and how to use SQL to filter retrieved data, to reformat retrieved data with calculated fields and how to merge columns, create alternate names for columns, extracting data from multiple tables simultaneously using joins and sub queries. In addition, you’ll learn how to manipulate data using the INSERT, UPDATE, and DELETE statements. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-759 Intermediate SQL  2.4 CEUs
In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. YOU WILL explore how to write and implement complex queries on multiple tables simultaneously, and discover advanced filtering, update, and insertion techniques. AND create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-712 Introduction to Microsoft PowerPoint 2010  2.4 CEUs
In these lessons, you will be shown how to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and be taught how to save your presentations as PDF files and videos. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-793 Introduction to Microsoft Project 2010  2.4 CEUs
In this course, learn how to create a project schedule and share it with clients. Using the program's different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-746 Introduction to Microsoft Project 2010  2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. 12 sessions, $140* (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. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred, Internet access and basic PC knowledge. 12 sessions, $140* (includes a $65 lab fee)

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### DPR-792 Introduction to Programming  2.4 CEUs
In this course, you will learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. As you explore the BASIC programming language, you will learn how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging. 12 sessions, $140* (includes a $65 lab fee)

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</table>
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, $140* (includes a $65 lab fee)

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. Learn the capabilities of the World Wide Web and 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, $140* (includes a $65 lab fee)

DPR-724 Introduction to Google Analytics 2.4 CEUs
Learn how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface 12 sessions, $140* (includes a $65 lab fee)

DPR-717 Introduction to Dreamweaver CS6 2.4 CEUs
In this course, you will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. You will be shown how to work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. 12 sessions, $140* (includes a $65 lab fee)

DPR-718 Introduction to Flash CS6 2.4 CEUs
In this course, learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We will start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie-how to use the Flash timeline, layers and frames to control objects, and timing on the stage. While creating your first Flash movie, you will be taught how to format and embed external digital media and how to make them appear or play at specific times. 12 sessions, $140* (includes a $65 lab fee)

DPR-329 Java for the Beginner 2.4 CEUs
Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. We’ll also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and you can download them. By the time we’re done, you’ll be comfortable with Java programming and ready for more. 12 sessions, $140* (includes a $65 lab fee)

DPR-651 Intermediate Java Programming 2.4 CEUs
Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. 12 sessions, $140* (includes a $65 lab fee)

DPR-540 Introduction to PHP and MySQL 2.4 CEUs
See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. 12 sessions, $140* (includes a $65 lab fee)
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<tr>
<td>DPR-670</td>
<td>Introduction to PC Security</td>
<td>2.4</td>
<td>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, $140* (includes a $65 lab fee)</td>
<td>06429 WF</td>
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<tr>
<td>DPR-671</td>
<td>Advanced Personal Computer Security</td>
<td>2.4</td>
<td>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. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06433 WF</td>
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<td>DPR-672</td>
<td>Introduction to CSS and XHTML</td>
<td>2.4</td>
<td>Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06437 WF</td>
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<td>DPR-675</td>
<td>Creating Mobile Apps with HTML</td>
<td>2.4</td>
<td>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 show you how to build and optimize a Web app for almost any mobile device including Apple’s iOS, Android, Blackberry, and Windows Phone. 12 sessions, $140 (includes a $65 lab fee)</td>
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<td>DPR-701</td>
<td>Introduction to InDesign CS6</td>
<td>2.4</td>
<td>Have you ever seen a terrific-looking brochure or newsletter, and wondered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. 12 sessions, $140* (includes a $65 lab fee)</td>
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<td>DPR-741</td>
<td>Introduction to Creating WordPress Web Sites</td>
<td>2.4</td>
<td>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. 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. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06570 WF</td>
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<tr>
<td>DPR-746</td>
<td>Creating WordPress Websites 2</td>
<td>2.4</td>
<td>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. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06574 WF</td>
<td>5/18–7/8</td>
<td>E2GO</td>
</tr>
<tr>
<td>DPR-750</td>
<td>Introduction to CSS and XHTML</td>
<td>2.4</td>
<td>Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06578 WF</td>
<td>5/18–7/8</td>
<td>E2GO</td>
</tr>
<tr>
<td>DPR-766</td>
<td>Creating WordPress Websites 2</td>
<td>2.4</td>
<td>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. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06571 WF</td>
<td>6/15–8/5</td>
<td>E2GO</td>
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<tr>
<td>DPR-767</td>
<td>Creating WordPress Sites 2</td>
<td>2.4</td>
<td>Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06572 WF</td>
<td>7/13–9/2</td>
<td>E2GO</td>
</tr>
<tr>
<td>DPR-768</td>
<td>Creating WordPress Websites 2</td>
<td>2.4</td>
<td>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. 12 sessions, $140* (includes a $65 lab fee)</td>
<td>06573 WF</td>
<td>8/17–10/7</td>
<td>E2GO</td>
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</table>

*Fees include a $65 lab fee except where noted.
CONSTRUCTION SKILLED TRADES

BUILDING MAINTENANCE
301-546-0894

BUILDING MAINTENANCE AND APARTMENT MAINTENANCE TECHNICIANS
CONTINUING EDUCATION CERTIFICATES

General maintenance and repair workers are employed in almost every industry, in businesses, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George’s Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of: OCU-404: Building Maintenance Engineer, Level 1 and OCU-402: Building Maintenance Engineer, Level 2, at the Skill Trade Center for more information contact the number above.

We also offer Apartment Maintenance Technician Certification.
This program is designed as an introduction for new maintenance professionals or as a refresher for the veteran employee, to give these professionals the knowledge and tools necessary to run an effective maintenance program. Maintenance expenses are the single largest controllable element in any operating budget. The CAMT program is accredited by the American National Standards Institute (ANSI), a private non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system. CAMT certificate candidates must complete the following to receive the Certificate for Apartment Maintenance Technicians designation:

- One year of apartment or rental housing maintenance experience;
- Successfully completed the seven courses and online content listed above (which total 90 ½ hours); and
- Meet all examination requirements within 24 months of declaring candidacy for CAMT

OCU-404 Building Maintenance Engineer: Level 1 4.5 CEUs
Covers basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair (e.g. locks, screens, blinds, window glass); hardware and fasteners; roofing, 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, $570* (includes a $30 lab fee)

OCU-402 Building Maintenance Engineer: Level 2 4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OCU-404. Should be taken concurrently with OCU-404. Textbook (required at first class): Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $570* (includes a $30 lab fee)

APARTMENT MAINTENANCE TECHNICIAN
301-546-0894

APARTMENT MAINTENANCE TECHNICIAN CERTIFICATE
This program is designed as an introduction for new maintenance professionals or as a refresher for the veteran employee, to PROVIDE the knowledge and tools necessary to run an effective maintenance program. The CAMT program is accredited by the American National Standards Institute (ANSI). CAMT certificate candidates must complete the following:

- One year of apartment or rental housing maintenance experience;
- Successfully complete the seven courses and online content (which total 90 ½ hours); and
- Meet all examination requirements within 24 months of declaring candidacy for CAMT

For information, contact us at the number above.

OCU-408 CORE: Introductory Craft Skills: Part 1 3.9 CEUs
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. Topics covered include introduction to construction safety, math, hand and power tools, Construction drawings, basic rigging, materials handling, employability and communication skills.

Students may choose:

Option 1
• OCU-410 Core: Introductory Craft Skills

Option 2
• OCU-408 Core: Introductory Craft Skills, Part 1 and
• OCU-416 Core: Introductory Craft Skills, Part 2

OCU-408 CORE: Introductory Craft Skills: Part 2 3.5 CEUs
This 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 required and calculator at first class: NCCER Core Curriculum (4th edition). 12 sessions, $475* (includes a $20 lab fee)

OCU-416 CORE: Introductory Craft Skills: Part 3 3.5 CEUs
This 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 required and calculator at first class: NCCER Core Curriculum (4th edition). 12 sessions, $475* (includes a $20 lab fee)
ELECTRICITY & ADVANCED ELECTRICAL
301-546-0964

CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION ELECTRICIAN

This program in Construction Electricity is designed to meet the needs of students who seek employment or are working towards a career in the construction area of the electrical field. The certificate requires the student's satisfactory completion of the residential wiring and construction electricity programs.

The Electrical Certification Program has expanded to include certificates in Electrical Levels 3 and 4.

• ELC-312 Electrical: Level 2
• ELC-323 Construction: Level 2; Part 2
• ELC-346 Electrical: Level 3, Part 1
• ELC-347 Electrical: Level 3, Part 2
• ELC-348 Electrical: Level 3, Part 3
• CST-431 NEC Update 2011
• ELC-321 Basic electronics and Motor Control
• ELC-349 Electrical: Level 4, Part 1
• ELC-350 Electrical: Level 4, Part 2
• ELC-351 Electrical: Level 4, Part 3
• ELC-376 National electric Code: Part 3, Journeyman Preparation

ELC-347 Electrical Level 3, Part 2 6.3 CEUs

This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 3 electrical curriculum. Topics include: overcurrent protection, distribution equipment, transformers, and commercial electrical services. Prerequisite: Electrical Level 3, Part 1. Textbook: NCCER Electrical Level 3. 20 sessions, $855* (includes a $50 lab fee)

00604 TTh 5/24–7/28 6–9:30 p.m. WTC

MILITARY STRONG

AT PRINCE GEORGE’S COMMUNITY COLLEGE

We recognize and appreciate the sacrifices and contributions that our students make as active duty service members, reservists, guardsmen, veterans, and dependents.

Explore the possibilities with certifications in Information Technology, Health Care, and Real Estate.

For more information, contact 301-546-0159
HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)
301-546-0894 (STO) 301-546-0964 (WTC)

CONTINUING EDUCATION CERTIFICATES, HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R) SYSTEM 1 AND 2
Heating, Ventilation, and Air Conditioning (HVAC) systems are found in nearly all commercial, residential and industrial buildings. These systems require skilled technicians for installation, diagnostics, repair and maintenance. The curriculum is provided by the national center for construction education and research (NCCER) is designed to prepare HVAC/R students for entry and advancement in this growing industry.

There are 2 Continuing Education Certificate options:

HVAC/R System 1
• Core Introductory Craft Skills
• HVAC Level 1 and
• HVAC Level 2

HVAC/R Systems 2
• HVAC Level 3 and
• HVAC Level 4.

For more information contact the number above.

HVC-331 HVAC/R Level 1: Part 2
7.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for heating, ventilation, air conditioning and refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVAC-300: Intro to HVAC/R Level 1: Part 1. Textbook (required at first class): NCCER HVAC Level 1 (4th edition). 25 sessions, $940* (includes a $30 lab fee)

99932 TTh 5/5-7/26 5:45-9:30 p.m. STC

HVC-367 HVAC/R Level 4, Part 3
4.9 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 4 curriculum for HVAC/R. Topics include: commercial and industrial refrigeration systems, alternative and specialized heating and cooling systems, and fundamentals of crew leadership. Prerequisites: HVAC/R Level 3. Textbook (required at first class): NCCER HVAC Level 4. 14 sessions, $525* (includes a $50 lab fee)

00611 MW 5/23-7/13 6-9:30 p.m. WTC

KEY-399 Locksmithing Background Screening
In order to be eligible for the locksmithing program, you must successfully pass the background screening. Please contact us at 301-546-0964 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, $72 (includes a $52 lab fee)

09234 Sa 5/7-5/7 TBA 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 Background Screening. Textbook required. 14 sessions, $614* (includes a $100 lab fee)

09229 MW 5/2-6/20 5:30-9 p.m. WTC

09230 MW 6/22-8/10 5:30-9 p.m. WTC

KEY-301 Locksmithing 102 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 Background Screening. Textbook required. 14 sessions, $614* (includes a $100 lab fee)

09228 MW 5/2-6/20 5:30-9 p.m. WTC

09229 MW 6/22-8/10 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, $614* (includes a $100 lab fee)

09231 TTh 5/3-6/16 5:30-9 p.m. WTC

09232 TTh 6/10-7/26 5:30-9 p.m. WTC

09233 TTh 7/30-9/13 5:30-9 p.m. WTC

GENERAL LOCKSMITHING
301-546-0964

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.

09234 Sa 5/7-5/7 TBA WTC

09235 Sa 6/4-6/4 TBA WTC

09236 Sa 7/2-7/2 TBA 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, and basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $614* (includes a $100 lab fee)

09233  TTh  6/21-8/2  5:30-9 p.m.  WTC

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, $174* (includes a $30 lab fee)

07558  T  8/2-8/23  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, $174* (includes a $30 lab fee)

07546  T  7/5-7/26  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, $210* (includes a $30 lab fee)

07545  T  5/5-5/31  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, $174* (includes a $30 lab fee)

07544  T  6/7-6/28  6 –9 p.m.  STC

WELDING

OCU-450 Welding Fundamentals Level: Part 1  4.5 CEUs
This course covers the most commonly utilized welding processes along with other essential topics such as: Oxyacetylene welding (OAW), welding safety, welding terminology, oxyacetylene cutting (OFCA), welding safety, weld quality, shield metal arc welding (SMAW) processes, the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

07398  TTh  5/17-7/5  6 –9:15 p.m.  WTC

OCU-451 Welding Fundamentals Level: Part 2  4.5 CEUs
This is a continuation of Welding Fundamentals Part 1, in which students will perform welds in flat; horizontal; vertical; and overhead positions. The course includes welding safety; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); plasma arc cutting (PAC); air carbon arc cutting and gouging (CAC-A); welding and cutting processes. It will also include base metal; shielded metal arc welding electrodes; joint fit-up/alignment; groove welds with backing; and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

05636  TTh  7/12-8/30  6 –9:15 p.m.  WTC

MASONRY

For information on our masonry program please contact the number above.

BASIC PLUMBING

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

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

Training is provided at Skill Trade Center 6400 Old Branch Ave. Temple Hills MD 20748

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

COSMETOLOGY
301-772-2244 or 301-772-2246

This 1500 clock-hours 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 the above for more information and identify yourself as Prince George’s Community College student. Full and part time classes are available.

COS-310 Cosmetology: Part 1
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control properties of the hair and scalp methods of draping and preparing the client for services and procedures for shampooing, rinsing, conditioning and permanent waves. Entrance letter from Prince George’s at Harmon’s is required to register. 20 sessions, $425* (includes a $375 lab fee)

07056  TWHFS  5/31–6/25  9 a.m.–2:30 p.m.  HBS

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.

Transforming lives.

PRINCE GEORGE’S COMMUNITY COLLEGE
OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY

CONTINUING EDUCATION CERTIFICATE

A Continuing Education Certificate in Ownership in the Beauty and Barber Industry is awarded upon successful completion of one of the following: program completion in one of the areas listed below and 30 hours of core courses in the following areas: Start-up (12), Finance (6), Legal (6), and Marketing (6). (Most courses can be found under the Small Business heading)

Completion of one of the following programs:
Cosmetology
Professional Braiding
Makeup Artistry

CORE COURSES

(START-UP) 14 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Opening a Salon</td>
<td>3</td>
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<tr>
<td>Successfully Managing a Beauty Salon</td>
<td>3</td>
</tr>
<tr>
<td>Successful Business Start-Up</td>
<td>2</td>
</tr>
<tr>
<td>Making it Count in the Beauty Industry: Planning</td>
<td>3</td>
</tr>
<tr>
<td>Making it Count in the Beauty Industry: Pricing and Budgeting</td>
<td>3</td>
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(FINANCE) 6 hours

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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Basic Federal Tax Information for Small Businesses</td>
<td>6</td>
</tr>
<tr>
<td>Financial Aspects of Your Business</td>
<td>6</td>
</tr>
<tr>
<td>Accounting and Recordkeeping for Small Business</td>
<td>6</td>
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(LEGAL) 6 hours

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Legal Issues for Business Owners (Insurance)</td>
<td>6</td>
</tr>
<tr>
<td>Business Formation Basics</td>
<td>6</td>
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</tbody>
</table>

(MARKETING) 6 hours

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Marketing Strategies for Today and Tomorrow</td>
<td>6</td>
</tr>
<tr>
<td>Social Media Strategy</td>
<td>3</td>
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</tbody>
</table>

OR any other Marketing course listed in the schedule.

• Provide a letter from the employing dentist verifying employment and a commitment to your direct clinical supervision.
• A working knowledge of basic oral anatomy, basic infection control and basic dental terminology
• Provide proof of completion of a basic dental assisting course
• Must satisfy one of these two pathway requirements prior to taking the course:

Pathway I: 3 months (300 hours) full-time employment in a clinical setting in a dental office
Pathway II: Must be employed in a dental office for direct clinical supervision

Certificates of Completion will be awarded upon successful completion of these courses.

PERSONAL BRAIDING

OCU-435 Hair Braiding Techniques for Home Practice

The Home Braiding class is designed for mothers, teens, caregivers and those who have no braiding skills. Learn basic skills such as parting, plaiting, basic cornrows, and use of hair bow and elastics. Braiding kit required. This is not a certificate course. 4 sessions, $140 (includes a $75 lab fee)

07057 M 7/11-8/1 6 –9:30 p.m. HBS

PROFESSIONAL BRAIDING

301-546-0120 or 301-546-0158

CERTIFICATE IN HAIR BRAIDING

Prince George's Community College will award to each student who successfully completes all four levels of classes in the series a Continuing Education Certificate. When the students complete the final class they should contact the program coordinator at the above number

OCU-431 Professional Braiding: Level 2

Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. 5 sessions, $235* (includes a $75 lab fee)

07927 M 5/9–6/13 6 –9:30 p.m. WTC

OCU-432 Professional Braiding: Level 3

Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $235* (includes a $75 lab fee)

01202 M 6/20–7/25 6 –9:30 p.m. WTC

OCU-433 Professional Braiding: Level 4

Topics include hair locking methods, introduction to weaving braid removal and scalp care and hands-on practice. Prerequisite: OCU-432. 5 sessions, $235* (includes a $75 lab fee)

01203 M 5/23–6/27 6 –9:30 p.m. WTC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**MAKEUP ARTISTRY**  
301-546-0120 or 301-546-0158

**MAKEUP ARTISTRY**  
Students who successfully complete 18 hours or more of makeup artistry courses will be eligible for a Continuing Education Certificate in Makeup Artistry. Contact the program coordinator at the number above to request verification and processing of certificate.

**OCU-427 Polished Daytime Makeup**  
Learn new, flattering application tips for wearing everyday makeup. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently own and recommend additional products (not brands) that will enhance your everyday appearance. Learn about good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class. **1 session, $69** (includes a $50 lab fee)  
0579 S 5/21-5/21 9:30 a.m.-12:30 p.m. LCC-205

**OCU-436 Bridal and Special Occasion Makeup**  
Attending a wedding or other special event encourages you to take your makeup to the next level. With over 30 years of experience in the cosmetology field, Andi Bradshaw will help you achieve a natural, glam appearance. Learn about skin care and practice creating a sophisticated look for that special occasion. **1 session, $69** (includes a $50 lab fee)  
0783 S 8/6-8/6 9:30 a.m.-12:30 p.m. LCC-205

**OCU-439 Personal Makeup for Beginners**  
Bring your own clean brushes, skin care lotions and makeup to learn which products (not brands) are best for your skin type, face and eye shape. Discussion will center on “why you need them, what they do and how to use them.” Learn to correct blemishes, create brow shapes, cover dark circles, and produce a false lash look with your own lashes. Every item you need to achieve the flattering look you want—soft and natural or dramatic—will be discussed. Have fun learning how easy it is to apply your own makeup that will last all day and into the evening. **1 session, $69** (includes a $50 lab fee)  
0780 S 7/23-7/23 9:30 a.m.-12:30 p.m. LCC-205

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**CREATIVE AND PERFORMANCE ARTS**

**CREATIVE WRITING**  
301-546-0031 or 301-546-0870

**SKB-326 Write Fiction like a Pro**  
2.4 CEUs  
This course presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five 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, $140** (includes a $65 lab fee)  
06762 WF 5/18-7/8 online E2GO  
06763 WF 6/15-8/5 online E2GO  
06764 WF 7/13-9/2 online E2GO  
06765 WF 8/17-10/7 online E2GO

**SKB-386 Keys to Effective Editing**  
2.4 CEUs  
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 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, $140** (includes a $65 lab fee)  
06784 WF 5/18-7/8 online E2GO  
06785 WF 6/15-8/5 online E2GO  
06786 WF 7/13-9/2 online E2GO  
06787 WF 8/17-10/7 online E2GO

**SKB-367 Writing Your Life’s Story**  
2.4 CEUs  
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. **12 sessions, $140** (includes a $65 lab fee)  
06779 WF 5/18-7/8 online E2GO  
06780 WF 6/15-8/5 online E2GO  
06781 WF 7/13-9/2 online E2GO  
06782 WF 8/17-10/7 online E2GO

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**SKB-393 Beginner’s Guide to Getting Published**  
2.4 CEUs  
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs and the future of publishing. **12 sessions, $140** (includes a $65 lab fee)  
06788 WF 5/18-7/8 online E2GO  
06791 WF 6/15-8/5 online E2GO  
06792 WF 7/13-9/2 online E2GO  
06793 WF 8/17-10/7 online E2GO

**SKB-465 Writing Young Adult Fiction**  
2.4 CEUs  
From Harry Potter to Twilight, young adult fiction is one of the hottest. This course shows you how to develop your 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. 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, $140** (includes a $65 lab fee)  
06766 WF 7/13-9/2 online E2GO
SKB-722 Beginning Writer’s Workshop  
2.4 CEUs
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, $140 (includes a $65 lab fee)

SKB-463 Writeriffic: Creativity Training for Writers  
2.4 CEUs
Do you have a novel, essay or legacy to share with others? Have you thought of writing, but don’t know how to stay motivated? Are you struggling 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, $140* (includes a $65 lab fee)

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, $140* (includes a $65 lab fee)

FINE ARTS CREATIVITY

ART-384 Mindful Mandala Drawing
To reduce stress, inspire creativity, and bring life balance, the mandala, an ancient circular pattern, is used for reflection and relaxation. Learn to create this symmetrical design by drawing symbols to reflect on personal values and goals. With step-by-step instructions, students will learn to draw their own mandala designs inspired by patterns in nature. Supplies will be available for use at the workshop. 1 session, $25

06826 W 6/15–6/15 6–8 p.m. UTC

ENR-581 Where’s My Muse
Stimulate your creativity with a series of exercises to create a piece of art. Where do you start? Explore an assortment of sources for inspiration. While the focus will be on abstract compositions, the discussion will include figures, landscapes and other forms. Sharon Robinson, artist and instructor of Paper Frenzy and Dissecting Design, will guide you as you learn to use varied materials and techniques to design and create a unique piece. No experience necessary! 3 sessions, $89 (includes a $50 lab fee)

07897 Th 7/13–7/27 6:30–9 p.m. LCC-205

ART-376 Zen Drawing for Relaxation
Create beautiful designs from patterns found in nature without any formal art training. This zen-like relaxing art form, uses only pen and paper to improve eye hand coordination and visual focus. In this workshop, the student will be given step-by-step instructions to identify repetitive patterns found in nature and will be able to produce a work of art with lines, circles, and shapes. Supplies will be available at the workshop. 1 session, $25

06824 T 6/7–6/7 6–8 p.m. UTC

ART-385 Hand Lettering With an Artful Flair
Transform your journals, cards, banners, and home decor into artful messages by creating expressive lettering fonts by building upon the student’s unique handwriting skills and style. Using pen and ink, students will receive instruction starting with the basic calligraphic alphabet and moving into elaborate freestyle enhancements. Students will turn a short text into an illustration containing repetitive and ornamental designs. All the projects in this course offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. Although the projects are practical examples of the type of work one might encounter, they are also fun, impressive examples of what you can achieve with this powerful software. Dive right into Real World Graphic Design. You’ll be creating graphics within 2 class sessions! 6 sessions, $240* (includes a $90 lab fee)

05404 MW 6/13–6/29 6:30–9:30 p.m. CAT-103

DPR-705 Digital Publishing With InDesign  
3.0 CEUs
This course pulls together a wide range of essential information to help you maximize the versatility of InDesign for e-publishing. If you want to know how to build, deploy, and manage digital publications using InDesign, here’s your course to guide you through the process, from understanding the platforms and devices and how best to design for them to creating media-rich content for multiple formats using a variety of technologies. 10 sessions, $420* (includes a $100 lab fee)

05619 MW 7/13–8/15 6:30–9:30 p.m. CAT-103

PERFORMING ARTS & MUSIC

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. Instruction 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*

06805 W 6/1–6/8 6:30–9:30 p.m. Largo
MUS-339 Music Made Easy
This course is designed for those with little or no experience in music. Students will be taught the fundamentals of music theory and be able to read, write, and play simple music.
12 sessions, $140 (includes a $65 lab fee)

MUS-348 Vinyl Exam: the Art & Business of DJ'ing
Examine the basic essentials of DJ'ing as a career. Outline a short history of the profession, current equipment and set-up requirements. Identify the qualities of a successful DJ and strategies for branding and marketing. Practice beat matching and song transitions.
3 sessions, $90

ART-406 Art Open Studio
A course designed for new and returning students to work independently in various art mediums. While working at your own pace, students will complete an art piece in a supportive and synergistic environment where fellow artists enhance learning through group conversations. During each session, the instructor will introduce an art medium (oil, acrylic, watercolor, or tempura paints) with inspirational demonstrations, followed by one-on-one instruction with each student about their individual art projects. Towards the end of the sessions, students will have the opportunity to exhibit their work at the Laurel College Center art space. Bring your chosen art materials with you on the first day of class. Instructor: Edward Taylor. 5 sessions, $150

MARYLAND CHILD CARE CERTIFICATION AND 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).

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 http://msde.maryland.gov/MSDE/divisions/child_care/child_care.htm

Prerequisite
Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test (with a score of 45 or higher) 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.

Students must be able to speak, write, and understand standard American English at a functional level.

Students must purchase their text prior to the first day of class. All textbooks are available at the college bookstore or through online vendors.

Online Course Information
Online courses require the same prerequisites as the traditional course counterparts.

All online classes have at least one mandatory campus visit.

Students must provide a valid e-mail address when registering for the course.

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 login for the Blackboard System.

TEXTBOOK REQUIREMENTS
All 45 hour classes require textbooks. Textbooks are required the first day of class, you can purchase the books through the college bookstore or through online vendors.

Requirement
90 Hour Pre-School Certificate:
You must register for the following courses to meet certification for lead teachers in a pre-school program:

- DCR-303 Child Growth and Development
- DCR-531 Pre-school Curriculum/Activities
- DCR-455 Communication Skills for Child Care Providers

Please read the course descriptions carefully! Many of our courses have a new placement test requirement contact the number above for more information.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Duration</th>
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<tr>
<td>DCR-303</td>
<td>Child Growth and Development</td>
<td>45 Hours</td>
<td>4.5 CEUs</td>
<td>Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. Provides the first 45 hours of the 90 classroom hours needed to become a teacher in a childcare program 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 <a href="http://www.pgcccbookstore.com">www.pgcccbookstore.com</a>. Note: all online classes require mandatory campus visits. $205*</td>
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<tr>
<td>DCR-305</td>
<td>Infant and Toddler: 45 Hours</td>
<td>45 Hours</td>
<td>4.5 CEUs</td>
<td>Introduces the philosophy of infant and toddler education 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. 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: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Perfect attendance is required. Textbook information is available at <a href="http://www.pgcccbookstore.com">www.pgcccbookstore.com</a>. Note: all online classes have mandatory campus visits. $205*</td>
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<tr>
<td>DCR-315</td>
<td>School-Age Curriculum Development</td>
<td>45 Hours</td>
<td>4.5 CEUs</td>
<td>Discuss curriculum development for school-age children. This course provides 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 of 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 aftercare setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. Textbook information is available at <a href="http://www.pgcccbookstore.com">www.pgcccbookstore.com</a>. Note: all online classes require mandatory campus visits. $205*</td>
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<tr>
<td>DCR-351</td>
<td>Pre-School Curriculum/Activities</td>
<td>45 Hours</td>
<td>4.5 CEUs</td>
<td>Learn the principles of curriculum planning for programs serving children ages three through five. Activities and 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. (formerly DCR-304) Perfect attendance is required. 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. Textbook information is available at <a href="http://www.pgcccbookstore.com">www.pgcccbookstore.com</a>. Note: all online classes require mandatory campus visits. $205*</td>
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<tr>
<td>DCR-405</td>
<td>Communication Skills for Child Care Professionals</td>
<td>9 Hours</td>
<td>0.9 CEUs</td>
<td>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 coworkers. 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. $100*</td>
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<td>DCR-456</td>
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<td>The schedule of classes is subject to change. Visit Owl Link for the latest course updates at <a href="http://www.pgccc.edu">www.pgccc.edu</a></td>
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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. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90 hour certificate. Perfect attendance is required. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. $205*

05440 M 7/18–8/28 online HYLOC
S 8/6–8/6 9 a.m.–12 p.m. LCC-205 (7 sessions)

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. $200*

05464 MTh 7/18–8/7 online BLBD (6 sessions)

DCR-328 Enhancing Language Development in Childhood 2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $140* (includes a $65 lab fee)

05822 WF 5/18–7/8 online E2GO

DCR-529 Teaching Pre-School: A Year of Inspiring Lessons 2.4 CEUs
This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from—plenty of inspiration to take to 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, $140* (includes a $65 lab fee)

05812 WF 5/18–7/8 online E2GO
05813 WF 7/13–9/2 online E2GO

EDUCATION/TEACHER TRAINING

SKB-473 Praxis Core Preparation 2.4 CEUs
Are you a perspective teacher who needs to pass the Praxis Core Exam? This course will develop all the skills you need for the test as we review and prepare for everything it includes. Become familiar with different types of questions that appear on the reading and writing test, and master the many areas of math that you’ll be tested on. You will also learn test-taking strategies and get plenty of practice questions similar to those on the Praxis Core Exam. 12 sessions, $140* (includes a $65 lab fee)

05827 WF 5/18–7/8 online E2GO
05828 WF 6/15–8/5 online E2GO
05829 WF 7/13–9/2 online E2GO
05830 WF 8/17–10/7 online E2GO

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, $140* (includes a $65 lab fee)

05802 WF 6/15–8/5 online E2GO
05803 WF 8/17–10/7 online E2GO

SKB-431 Strategies for Teaching Students with Autism 2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $140* (includes a $65 lab fee)

05809 WF 5/18–7/8 online E2GO
05810 WF 7/13–9/2 online E2GO
### 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, $140* (includes a $65 lab fee)**

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### 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, $140* (includes a $65 lab fee)**

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### 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, $140* (includes a $65 lab fee)**

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### 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, $140* (includes a $65 lab fee)**

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### SKB-568 Teaching Adult Learners 2.4 CEUs
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. You’ll discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition, you’ll be taught dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effectively. **12 sessions, $140* (includes a $65 lab fee)**

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### SKB-479 Creating a Classroom Website 2.4 CEUs
This course is designed for individuals pursuing professional development training in 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, $140* (includes a $65 lab fee)**

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### SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD) 2.4 CEUs
This course is designed for individuals pursuing professional development in education and provides practical strategies to help students with Attention Deficit/Hyperactivity Disorder (ADHD) control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD. **12 sessions, $140* (includes a $65 lab fee)**

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### SKB-727 Teaching Students with Learning Disabilities 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will also talk about fun games you can incorporate, tips for modifying your classroom, and lots of tested methods for bringing out the best behavior in your students. Whether you’re already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students in a variety of settings, this course will prepare you to understand and empower your kids with learning disabilities. In this course, you’ll discover easy, practical, and creative strategies that will help your struggling students find their light bulb moments! **12 sessions, $140* (includes a $65 lab fee)**

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ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

TRANSITION ESL
301-546-8399 or transitionesl@pgcc.edu

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 47 or below, or
- You are enrolled in Academic ESL and need additional support.

Transition ESL program offers courses in:
- Pronunciation and Fluency
- Reading and Writing
- Grammar
- Conversational English
- US Citizenship Preparation

Courses are available at sites around Prince George’s County. The cost for these courses is:
- $20 registration fee
- $50-$75 tuition, depending on the course
- $10-$65 per course for textbooks
- For registration information, contact: the Transition ESL office at the number above.

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

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 be understood. 20 sessions, $75

ESL-367 Conversational English
This course is designed for intermediate to advanced level English Language Learners. Lessons focus on recognizing and using common conversational phrases and improving listening and speaking skills through discussions about interesting topics. 20 sessions, $75

ESL-364 Grammar
This course emphasizes the grammar of spoken and written English in various life and work contexts. Topics include: verb tenses; frequency and quantity expressions; and possessive forms. 20 sessions, $75

ADULT EDUCATION ESL
301-546-8350 or www.pgcc.edu/go/adulteducationesl

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), weekday 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.
ENGLISH COMMUNICATION AND WRITING

301-546-0031 or 301-546-0870

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, $140* (includes a $65 lab fee)

06709 WF 5/18–7/8 online  E2GO
06710 WF 6/15–8/5 online  E2GO
06711 WF 7/13–9/2 online  E2GO
06712 WF 8/17–10/7 online  E2GO

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, $140* (includes a $65 lab fee)

06810 WF 5/18–7/8 online  E2GO
06811 WF 6/15–8/5 online  E2GO
06812 WF 7/13–9/2 online  E2GO
06813 WF 8/17–10/7 online  E2GO

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)

07889 S 7/16–7/16  9 a.m.–4 p.m. LCC-205

COM-320 At Ease with Public Speaking  1.2 CEUs
Want five-weeks of fun that will get you up on your feet! Weekly practices in speech making and short-talk presentations will transform you into a veteran public speaker and prize winners. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. Textbook: How to Write and Give a Speech, (St. Martin’s Press) latest edition. 5 sessions, $165*

05646 S 5/21–6/25  9–11 a.m. Largo

WRITING

OFC-343 Business Writing Intensive  1.8 CEUs
Students will be instructed in a five step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, 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, (10th or latest edition). (St. Martin’s Press). 5 sessions, $220*

05647 Th 7/7–8/4  6:30–9:30 p.m. Largo

MGT-434 Business Writing Intensive  1.8 CEUs
Take an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence, a review of punctuation, spelling, verb usage and effective proofreading. This course is recommended but not required to take Business Writing Intensive. Required textbook: The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real World Examples and Reproducible Quizzes, (11th edition) by Jane Strauss. 6 sessions, $220*

05645 Th 5/26–6/30  6:30–9:30 p.m. Largo

OFC-321 Effective Business Writing  2.4 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, $140* (includes a $65 lab fee)

06767 WF 5/18–7/8 online  E2GO
06768 WF 6/15–8/5 online  E2GO
06769 WF 7/13–9/2 online  E2GO
06770 WF 8/17–10/7 online  E2GO

OFC-358 Fundamentals of Technical Writing  2.4 CEUs
This course is designed for the beginning technical writer who needs the skills to succeed in the well-paying field of technical writing. You’ll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer. 12 sessions, $140* (includes a $65 lab fee)

06775 WF 5/18–7/8 online  E2GO
06776 WF 6/15–8/5 online  E2GO
06777 WF 7/13–9/2 online  E2GO
06778 WF 8/17–10/7 online  E2GO

SKB-462 Writing Essentials  2.4 CEUs
In this course, you will hone the skills you need to improve your writing skills, punctuate to perfection and avoid common spelling errors when writing e-mails and other forms of communication. Hands-on activities will help you put your powerful new skills to work. 12 sessions, $140* (includes a $65 lab fee)

06798 WF 5/18–7/8 online  E2GO
06799 WF 6/15–8/5 online  E2GO
06800 WF 7/13–9/2 online  E2GO
06801 WF 8/17–10/7 online  E2GO

*Refund deadline: 100% refund if cancelled prior to the first day of class, 50% refund if cancelled prior to third day of class.
**ENRICHMENT AND PERSONAL GROWTH**

**CAREER PLANNING**
301-546-7545 or 301-546-0158

**JCL-363 Twelve Steps to a Successful Job Search** 2.4 CEUs
This course will help students identify the job that is best for their needs and how to get it. Learn how to build rapport with any interviewer and master the six phases of a successful job interview. **12 sessions, $140* (includes a $65 lab fee)**

05824 WF 6/15–8/5 online E2GO

**JCL-362 Achieving Success with Difficult People** 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. **12 sessions, $140* (includes a $65 lab fee)**

05826 WF 7/13–9/2 online E2GO

**JCL-361 Building Teams That Work** 2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. **12 sessions, $140* (includes a $65 lab fee)**

05825 WF 7/13–9/2 online E2GO

**JCL-360 Jumpstart Your Career with LinkedIn** 2.4 CEUs
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks. **12 sessions, $140* (includes a $65 lab fee)**

05823 WF 5/18–7/8 online E2GO

**STUDENT SUCCESS**
301-546-0120 or 301-546-0158

**SKB-357 GRE Preparation, Course 1: Verbal** 2.4 CEUs
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Textbook (required at first class): *Practicing to Taking the GRE General Test*, (10th edition) (available from Amazon.com). **12 sessions, $140* (includes a $65 lab fee)**

06745 WF 5/18–7/8 online E2GO
06746 WF 6/15–8/5 online E2GO
06747 WF 7/13–9/2 online E2GO
06748 WF 8/17–10/7 online E2GO

**SKB-358 GRE, Course 2: Quantitative** 2.4 CEUs
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). **12 sessions, $140* (includes a $65 lab fee)**

06749 WF 5/18–7/8 online E2GO
06750 WF 6/15–8/5 online E2GO
06751 WF 7/13–9/2 online E2GO
06752 WF 8/17–10/7 online E2GO

**SKB-361 Law School Admission Test Preparation: Course 1** 2.4 CEUs
Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series. **12 sessions, $140* (includes a $65 lab fee)**

06753 WF 5/18–7/8 online E2GO
06754 WF 6/15–8/5 online E2GO
06755 WF 7/13–9/2 online E2GO
06756 WF 8/17–10/7 online E2GO

**SKB-362 Law School Admission Test Preparation: Course 2** 2.4 CEUs
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. Textbook (required at the first class): *Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests* (available from Amazon.com or LSAC.org). **12 sessions, $140* (includes a $65 lab fee)**

06757 WF 5/18–7/8 online E2GO
06758 WF 6/15–8/5 online E2GO
06759 WF 7/13–9/2 online E2GO
06760 WF 8/17–10/7 online E2GO

**LIFESTYLE**

**ENR-375 Develop Your Psychic Ability**
Is this really “psychic development” or should be called “intuitive development”? Find out what your intuitive gifts are. Learn how messages are received and the meaning and use of divination tools. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. Instructor: Gena Wilson, LCSW. **1 session, $25**

01843 T 5/17–5/17 6:30–8:30 p.m. LCC-205

**ENR-572 Using Mindfulness Meditation to Increase Happiness**
For many of us, happiness is dependent on outside conditions. We suffer from the “if only” disease and seem to never have enough to be satisfied. Possessions, jobs, relationships—we’re always looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. **1 session, $59 (includes a $40 lab fee)**

07878 S 8/6–8/6 10 a.m.–2 p.m. LCC-205
**ENR-552 Creative Couponing**
Couponing can save (those who do it) a lot of money. Regularly save 50-70 percent when you shop! Discover ways to find, sort, and organize your coupons for maximum savings. Topics include couponing basics, arithmetic, lingo, policies, stockpiling vs. hoarding, the hidden cost, grocery store & pharmacy shopping and Q&A and sharing. Whether you are a new couponer or an avid couponing veteran, you will be able to learn strategies to maximize your savings. Instructor: Sharon Conway. 1 session, $49 (includes a $40 lab fee)

07881 S 8/6-8/13 10 a.m.-12 p.m. LCC-205

**ENR-556 Connect With Your Angels**
This class will guide you in connecting with your Angels to receive messages. There will be a guided meditation and several powerful exercises to assist you in expanding your abilities. Instructor: Gena Wilson, LCSW. 1 session, $25

0842 T 5/5-5/13 7-9 p.m. LCC-205

**ENR-571 Introduction Mindfulness Meditation**
Mindfulness meditation works by helping the practitioner achieve a better understanding of what is happening right now—whether positive, negative or neutral—not what they want to happen or what they think should be happening. Recognizing that unconscious thoughts, feelings and behaviors can undermine emotional, physical and spiritual health, you will be taught the techniques to reduce stress and stress-related disorders. The class will consist of a presentation, opportunity to participate in guided meditation and time for discussion, questions and answers. 1 session, $59 (includes a $40 lab fee)

07850 S 7/9-7/9 10 a.m.-2 p.m. LCC-205

**ENR-580 Initiation to African Culture**
This course is designed to give participants a better understanding on how cultural practices are performed in some African societies. Learn the differences between monogamous marriages, polygamous marriages and levirate marriages, and some value systems among other topics. The objective is to increase knowledge about the African culture and traditions, building a community and fostering intellectual activities. 1 session, $50

07491 S 6/11-6/11 10 a.m.-4 p.m. Largo

**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, $140* (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, $140* (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, $140* (includes a $65 lab fee)

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

An online GED® preparation class is available for qualified individuals. For information, please visit www.mdadultedonline.org.

For more information:
301-546-0891 or 301-546-8350
www.pgcc.edu/go/ged
ged@pgcc.edu

NEDP OPTION
The National External Diploma Program (NEDP) is a second Maryland state-approved path for adults to earn a high school diploma. To qualify, you must be age 18 or older, be officially withdrawn from high school, and demonstrate high school-level skills through a screening process. The NEDP allows adults who have acquired or enhanced their high school-level abilities through work, family, and community experience to demonstrate their skills in real-life situations. Participants work toward a Maryland high school diploma by demonstrating reading, writing, speaking, math, problem-solving, and critical thinking skills in the context of real-life tasks. The tasks are in a web-based format, so computer and Internet access are required. Participants must also demonstrate an entry-level job skill. The program is self-paced, confidential, and conducted through a combination of take-home assignments and weekly one-on-one appointments with a trained assessor.

For more information:
301-546-0891 (Largo)
301-546-8350 (University Town Center)
nedp@pgcc.edu

ADULT BASIC SKILLS
Literacy Tutoring
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 more information:
301-546-8350 (University Town Center)
Jill Hall (halljf@pgcc.edu)

LITERACY VOLUNTEERS
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.

For more information:
301-546-8350 (University Town Center)
Loreta Jordan (jordanlm@pgcc.edu)
GREEN CAREER TRAINING
301-546-8340 or parknx@pgcc.edu

One of the fastest-growing sectors is “green-collar” jobs. Specialized green training can help you obtain a job in this area. PGCC offers both green jobs training and stormwater management training (see below). Anticipated openings in green jobs include green agriculture, energy auditors (examining businesses or homes for energy waste and making recommendations to make structures more energy efficient), conservation, ecology, green building certifications (LEED or Leadership in Energy and Environmental Design), recycling, pollution prevention, water and energy conservation, thrift stores, green construction, green lodging, transportation, energy (solar, wind, geothermal, and biodiesel), green cleaning with earth-friendly cleaners, weatherization, use of energy-efficient lighting, and sustainable food systems.

In Spring 2016, we are offering the following courses through our national education partner, ed2go:

- Certified Green Supply Chain Professional 32 hrs $995
- Certified Indoor Environmentalist Prep 32 hrs $955
- Performing Comprehensive Building Assessments 30 hrs $945
- Building Analyst Quick Start 60 hrs $1,495
- Certified Indoor Air Quality Manager 16 hrs $895
- Principles of Green Buildings 30 hrs $895

For information on registering for these courses, please see the Online Courses section at the back of this schedule.

For more information about Green Training visit our website, or contact us at the email or number above.

STORMWATER MANAGEMENT
301-546-8340 or parknx@pgcc.edu

In 2015, Prince George's County enacted legislation to help rid local waterways of stormwater runoff pollution and to comply with federal and state regulations under the Clean Water Act. The Watershed Protection and Restoration Program will be an economic driver for the county, including the creation of 5,000 new green jobs and local business development. Approximately $1.2 billion will be spent for stormwater management in the next 13 years. PGCC offers training opportunities in the following areas:

Entry level stormwater training: Stormwater training classes are offered for students who have been accepted into the PGCC Team Builder's Academy. For more information, please contact Tanya Anderson at 301-546-0964 or at teambuilders@pgcc.edu.

Intermediate stormwater training: Skilled laborers who seek a new set of job skills in green technology and stormwater management are encouraged to enroll in our online Green Career Training courses at: www.ed2go.com/career/sustainable-energy-green-programs.

Advanced stormwater training: Managers, engineers, and contractors can expand their job skills by taking AGR-304: Urban Stormwater Management. This is a 30-hour training program with lectures and site visits throughout Prince George's County. For more information and to register, visit the college's website at www.pgcc.edu.

Stormwater certificate program—This online training program is designed to expand professionals’ knowledge, skills and abilities in stormwater industries. The four-course program, offered by our partner ProTrain, totals 360 hours, over six-nine months, with a total cost of $5,000 or $1,250 per class. The courses are

- Stormwater Management I
- Stormwater Management II
- Stormwater Management: Hydraulics and Hydrology, Part I
- Stormwater Management: Hydraulics and Hydrology, Part II
**HEALTH CARE SUPPORT**

**FIRST AID & CPR**

301-546-0795 or www.pgcc.edu/go/cprfirst

Mental Health First Aid (MHFA) is an 8-hour training course designed to help someone who is developing a mental health problem or crisis. Just as CPR training helps an individual following a heart attack, MHFA training helps a layperson assist in a mental health crisis. Mental Health First Aid makes people feel more comfortable managing a crisis situation and builds mental health literacy—helping the public identify, understand and respond to signs of mental illness.

**HES-659 Spanish Heartsaver First Aid CPR AED**  
0.7 CEU

Los Primeros Auxilios Heartsaver AED Anytime para La® curso RCP DEA para los hablantes de Español los intervinientes proporciona capacitación en primeros auxilios, RCP y desfibrilador externo automático (DEA) para los bebés, los niños y los adultos. Los temas incluyen las nociones básicas de primeros auxilios en caso de sangrado, quemaduras y golpes; RCP y DEA administración, compensación las vías respiratorias están obstruidas, control de la infección, y la respuesta en caso de emergencia. Éxito gana AHA tarjeta válida para 2 años. Libro: 90-2313NOS Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del estudiante (en Español). 100% DE LA asistencia requerida. 1 session, $85* (includes a $5 lab fee)

02452 S 5/21-5/21 9 a.m.-4:30 p.m. UTC, 257
05290 S 7/16-7/23 (2 sessions) 9 a.m.-12:30 p.m. UTC, 257

**HES-660 Spanish Heartsaver First Aid**  
0.4 CEU

La Heartsaver AED Anytime para La® curso de primeros auxilios para los estudiantes de habla hispana nos enseña las habilidades necesarias para responder a una emergencia hasta que servicios médicos de emergencia (EMS) llegan. Primeros auxilios básicos para tratar el sangrado, esguinces, fracturas de huesos, shock y las emergencias ambientales están cubiertos. Éxito gana la Asociación Americana del Corazón Primeros Auxilios Heartsaver AED Anytime para la RCP DEA Libro de trabajo del alumno (en español). 100% DE LA asistencia requerida. 1 session, $65*

02456 F 5/13-5/13 9 a.m.-1:15 p.m. UTC, 257
05294 F 7/15-7/15 9 a.m.-1:15 p.m. UTC, 257
05295 S 8/6-8/6 9 a.m.-1:15 p.m. UTC-257

**HES-573 Pediatric First Aid, CPR & AED**  
0.7 CEU

This National Safety Council (NSC) Pediatric First Aid, CPR & AED program, for child care workers, teachers, camp counselors, coaches and others responsible for children, meets first aid and CPR requirements in all 50 states. Treatment for airway obstructions, rescue breathing, basic life support, bleeding, wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies are covered. Required textbook: NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD. 100% attendance required. 1 session, $85* (includes a $5 lab fee)

05296 S 6/18-6/18 9 a.m.-4:30 p.m. CHS-2103

**HES-344 CPR for Health Professionals**  
0.7 CEU

This American Heart Association (AHA) course is recommended for allied Health, emergency personnel, nurses, physicians, and students enrolled in health technology programs. Adults and Child one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR), relief of Foreign Body Airway Obstructions (FBAO), and barrier devices is covered. 100% course attendance required. Successful completion earns AHA card valid for two years (issued within 20 days). Textbook: (required at first class): BLS for Health Care Providers. 1 session, $85* (includes a $5 lab fee)

01163 S 5/7-5/7 9 a.m.-3:30 p.m. UTC, 258
01161 S 5/7-5/7 9 a.m.-3:30 p.m. CHS–2103
01162 S 5/14-5/14 9 a.m.-3:30 p.m. CHS–2103
05297 S 6/4-6/4 9 a.m.-3:30 p.m. CHS–2103
05298 S 6/11-6/11 9 a.m.-3:30 p.m. CHS–2103
05299 S 6/25-6/25 9 a.m.-3:30 p.m. CHS–2103
05300 S 7/9-7/9 9 a.m.-3:30 p.m. CHS–2103
05301 S 7/23-7/23 9 a.m.-3:30 p.m. CHS–2103
05302 S 7/30-7/30 9 a.m.-3:30 p.m. CHS–2103
05303 S 8/6-8/6 9 a.m.-3:30 p.m. CHS–2103
05304 S 8/13-8/15 9 a.m.-3:30 p.m. CHS–2103

**OWL ALERT**

REGISTER NOW

Sign up for this FREE emergency text messaging and e-mail notification system called Owl Alert. Be among the first to learn of college closings.

Visit www.pgcc.edu/go/owlalert
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. Textbook (required at first class): NSC First Aid, CPR & AED Workbook. 1 session, $65*
0851 S 5/21-5/21 1-4:45 p.m. CHS-203

HES-592 Mental Health First Aid
This program teaches how to provide support to people who are developing the signs and symptoms of a mental illness or emotional crisis. The program introduces a five-step action plan to assess a situation, and select and implement interventions. It teaches risk factors and the warning signs of anxiety, depression, substance use, disorders, schizophrenia and suicide. 100% attendance required. Successful completion earns a MHFA certificate valid for three years. Textbook required. 2 sessions, $125* (includes a $6 lab fee)
0939 Th 5/24-5/26 6-10 p.m. CHS-1024

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. Textbook (required to bring at first class): NSC First Aid, CPR & AED Workbook. 1 session, $42* (includes a $10 lab fee)
0852 S 5/21-5/21 9 a.m.-12:45 p.m. CHS-203

CAREGIVING
301-546-0795

CAREGIVING
As baby-boomers age, the elderly population grows, and family members recuperate, 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 online classes to help you gain new skills to manage these opportunities. Caregiving can be stressful, so treat yourself—learn how to relieve stress and take a mental vacation with our online Certificate in Stress Management and Certificate in Meditation courses.

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. Successful completion earns a MHFA certificate valid for three years. Textbook required. 2 sessions, $75* (includes a $5 lab fee)
0850 Th 5/12-5/12 6-10 p.m. CHS-203
05289 Th 6/16-6/16 6-10 p.m. CHS-203
05285 S 6/18-6/18 9 a.m.-1 p.m. UTC, 258
05286 S 7/16-7/16 9 a.m.-1 p.m. UTC, 258
05287 S 8/20-8/20 9 a.m.-1 p.m. CHS-203

CARDIOPULMONARY RESUSCITATION CERTIFICATION

CARDIOPULMONARY RESUSCITATION CERTIFICATION
Prince George’s Community College is privileged to use instructional materials from the American Heart Association and the National Safety Council 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 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-571</td>
<td>Caring for Aging Parents</td>
<td>2.4 CEUs</td>
<td>This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life's transitions. Discover how to deal with physical and emotional challenges, 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, $140* (includes a $65 lab fee)</td>
</tr>
<tr>
<td>HES-588</td>
<td>Certificate in Stress Management</td>
<td>1.4 CEUs</td>
<td>Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, and therapies can counteract, reduce, and help you manage its negative impact. The physiological; social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered. 9 sessions, $110* (includes a $61 lab fee)</td>
</tr>
<tr>
<td>HES-589</td>
<td>Certificate in Meditation</td>
<td>0.8 CEU</td>
<td>Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, or illness and support overall well-being. This course designed for health professionals, nurses, and general consumers will cover the following meditation techniques: Transcendental Meditation (TM) guided imagery and visualization; mindfulness Osho Kundalini Vipassana walking; laughter; centering prayer and concentration. 12 sessions, $85* (includes a $55 lab fee)</td>
</tr>
<tr>
<td>SKB-575</td>
<td>Caregiver: Activities, Tools and Resources to Engage Older Adults</td>
<td>0.3 CEU</td>
<td>Caregivers, learn how to get older adults engaged in useful activities. Discover helpful tools and resources. Motivate and provide appropriate instructions to older adults (regardless of age) in your care. This course is open to caregivers, family members and loved ones who seek to engage the older adults in their lives. 1 session, $25</td>
</tr>
<tr>
<td>ASSISTED LIVING</td>
<td>301-546-0795 or <a href="http://www.pgcc.edu/go/assistedliving">www.pgcc.edu/go/assistedliving</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES-326</td>
<td>The Registered Nurse Case Manager and Delegating Nurse: Assisted Living</td>
<td>1.6 CEUs</td>
<td>This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: current active Maryland RN license in good standing. 3 sessions, $285* (includes a $85 lab fee)</td>
</tr>
<tr>
<td>HES-570</td>
<td>Principles of Adult Education: Train the Trainer</td>
<td>1.6 CEUs</td>
<td>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. 4 sessions, $280*</td>
</tr>
<tr>
<td>HES-497</td>
<td>Assisted Living Manager Refresher</td>
<td>2.1 CEUs</td>
<td>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, $260* (includes a $25 lab fee)</td>
</tr>
</tbody>
</table>
Make someone smile with a career as a dental assistant! According to the U.S Department of Labor Bureau of Labor Statistics; 2014-2015 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full time basis. Employment is expected to grow much faster than the average for all occupations with median earnings of $34,500 annually. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

- HES-526 Introduction to Dental Assisting: Part 1
- HES-519 Introduction to Dental Assisting: Part 2
- HES-526 Prerequisites:
  - A score of at least 65 on the Accuplacer Reading Comprehension Test
  - Ability to speak and understand standard American English
  - High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
  - Read chapters 1 and 2 and complete associated workbook assignments prior to first class session

HES 519 Prerequisites:
- At least 18 years of age
- A score of at least 65 on the Accuplacer Reading Comprehension Test
- High school diploma or equivalent (bring a copy to Center for Health Studies Room 2401)
- Provide a letter from the employing dentist verifying employment and a commitment to your direct clinical supervision.
- A working knowledge of basic oral anatomy, basic infection control and basic dental terminology
- Provide proof of completion of a basic dental assisting course
- Must satisfy one of these two pathway requirements prior to taking the course:
  - Pathway I: 3 months (300 hours) full-time employment in a clinical setting in a dental office
  - Pathway II: Must be employed in a dental office for direct clinical supervision

Certificates of Completion will be awarded upon successful completion of these courses.

### HES-526 Introduction to Dental Assisting: Part 1
4.8 CEUs
This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Lab practice conducted onsite. Textbook required. 8 sessions, $750* (includes a $250 lab fee)

<table>
<thead>
<tr>
<th>05314</th>
<th>MW</th>
<th>5/2-6/27 6 - 9 p.m.</th>
<th>CHS-2103</th>
</tr>
</thead>
<tbody>
<tr>
<td>05313</td>
<td>TTh</td>
<td>5/3-5/26 9 a.m.-4 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

### HES-519 Introduction to Dental Assisting: Part 2
This course provides the knowledge and skills necessary to perform a wide variety of dental radiologic procedures. Students will be taught how to apply these principles to clinical radiography in preparation to sit for the DANB Dental Radiation Health and Safety Certification exam. Topics will include: ionizing radiation, basic principles of X-Ray generation, the Dental X-Ray machine, image formation and receptors, biologic effects, patient and operator protection, film processing, infection control, and disease. 16 sessions, $750* (includes a $250 lab fee)

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<tr>
<th>05315</th>
<th>TTh</th>
<th>6/7-6/30 9 a.m.-4 p.m.</th>
<th>CHS-2103</th>
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</thead>
<tbody>
<tr>
<td>05320</td>
<td>MW</td>
<td>7/11-8/31 6 - 9 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>
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 complete the entire program according to schedule by registering 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.

This program is also designed to prepare students for the National Pharmacy Technician Certification Exam (PTCE). See website at www.ptcb.org.

Prior to enrolling, individuals must demonstrate reading and math proficiency by providing proof of:

- Reading: score of 65 or above on the college's reading placement test or of college credits in English within the last two years;
- Math: score of 82 or above on the college's algebraic math placement test or of college credits in math within the last two years or of completion of HES-577, Medical Math, with a final grade of at least 75% and High School or GED completion.

Participants must also:

- Be a minimum of 18 years of age
- Possess required textbooks prior to class start date
- Have access to the Internet
- Have a working e-mail address.
- Have an OWL Link account accessed through the college's website, www.pgcc.edu. For assistance, visit the Help Desk in Bladen Hall Room 106 or call 301-546-0637.

Note: the placement test is free of charge. Pick up a Placement Test Referral Form online, in the Center for Health Studies, Room 2401, or at the Records and Registration office in Bladen Hall, Room 126.

Textbooks are available for purchase in the college’s Bookstore located in Largo Student Center, Room 116, or online at www.pgebookstore.com.

160 hours of clinical training is required. Students must register for both HES-529 and HES-530. Background check and drug screening are required ten days prior to starting the clinical. The clinical coordinator will assist each student with placement.

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. Register for courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. 20 sessions, $130*

05639 WF 5/18–6/24 online $65 lab fee
05640 WF 6/15–7/22 online $65 lab fee
05641 WF 7/13–8/19 online $65 lab fee

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, $130*

05642 WF 5/18–6/24 online $65 lab fee

HES-543 Pharmacy Technician Orientation
This is a must-attend for those interested in learning more about the Pharmacy Technician program, program requirements, certifications, and job environment. 1 session

05321 M 5/23–5/23 6–7 p.m. CHS-2101
05322 M 6/20–6/20 6–7 p.m. CHS-2101
05323 M 7/25–7/25 6–7 p.m. CHS-2101

HES-577 Medical Math 2.4 CEUs
Gain the medical math skills you need. The hands-on activities in this course will help you perform math tasks quickly and easily. Topics include basic math skills, fractions, decimals, percentages, measurement systems, medical conversions, basic statistics and probability, and dosage calculations for oral, parenteral, and intravenous medications. (Note: students taking this course as a prerequisite for the Pharmacy Technician program must provide a copy of their certificate before registering). 12 sessions, $140* (includes a $65 lab fee)

05639 WF 5/18–6/24 online $65 lab fee
05640 WF 6/15–7/22 online $65 lab fee
05641 WF 7/13–8/19 online $65 lab fee

PHYSICAL THERAPY

HES-492 Become a Physical Therapy Aide 2.4 CEUs
Take your place on the healthcare team as a physical therapy aide. If you are seeking a rewarding career as a physical therapist, this course is the first step to achieving your dream. This online course provides instruction on the function of the rehabilitation team, human body systems; specific disorders; infection control and body mechanics; treatment plans; physical therapy terminology; communication skills; and legal and ethical issues. Students must achieve a passing score of 75% on the first attempt. 12 sessions, $140* (includes a $65 lab fee)

05642 WF 5/18–6/24 online $65 lab fee

*Course fees are subject to change. Please see the college catalog for the most current information.
HES-493 Physical Therapy Aide Clinical  
6.2 CEUs  
This course prepares students for clinical placement. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication in patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion); reading test score of 65%, current CPR Healthcare Provider card; 18 years old; HS diploma or GED. A background and drug screening is required. $400* (includes a $50 lab fee)  
05312  MW  7/18–7/25  6 –9 p.m.  CHS–2101  MTWThF 8/1–9/2  TBA  Largo

NURSING ASSISTANT (CNA/GNA)  
301-546-5215 or www.pgcc.edu/go/cna

CERTIFIED NURSING ASSISTANT/GERIATIC NURSING ASSISTANT ADMISSION  
Individuals must:  
• Be at least 18 years of age  
• Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course  
• Be able to speak and understand standard American English at a functional level  

Before attending the clinical portion of the class, individuals must also:  
• Obtain a criminal background check  
• Obtain CPR for Health Provider certification. This course (HES-344) is available at the college  
• Have a negative TB skin test (PPD) or chest x-ray  
• Present documentation of immunizations or titer tests (blood test for proof of immunizations)  

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

HES-686 Job Fair for Certified Nursing Assistants  
This is the 2nd Annual Nursing Assistant Job Fair for all current and former Prince George’s Community College students. Please bring an updated resume and dress for success. Register online now. 1 session  
05325  S  5/21–5/21  10 a.m.–1 p.m.  Largo

HES-548 Certified Nursing Assistant Review  
D.7 CEU  
This course is designed for certified nursing assistants who perform in-home care assistance. Discuss legal and ethical issues relevant to the field of nursing. Demonstrate safety in the working environment. Position, lift and transfer patients appropriately. Apply infection control procedures appropriately. Identify side effects of certain medications. 2 session, $100*  
05324  S  6/11–6/18  8:30 a.m.–6 p.m.  CHS–2211

HES-544 Certified Nursing Assistant: Theory  
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant (GNA) examination. A test preparation class, which is included in the cost of the course, 21 sessions, $825* (includes a $50 lab fee)  
06855  MWT  5/2–6/9  9 a.m.–2 p.m.  UTC  T  5/3–5/31  9 a.m.–2 p.m.  UTC  (19 sessions)  
06854  MWF  5/4–6/22  5:30–9:30 p.m.  CHS–2215  (12 sessions)  
06829  MW  5/4–6/22  9 a.m.–4 p.m.  CHS–2215  (14 sessions)  
06856  Th  5/10–7/19  5–9 p.m.  LCC–205  
06853  Th  6/7–8/4  6–10 p.m.  UTC–357  S  6/11–6/25  9:30 a.m.–1:30 p.m.  UTC–357  
07935  F  8/12–8/26  7 a.m.–3:30 p.m.  UTC–257  MTW  8/29–8/31  7 a.m.–3:30 p.m.  UTC–257

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*  
06860  MTWF  5/27–6/15  7 a.m.–3:30 p.m.  
06861  SSu  6/11–7/17  7 a.m.–3:30 p.m.  
06858  SSu  6/11–6/25  7 a.m.–3:30 p.m.  
06857  MTWThF  6/24–7/1  5:30–9:30 p.m.  
06859  SSu  7/9–7/31  7 a.m.–3:30 p.m.  
07936  F  8/12–8/26  7 a.m.–3:30 p.m.  UTC–257  MTW  8/29–8/31  7 a.m.–3:30 p.m.  UTC–257

HES-687 CNA Instructors Master GNA Skills 0.5 CEU  
This course provides new CNA instructors with tips on how to properly prepare students to pass the GNA exam. Learn what evaluators look for during exam, common mistakes made by students and acceptable shortcuts. Instructor will demonstrate steps based on state’s nursing assistant handbook. Any CNA instructor can attend. 1 session, $60*  
05173  S  5/14–5/14  8:30 a.m.–1:45 p.m.  CHS–2211

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. Note: 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. 18 sessions, $850* (includes a $165 lab fee)  
07415  TTh  5/17–7/7  9 a.m.–1 p.m.  CHS–2215  SSu  6/18–6/19  7 a.m.–3:30 p.m.  CHS–2215  

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**SUMMER 2016 CONTINUING EDUCATION**

### MEDICAL BILLING SPECIALIST

**HES-663 EKG for Health Professionals**  
3.5 CEUs  
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart.  

**HES-409 Introduction to Medical Billing**  
1.5 CEUs  
This course provides an overview of medical billing and computerized patient accounting. Textbook (required at first class).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-663</td>
<td>5/11-7/23</td>
<td>8:30 a.m.-1:45 p.m.</td>
<td>CHS-2215</td>
<td>$400* (includes a $50 lab fee)</td>
</tr>
</tbody>
</table>

**HES-409**  
**T**  
5/11-7/23  
8:30 a.m.-1:45 p.m.  
CHS-2215

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### PATIENT CARE TECHNICIAN

**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 a review of the anatomy and physiology of major body systems, 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: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program.  

**Prerequisite:** Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR proof of college credits and strong computer and word processing skills.

**Note:** Text required at first class.

Once a student has completed these requirements, he/she should call 301-546-0878 for verification and to request a certificate. Those interested in furthering their career in medical coding, contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-584</td>
<td>5/24-8/16</td>
<td>9 a.m.-4:30 p.m.</td>
<td>CHS-221</td>
<td>$1050* (includes a $100 lab fee)</td>
</tr>
</tbody>
</table>

**HES-584**  
**T**  
5/24-8/16  
9 a.m.-4:30 p.m.  
CHS-221

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### PATIENT CARE TECHNICIAN

**PATIENT CARE TECHNICIAN**  
301-546-5215  
1. Must be a Certified Nursing Assistant in good standing on the state’s registry.  
2. Must have worked or trained as a CNA in the last 2 yrs.  
3. Have a valid CPR for Health provider certification.  
5. Be computer literate and have access to the Internet.  
6. Must be at least 18 years of age.

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### HES-365 Nursing Home Medicine Aide Update

**0.8 CEU**  
This course provides the continuing education update required by the State of Maryland for renewal of the medicine aide 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).  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
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<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-365</td>
<td>5/21-5/21</td>
<td>8:30 a.m.-5 p.m.</td>
<td>CHS-2215</td>
<td>$95*</td>
</tr>
</tbody>
</table>

**HES-365**  
**S**  
5/21-5/21  
8:30 a.m.-5 p.m.  
CHS-2215

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### HES-663 EKG for Health Professionals

**EKG HEALTH PROFESSIONALS**  
**3.5 CEUs**  
This course is designed to provide the knowledge and skills necessary to become an EKG technician. Topics include cardiac anatomy and physiology, patient preparation, lead placement, patient confidentiality, cardiac modalities, pharmacology, stress tests, Holter monitors, pacemakers, and identification of various arrhythmias and irregularities of the heart.  

**Prerequisite:** Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR proof of college credits and strong computer and word processing skills.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>HES-663</td>
<td>6/11-7/23</td>
<td>8:30 a.m.-1:45 p.m.</td>
<td>CHS-2215</td>
<td>$400* (includes a $50 lab fee)</td>
</tr>
</tbody>
</table>

**HES-663**  
**S**  
6/11-7/23  
8:30 a.m.-1:45 p.m.  
CHS-2215

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### HES-409 Introduction to Medical Billing

**HES-409**  
**1.5 CEUs**  
This course provides an overview of medical billing and computerized patient accounting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>HES-409</td>
<td>6/6-6/15</td>
<td>8:30 a.m.-7:30 p.m.</td>
<td>CHS-123</td>
<td>$180*</td>
</tr>
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</table>

**HES-409**  
**T**  
6/6-6/15  
8:30 a.m.-7:30 p.m.  
CHS-123

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### PATIENT CARE TECHNICIAN

**PATIENT CARE TECHNICIAN**  
301-546-5215  
1. Must be a Certified Nursing Assistant in good standing on the state’s registry.  
2. Must have worked or trained as a CNA in the last 2 yrs.  
3. Have a valid CPR for Health provider certification.  
5. Be computer literate and have access to the Internet.  
6. Must be at least 18 years of age.
HES-553 Computerized Medical Billing  
This course is designed for physician's office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409 and strong computer and word processing skills. 14 sessions, $519* (includes a $15 lab fee)  
05339  MWF  6/20–7/22  6:30–9:30 p.m.  CHS-1233

HES-321 Physician Office Billing  
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/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. Meets concurrently with credit course HIM-1940. Required text: multiple, approx. $300. NOTE: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $360* (includes a $10 lab fee)  
05337  TTh  6/7–6/30  6:30–9:30 p.m.  Largo

HES-684 Advanced Medical Billing  
This course is designed to introduce the billing and accounting process of the medical office. Topics include 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 learn how to reconcile their daily work, accounts receivable processing, and the basics of financial reporting. 14 sessions, $505* (includes a $15 lab fee)  
05340  MWF  7/27–8/26  6:30–9:30 p.m.  CHS-1233

HES-449 How to Start a Home-Based Medical Billing Business  
Designed for students who have successfully completed medical billing training and want to learn how to operate a medical billing company from home. Learn about tax deductions for a home office. This course will answer many questions: Can I deduct home business expenses on my taxes? Should I operate my company as a corporation or sole proprietor? Learn medical billing advertising and marketing skills. Prerequisite: strong computer skills and previous medical billing training. 8 sessions, $290*  
05342  TTh  6/7–6/30  6:30–9:30 p.m.  Largo

HES-354 Medical Terminology: Word Association Approach  
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, $140* (includes a $65 lab fee)  
06838  WF  5/18–7/8 online E2GO  
06839  WF  6/15–8/5 online E2GO  
06840  WF  7/13–9/2 online E2GO  
06841  WF  8/17–10/7 online E2GO

HES-357 Basic Medical Terminology  
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. Textbook (required at first class). 6 sessions, $290*  
05343  TTh  6/7–6/23  6–10 p.m.  Largo  
05344  TTh  7/12–7/28  6–10 p.m.  Largo

HES-554 Human Anatomy and Physiology: Part 1  
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, $140* (includes a $65 lab fee)  
06842  WF  5/18–7/8 online E2GO  
06843  WF  6/15–8/5 online E2GO  
06844  WF  7/13–9/2 online E2GO  
06846  WF  8/17–10/7 online E2GO

MEDICAL OFFICE ASSISTANT  
301-546-0796

This 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 Assistant certification exam.

Required Courses  
- HES-357 Basic Medical Terminology  
- or HES-354 Medical Terminology a Word Association Approach (online)  
- HES-586 Professionalism in Healthcare  
- HES-396 Medical Office Assistant Overview  
- HES-344 CPR for Health Professionals American Heart Association  
- HES-322 Medical Office Assistant: Practical Applications

Prerequisites  
Prerequisite: Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR provide proof of college credits.
### PHLEBOTOMY TECHNICIAN

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

**Prerequisites:** must be a health care professional or have permission from the program coordinator, successfully complete the reading comprehension placement test with a score of 65 or higher OR provide proof of college credits, have a American Heart Association (AHA) CPR for Health Professionals certification card, and provide proof of immunizations prior to participating in a clinical.

**Required Courses**
- HES-418 Phlebotomy Technician
- HES-344 CPR for Health Professionals
- HES-469 Phlebotomy Technician Clinical Pt. 1
- HES-470 Phlebotomy Technician Clinical Pt. 2

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### HES-418 Phlebotomy Technician

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. Pre-requisites: must be a health care professional.

**Textbook (required at first class).**

**Prerequisites:** must be a health care professional or have permission from the program coordinator, successfully complete the reading comprehension placement test with a score of 65 or higher OR provide proof of college credits, have a American Heart Association (AHA) CPR for Health Professionals certification card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening.

**Note:** students must register for both Part 1 and Part 2. 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. **15 sessions, $125**

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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. **10 sessions, $410** (includes a $50 lab fee)

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### HES-469 Phlebotomy Technician Clinical: Part 1

Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which fulfills 60 hours of the 120 hours of on-site clinical experience required for certification. Students must be available to work a full-time day time shift. Note: students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. **15 sessions, $125**

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### HES-470 Phlebotomy Technician Clinical: Part 2

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, proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance and background check and drug screening. **15 sessions, $125**

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### HES-545 HIPAA Compliance

This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics include transactions, code sets, and identifiers, the Privacy Rule, and the Security Rule. This course covers the new 2010 American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act, (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules. **12 sessions, $140** (includes a $65 lab fee)

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### HES-546 Spanish for Medical Professionals

Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients’ feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment. **12 sessions, $140** (includes a $65 lab fee)
**HOME AND GARDEN**
301-546-0040

**FLORAL**
301-546-7545 or 301-546-0158

**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 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** Basic Floral Design
- **OCU-376** Advanced Floral Design
- **OCC-377** Advanced Seasonal/Event Designs
- **OCU-381** Tributes

A student who has completed all of the requirements for this program should contact the information above for verification and to request a certificate.

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**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 and 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**

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**HOME INTERIOR**
301-546-0797 or 301-546-5299

**ENR-460 Interior Decorating Basics**
Have you ever wanted to redecorate, but didn't know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Charis Holder. **1 session, $35**

**ENR-523 Simplesizing Using Feng Shui**
Are you a pack rat, live with a pack rat or in your quest to simplify. "stuff?" Do you want to know how to "let it go" but don't know where to begin? Let Yarrow teach in this course the unfavorable consequences that belie a packrat lifestyle. And why it is that many people cling to items that have long outlived their usefulness. Join us for one of the most contemporary, dynamic and humorous approaches to "clearing your clutter" guided by ancient Feng Shui principles.

Instructor: Yarrow, Certified Feng Shui Practitioner and Consultant. **1 session, $55**

**ENR-558 Fabulously Chic Decor on a Dime**
Have you ever walked by an expensive boutique and wondered 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 high-end retail stores a run for their money.

Instructor: Fallon Loving, Allied ASID. **1 session, $35**

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**ENR-541 Introduction to Interior Design**
2.4 CEUs
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, "green" design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field.

**12 sessions, $140** (includes a $65 lab fee)

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**ENR-569 Your Home's Wow Factor**
Would you like to create that wow factor? You can pull it all together by learning inspiring techniques to determine your design style, create an effective design plan, use what you have, save dollars and shop with confidence. You can finally get the look and feel you've been dreaming of for your home.

Instructor: Charisse Holder CID. **1 session, $30**

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

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM
This program offers you the opportunity to obtain a noncredit certificate in Human Resource Management. This nine-course, 96-hour, continuing education certificate program provides a general overview of the dynamic and growing field of Human Resource (HR) Management. Core courses address human resource fundamentals, and provide practical techniques that can immediately be applied to the work setting. Elective courses will give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the Human Resource Management field. Individual courses may be taken without pursing 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 Changes Management (9 hours)
- Managing Employee Performance (12 hours)

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

HUMAN RESOURCES
301-546-5216 or 301-546-0032

MGT-728 Principles of Human Resource Management 1.2 CEUs
This course will examine the theoretical foundation of the human resource management field the evolution of human resource management planning, recruitment, training and development, performance management, and 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 of human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)

05470 T 6/7-6/28 6 -9 p.m. Largo

MGT-731 Human Resource Law 1.2 CEUs
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 covered, with their associated impacts, include: Title VII-Civil Rights Act; Fair Labor Standards Act (FLSA); Equal Pay Act; Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)

05471 M 6/6-6/27 6 -9 p.m. Largo

MGT-667 Introduction to Compensation 1.2 CEUs
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)

05472 W 6/15-7/6 6 -9 p.m. Largo

MGT-648 Successful Recruitment, Selection and Placement 0.9 CEU
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)

05473 S 7/9-7/23 10 a.m.–1 p.m. Largo

MGT-727 HR’s Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource 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)

05474 Th 7/14-7/28 6 -9 p.m. Largo
ELECTIVES
301-546-0516 or 301-546-0032

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU

This course will cover ways for managers in the 21st century workplace to understand role and challenges associated with the unique values and characteristics of four generations of employees working side by side. Examine each generation based on its management needs and 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 communication essentials. 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)

05468 S 6/12–6/17 9 a.m.–4 p.m. Largo

MGT-734 HR’s Role in Creating a Positive Work Environment 0.6 CEU

This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict, good communication, providing feedback effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

05469 S 6/18–6/23 9 a.m.–4 p.m. Largo

MGT-423 Leadership 2.4 CEUs

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 belief, 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, $140 (includes a $65 lab fee)

06647 WF 5/18–7/8 online E2GO
06648 WF 6/15–8/5 online E2GO
06649 WF 7/13–9/2 online E2GO
06650 WF 8/17–10/7 online E2GO

MGT-492 Employment Law 2.4 CEUs

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, $140* (includes a $65 lab fee)

06651 WF 5/18–7/8 online E2GO
06652 WF 6/15–8/5 online E2GO
06653 WF 7/13–9/2 online E2GO
06654 WF 8/17–10/7 online E2GO

PAYROLL
301-546-5216 or konange@pgcc.edu

MGT-690 PayTrain Fundamentals 2.4 CEUs

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)

05466 TTh 5/30–6/2 6–9 p.m. Largo

MGT-691 PayTrain Mastery 3.6 CEUs

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 BY APPOINTMENT ONLY 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 Gnansi Konan, 301-546-0032 or e-mail Konange@pgcc.edu

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

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)
301-546-0797 or 301-546-5299

LANGUAGES CONTINUING EDUCATION CERTIFICATE
A letter of recognition in foreign languages is awarded upon completion of 60 hours total in this area. Sign Language courses also may count toward this Continuing Education Certificate.

COM-325 Sign Language 1 2.4 CEUs

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. Textbook (required at first class): Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $170*

06722 S 7/9–8/27 9 a.m.–12 p.m. Largo
06723 M 7/11–8/29 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.pgcc.edu
COM-330 Sign Language 2  2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Textbook required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.)  8 sessions, $150*

COM-326 Sign Language 3  2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48 hours of previous instruction. Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $150*

COM-348 ASL Skill Building  2.4 CEUs
This course will assist student's continued development of American Sign Language (ASL) skills. It will focus on refining the use of basic ASL sentence types, the use of pronominalization, classifiers, spatial referencing, pluralization and non-manual markers. Students will refine the routine communicative functions of the language such as asking, providing clarification, giving and asking for directions. Relevant information about the Deaf Community and Deaf Culture will be included.  8 sessions, $150*

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. Prerequisite: LGE-370: Introduction to Spanish: Part 1. Textbook required.  8 sessions, $140*

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

LGE-345 Introduction to Spanish: Part 3  2.0 CEUs
In this third course in the introductory series you will be taught further structures, vocabulary, and idioms to help increase your comprehension and speaking ability. Textbook required.  8 sessions, $120*

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. Quee Bueno!  12 sessions, $140* (includes a $65 lab fee)

CONVERSATIONAL FOREIGN LANGUAGE
LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary
This pre-introductory Spanish course provides an overview of some of the crucial grammatical patterns that are essential to receiving a solid foundation in the structure of the language. It will include some basic vocabulary. Oral and written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish language and is suggested before enrolling in the introductory level.  1 session, $55*

LAW-510 Basic Mediation Training  4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive simulated cases, exercises and role plays. Topics will include the theory, application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation and much more. Textbook: Return to the Original Ideals of ADR. (2nd. edition). by Mary K. Hope.  10 sessions, $450* (includes a $300 lab fee)

MEDIATION
MEDIATION TRAINING
301-546-8340 or 301-546-3019
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.

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework.

A certificate of completion will be issued upon successful completion of this 40 hour course.

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
LAW-516 Mediation for Youth
Teens, ages 14 to 19 years of age (born after 2002), will be taught the basic mediation skills through lecture, case studies, and supervised mediation role playing while earning Service Learning credits that count toward high school graduation. Upon completion, students will earn a Mediation Certificate of Completion and be eligible to become a member of the Maryland Program for Mediator Excellence (MPME). 10 sessions, $190* (includes a $125 lab fee)
(14-15 YEARS)
05653 MTWThF 7/11–7/22 9 a.m.–3 p.m. Largo

PERSONAL TRAINING

PERSONAL TRAINER NATIONAL CERTIFICATION
Come join this fun profession and be a part of what Fortune Magazine and ABC NEWS.com states is the 4th hottest job in the U.S. at a national average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

This course is offered through a partnership with World Instructor Training Schools (W.I.T.S). W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internships components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for the Therapeutic Massage and Bodywork, Veterans Training and Education, and the International Association of Continuing Education and Training.

Students must be at least 18 years old to attend this class.

HES-451 Personal Trainer: National Certification 4.5 CEUs
This 62-hour course is comprised of 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship. Topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Call 1-888-330-9487 or visit www.wiseducation.com./store to order Fitness Professional’s Handbook (6th edition, Author: Edward Howley and Dixie Thompson, $93.97 includes shipping) and start reading immediately. Must be 18 years old to attend this class. Present a current CPR/AED and first aid certification. W.I.T.S. Staff. W.I.T.S is offering two pre-class preparation tools: 1) As a Special Bonus, the 1st ten (10) students to register for the online personal trainer study tool, will receive a 2-year FULL ACCESS free of charge. This study tool includes online lectures and practical lab video reviews and quizzes. Visit http://www.wiseducation.com.uk/store/shop/online-review-course/ for details on this study tool and 2) Monthly Personal Trainer Orientation Webinars to learn more about the course listed on the dates below. Can’t make the date and time? Register anyway and we will send you a recording once it is complete. Online Webinar Registration: Please register for Live Your Passion, Become a Personal Trainer! On May 4 2016, 4 p.m. EST at http://tinyurl.com/WITSfitness0504 or on June 1, 2016 at 12:00PM EDT at: http://tinyurl.com/WITS-Fitness0601 or on July 6, 2016 at 12:00PM at http://tinyurl.com/WITSFitness0706. 9 sessions, $749* (includes a $499 lab fee)
05644 Su 6/12-8/14 9 a.m.–2 p.m. Largo

PHOTOGRAPHY

PHOTOGRAPHY 301-546-0873 or itcerts@pgcc.edu

PRINCE GEORGE’S COMMUNITY COLLEGE 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 Adobe Elements or Photoshop CS6.

Requirements include successful completion of the following courses:

• Digital Photography: The Basics
• Adobe Photoshop Elements 12: Part 1
• Adobe Photoshop Elements 12: Part 2
• Introduction to Photoshop CS6
• Advanced Photoshop CS6
• Light—the Essence of Photography
• Using Lighting to Create Spectacular Portraits
• Presentation and Display Techniques for Photographs

Once a student has completed these requirements, he/she should contact the information above for verification and to request a certificate.

CRE-343 Digital Camera Basics: Workshop for Teens 0.6 CEU
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 is limited. 1 session, $90 (includes a $10 lab fee)
05422 $ 6/11-6/11 9:30 a.m.–3:30 p.m. CAT-105
05423 $ 7/30–7/30 9:30 a.m.–3:30 p.m. CAT-105

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and 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, $90* (includes a $10 lab fee)
05420 S 6/11-6/11 9:30 a.m.-3:30 p.m. CAT-105
05421 S 7/30-7/30 9:30 a.m.-3:30 p.m. CAT-105

PHO-300 Digital Photography: the Basics 1.8 CEUs
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. There is a $20.00 fee for printed materials payable to the instructor. 6 sessions, $260* (includes a $130 lab fee)
05413 TTh 5/31-6/16 6:30-9:30 p.m. CAT-103

PHO-326 Digital Photography: Beyond the Basics 1.8 CEUs
This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced you to the more advanced settings to get the most out of your camera and grow your photography. 6 sessions, $260* (includes a $130 lab fee)
08149 MW 5/2-5/8 6:30-9:30 p.m. CAT-105

PHO-340 Adobe Photoshop Elements 12: Part 1 1.2 CEUs
In this course, the first of a three-part series, you will be shown 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. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)
05424 MW 6/27-7/11 6:30-9:30 p.m. CAT-105

PHO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, 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. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)
05425 MW 7/25-8/3 6:30-9:30 p.m. CAT-105

PHO-321 Introduction to Photoshop CS6 2.4 CEUs
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. 8 sessions, $315* (includes a $60 lab fee)
05414 TTh 6/28-7/21 6:30-9:30 p.m. CAT-103

PHO-322 Advanced Photoshop CS6 2.4 CEUs
This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, the industry standard for professional photographers and graphic designers. In this course, you 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. 4 sessions, $375* (includes a $60 lab fee)
05415 TTh 8/2-8/25 6:30-9:30 p.m. CAT-103

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, $140* (includes a $65 lab fee)
06083 WF 5/18-7/8 online E2GO
06084 WF 6/15-8/5 online E2GO
06085 WF 7/13-9/2 online E2GO
06086 WF 8/17-10/17 online E2GO

PHO-331 Introduction to Photoshop CS6 2.4 CEUs
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. 8 sessions, $315* (includes a $60 lab fee)
05410 MW 7/25-8/17 6:30-9:30 p.m. CAT-105

PHO-332 Adobe Photoshop Elements 8 sessions, $315* (includes a $60 lab fee)
05414 TTh 6/28-7/21 6:30-9:30 p.m. CAT-103

PHO-331 Introduction to Photoshop CS6 2.4 CEUs
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. 8 sessions, $315* (includes a $60 lab fee)
05414 TTh 6/28-7/21 6:30-9:30 p.m. CAT-103

PHO-334 Adobe Photoshop Elements 8 sessions, $315* (includes a $60 lab fee)
05414 TTh 6/28-7/21 6:30-9:30 p.m. CAT-103

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, $90* (includes a $35 lab fee)
00257 Su 5/7-5/8 9 a.m.-12 p.m. CAT-103
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 portrait, landscape, macro and still life. 12 sessions, $140* (includes a $65 lab fee)

06095 WF 7/13–9/2 online E2GO
06094 WF 6/15–8/5 online E2GO
06103 WF 7/13–9/2 online E2GO
06102 WF 6/15–8/5 online E2GO
06092 WF 8/17–10/7 online E2GO
06089 WF 7/13–9/2 online E2GO
06088 WF 6/15–8/5 online E2GO

PHO-325 Mastering Your Digital SLR Camera 2.4 CEUs

In this course, you will be taught how to take control of 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, $140* (includes a $65 lab fee)

06011 WF 5/18–7/8 online E2GO
06012 WF 6/15–8/5 online E2GO
06013 WF 7/13–9/2 online E2GO
06014 WF 8/17–10/7 online E2GO

PHO-324 Introduction to Lightroom 4 2.4 CEUs

In this course, you will learn that Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Learn how to prepare, edit, and organize photos quickly and efficiently. Using Lightroom 4’s non-destructive editing, you will be able to control how you edit your images, make additional alterations later, and apply changes to multiple images while developing an efficient image processing workflow. 12 sessions, $140* (includes a $65 lab fee)

06093 WF 5/18–7/8 online E2GO
06094 WF 6/15–8/5 online E2GO
06095 WF 7/13–9/2 online E2GO
06096 WF 8/17–10/7 online E2GO

PHO-328 Introduction to Lightroom 5 2.4 CEUs

Do you have a lot of images to manage? Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively, and apply changes to multiple images while developing an efficient image processing workflow. Organize, tag, and make collections, create customized slideshows and presentations, and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need. 12 sessions, $140* (includes a $65 lab fee)

06097 WF 5/18–7/8 online E2GO
06098 WF 6/15–8/5 online E2GO
06099 WF 7/13–9/2 online E2GO
06100 WF 8/17–10/7 online E2GO

PHO-303 Intermediate Photoshop Creative Cloud 2.4 CEUs

Photoshop is a fun and creative way to alter photographs and prepare them for print or the Web. Already familiar with Photoshop, then this course will help you explore the program’s more advanced features. You will master the techniques of non-destructive editing so you can re-edit, re-use, and change projects long after they were originally created. This class will give you the building blocks you need to edit photos, design scrapbook pages, or do original artwork. 12 sessions, $140* (includes a $65 lab fee)

06634 WF 5/18–7/8 online E2GO
06635 WF 6/15–8/5 online E2GO
06636 WF 7/13–9/2 online E2GO
06637 WF 8/17–10/7 online E2GO

POLICE ACADEMY AND SECURITY OFFICER TRAINING
301-546-0175
or policeacademy@pgcc.edu

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 $180 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 $4,600.
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. Classes are now forming for upcoming orientation sessions
REAL ESTATE LICENSURE
301-546-0120 or 301-546-0158

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.

The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination through PSI Examination Services. Download the candidate guide at www.psiexams.com.

Prince George's Community College offers courses approved by the Maryland Real Estate Commission for the continuing education credit needed to renew real estate licenses. As stated previously, the Maryland Real Estate Commission requires students to attend 100% of all hours of each commission-approved course for successful completion.

Appraisal Certification Preparation, Real Estate Appraisal Licensure
The Maryland Real Estate Commission requires an applicant for an appraisal license to successfully complete 150 hours of courses approved by the Commission AND hold an associate's degree, or higher, from an accredited college, junior college, or community college or 30 semester credit hours of college-level education from an accredited college, junior college, community college or university, AND compiled at least 2,000 hours of appraisal work experience over a period of at least two calendar years (24 months). Prince George's Community College offers the 150 hour courses approved by the Commission. A trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165.

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For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license or call 410-230-6165.
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 AND GAMES
SPORTS
301-546-8340 or 301-546-3019

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-576 Pocket Billiards—Level 1
Have some fun, meet new players and learn a sport that is enjoyed around the world. Pocket billiards is a lifelong endeavor, and aids in enhancing your mental and physical abilities. It offers mental alertness and conditioning for the body. In this session, you will explore and execute history of the sport, basic fundamentals (stance, bridge, grip, head and feet position), stroke the cue ball properly, sight and aim and shot-making drills. Bring $24 on the first day of class, which covers your table fees during the entire session! Ladies are welcomed. 2 sessions, $40

ENR-577 Pocket Billiards: Level 2
At this level, the student is captured by a world of spinning spheres and the infinite number of positions that a pocket billiard ball can roll on the table. Taught for all levels of players, you will execute aiming techniques that allow you to put more balls in the pocket. Learn to focus on the shot, stroke precision, tournament strategies and how to win more. Bring $24 on the first day of class, which covers your table fees during the entire sessions! Ladies are welcomed. 2 sessions, $40

GAMES
301-546-0797 or 301-546-5299

TRANSPORTATION AND DISTRIBUTION

AUTOMOTIVE TECHNOLOGY
301-546-0062 or tdi@pgcc.edu

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-424 Auto Technician: Steering and Suspension
- 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, Automatic/Manual Transmission and Transaxle, Steering and Suspension.

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, emissions control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook (required discussed on the first day of class). Instructor: Toyd Green. 12 sessions, $480* (includes a $30 lab fee)

OCC-324 Auto Technician: Brake Systems
Knowledge of automotive brake systems is of the utmost importance due to the critical safety issues involved in operating a vehicle. This class provides students with in-depth knowledge of the latest brake theory, trouble-shooting and hands-on experience in servicing and repairing today's brake systems. Shop safety regulations also addressed. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green. 6 sessions, $255* (includes a $30 lab fee)

OCC-336 Auto Technician: Engine Performance
This class provides 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. Course based on Auto Service Excellence (ASE) content area testing information. Textbook required discussed first day of class. Instructor: Toyd Green. 5 sessions, $210* (includes a $30 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, parking, dash and courtesy, stop and hazard, turn signals and backup light, gauges warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Course based on Auto Service Excellence (ASE) content area testing information. Instructor: Toyd Green. 5 sessions, $210* (includes a $30 lab fee)
### CONTINUING EDUCATION

#### OCC-406 Auto Technician: Heating and Air Conditioning  
3.2 CEUs  
Learn concepts and develop basic skills necessary to diagnose and repair automotive heating and air conditioning problems. Topics include heating and air conditioning principles, test equipment and how to interpret and analyze information. Major emphasis will be on diagnostic procedures. Course based on 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)**

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<td>05273</td>
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#### OCC-422 Auto Technician: Auto Body Repair and Refinishing  
3.2 CEUs  
This course will teach students the fundamentals of auto-body repair and refinishing an automobile using the tools, products and materials found in today's auto body shops and repair facilities. Students will learn to demonstrate proper preparation and technique for refinishing damage, and the use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYTI) Institute, 5700 Kirby Rd, Clinton, MD. 20735. A $20 shop fee collected first day of class. **10 sessions, $480* (includes a $360 lab fee)**

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<td>6–10 p.m.</td>
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#### OCC-405 Auto Technician: Auto Body Repair and Refinishing  
4.0 CEUs  
Learn basic skills necessary for auto-body collision repair and refinishing industry. Course includes lecture and practical experience to attain proficiency in basic skills such as frame and trim replacement and estimating using technical manuals and parts catalogs. Course based on Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYTI) Institute, 5700 Kirby Rd, Clinton, MD. 20735. A $20 shop fee collected first day of class. **10 sessions, $480* (includes a $360 lab fee)**

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### AUTO BODY REPAIR & REFINISHING

#### OCC-437 Auto Technician: Diesel Engine Theory & Maintenance  
3.5 CEUs  
This course prepares for ASE H2, S2 and T2 diesel engine certification exams. Learn about the construction of a diesel engine and its theory of operation. Other topics include common failures of diesel engines and how to diagnose such failures, routine maintenance, cooling and lubrication system, etc. Text required discussed first day of class. Instructor: Carlos Smith. **10 sessions, $420* (includes a $30 lab fee)**

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<td>6–9:30 p.m.</td>
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#### 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. Course based on 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)**

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#### CONTINUING EDUCATION CERTIFICATE, AUTO BODY REPAIR AND REFINISHING

Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair and Refinishing programs will teach you the fundamentals for repairing and refinishing an automobile using the tools, products and materials found in today's auto body shops and repair facilities. Whether you are looking to repair your own vehicle or enter the auto body industry as a collision repair technician, our courses will prepare you for a lifetime of knowledge and skills.

Courses focus on ASE certification content areas and are designed for both beginner and advanced students.

Prince George's Community College works in partnership with AYT Institute to offer programs in auto body repair and refinishing. The auto body course has two levels of instruction with level 2 running in spring semester only.

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### AUTO BODY REPAIR & REFINISHING

201-546-0062 or tdi@pgcc.edu

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
## COMMERCIAL DRIVER LICENSE: CLASS A & B
443-518-4172 or tdi@pgcc.edu

### LICENSING AND CERTIFICATION PREPARATION, COMMERCIAL DRIVER LICENSE: CLASS A AND B

According to the Department of Labor, employment of heavy and tractor-trailer truck drivers is projected to grow 11 percent from 2012 to 2022. As of May, 2012 the median wage for a tractor-trailer driver was $38,200.

As the economy grows, the demand for goods will increase, and more truck drivers will be needed to keep supply chains moving. Trucks transport most of the freight in the United States, so as households and businesses increase their spending, the trucking industry will grow.

Prince George’s Community College offers programs for both Class A (tractor-trailer) and class B (straight trucks, passenger and school 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:
1. A student must:
2. Be 21 years of age or older;
3. Possess a valid Non-Provisional Driver’s License from Maryland;
4. Pass a Department of Transportation (DOT) physical and drug screen; and
5. 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. Be 21 years of age or older;
3. Possess a valid Non-Provisional driver’s license from either Maryland, Virginia, or Washington, D.C.;
4. Pass a Department of Transportation (DOT) physical and drug screen; and
5. Obtain a CDL Class B Learner’s Permit from the state in which they are currently licensed.

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### CDL-315 Commercial Driver License: Learner’s Permit Preparation

This course will prepare students for the Maryland MVA, CDL Class: A or B Commercial Driver License Knowledge permit test. The seven hour course will cover the following topics, general knowledge, air brakes, transporting passengers, school bus and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 & 10 prior to start of class. Instructor: Aaron Moore. **2 sessions, $85**

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### CDL-316 Commercial Driver’s License: Class A Part 1 (Theory)

This is part one of a three part course. Students who register for this course must also register for CDL-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and 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, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. **$1432** (includes a $1289 vehicle fee.)

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

### CDL-317 Commercial Driver License: Class A Part 2 (Range & Road) 7.5 CEUs

Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). 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 exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. **$1432** (includes a $1289 vehicle fee.)

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

### CDL-318 Commercial Driver License: Class A Part 3 (Class Skills) 7.5 CEUs

Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam. **$1431** (includes a $1288 vehicle fee.)

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

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DRIVER EDUCATION
301-546-0062 or tdi@pgcc.edu

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.

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

SKB-600 Driver Education

The 36-hour Driver Education program is designed for beginning drivers seeking a Maryland Class-C driver’s license. Course includes 30 hours classroom instruction and six hours behind-the-wheel training scheduled over several appointments. Behind-the-wheel lessons start and end at PGCC. Students learn from Motor Vehicle Administration (MVA) certified instructors provided by Linnel Driving School, (LDS) an MVA Certified provider that utilizes the college as a branch location. Linnel will forward completion information and other records to the MVA as required by Maryland statute. Flexible day or evening classes. 10 sessions, $355* (includes a $288 lab fee)

FORKLIFT
301-546-0062 or tdi@pgcc.edu

OSHA FORKLIFT CERTIFICATION
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks and low lift jacks. Powered lift truck operators are required to be properly trained under OSHA Operator Training Law 1910.178(D)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components:

• Classroom instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material)
• Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)
• Operator performance evaluation.

To register, a student must be 18 years of age or older. Classes held rain or shine.

Students must be 18 years of age or older. Classes held rain or shine. Dress appropriately.

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor at the first class.

HEO-305 OSHA Forklift Operator Certification
The Occupational Safety and Health Administration (OSHA) requires that lift-truck operators be trained under specified guidelines. Students must be 18 years of age or older. This one-day class includes both classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck and practical training including hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Student will be issued an OSHA certificate and wallet card at the successful completion of the class. Lunch provided. 1 session, $120* (includes a $85 lab fee)

HEAVY EQUIPMENT
443-518-4180 or tdi@pgcc.edu

Department of Labor (DOL) – Occupational Outlook Handbook states the following:

Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, bridges, buildings, and other structures.

The median annual wage for construction equipment operators was $40,980 in May 2012.

Employment of construction equipment operators is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Spending on infrastructure should generate many new jobs for construction equipment operators. Workers who can operate multiple types of equipment should have the best job opportunities.
HEO-307 Skid Steer Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include an introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and handling. Note: A) must be 18 years or older B) students are required to wear steel toe shoes or boots. 2 sessions, $275* (includes a $200 lab fee)

HEO-308 Backhoe Operator Certification 1.2 CEUs
This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include Introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging. Note: A) must be 18 years or older B) students are required to wear steel toe shoe or boot. 2 sessions, $275* (includes a $200 lab fee)

MOTORCYCLE SAFETY AND LICENSING
301-546-0650 or tdi@pgcc.edu

MOTORCYCLE SAFETY
Note: New MVA Requirement Effective 2015
All students will be required to complete a Motorcycle Safety Foundation, On-Line eCourse as part of the licensing program. Information about the eCourse will be given on the first day of class. E-mail address required for registration in this course.

Quality Motorcycle Training for over 30 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.

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) or even Motorcycle Mechanics and 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: Students must report to all classes promptly at the stated time and must attend all sessions. 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.
All applicants under 18 years of age, and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant’s first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

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-361 Basic Rider Course (BRC)
This course is for both beginner riders 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 use 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. Instructors will evaluate and coach each rider's ability and performance. To successfully complete the course riders must complete an MVA required eCourse, and pass a riding skills and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There are no refunds after the class has started. **3 sessions**, $269* (includes a $35 lab fee)

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OCC-419 Motorcycle Alternate Basic Rider Course  0.7 CEU
A seven-hour course for students with basic riding skills who wish to earn a Class-M license and legally ride on public roads. Students may ride their own motorcycles provided they are legally transported to the training site. Vehicle must pass a safety evaluation prior to class. During range activities, instructors evaluate the student’s skills, including clutch and throttle control, safe stopping, turns, shifting, and ability to reach a speed of 25 mph. Riders who cannot demonstrate these skills will not be allowed to continue and may consider enrolling in OCC-361. To successfully complete the course, riders must pass both riding skills and knowledge tests. Those under AGE 18 must take OCC-361. 1 session, $225* (includes a $35 lab fee)

OCC-354 Basic Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The course will help the beginner 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, record keeping, basic tools, cleaning; storing and winterizing, 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*

OCC-316 Small Gas Engine  2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $290* (includes a $30 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 program. During 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 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, $150* (includes a $20 lab fee)

MAC 67
CONTINUING EDUCATION SUMMER 2016

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
TRAVEL BUSINESS & SALES
301-546-0797 or 301-546-5299

CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45-hour travel program 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

Note: some courses are held at Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt MD, 20770.

The Travel Services program is proudly supported by Greenbelt Travel Services, in business since 1974, and home to many of the graduates of this program as Independent Contractors.

The TAP (Travel Agent Proficiency) Test
The TAP test is the first step towards professional recognition. The Travel Institute and the American Society of Travel Agents (ASTA) developed this test to provide a national standard of excellence for entrants into the travel industry. When you are close to completing the 6-month PGCC Travel Services program listed above, you will be ready to begin preparation for the TAP Test. Passing the TAP test will increase your competitive edge and reduce the work experience requirement for the Travel Institute’s Certified Travel Associate (CTA) designation by six months.

For more details about preparing for the TAP test, email vicki@greenbelttravel.com.

**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, $65*

01922 T 5/17–5/24 7-10 p.m. GTSV

**BUS-362 Package Your Tours and Cruises for Profit** 0.6 CEU

Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

01923 TTh 6/28–6/30 7–10 p.m. Largo

**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, $65*

01924 TTh 6/28–6/30 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: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $65*

01921 T 5/3–5/10 7–10 p.m. GTSV

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
VETERINARY ASSISTANT
301-546-0878 or wdcehealthcare@pgcc.edu

CONTINUING EDUCATION CERTIFICATE, VETERINARY ASSISTANT
This four-month certificate program is offered in the spring and fall semesters and consists of five courses that includes 44 hours of clinical training with live animals.

Prerequisites:
- Students must be 18 years old before the start of the program
- Successfully complete the Reading Comprehension Placement Test with a score of 65 or better OR provide proof of college credits before registering for the first course.

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

- VET 315 Basic Skills Veterinary Assistant Training
- VET-300 Veterinary Assistant I: Outpatient Care
- VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant III: Patient Care and Treatment
- VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

Prince George’s Community College’s Veterinary Assistant Training Program has been reviewed 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.

VIDEOGRAPHY
301-546-0873 or itcerts@pgcc.edu

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 include successful completion of the following courses:

- Videography: Part 1
- Videography: Part 2
- Any Final Cut Pro, Motion 5 or Adobe Premiere Pro

Upon successful completion of these courses, contact the number above or e-mail to request your certificate.

VID-308 Videography: Part 1 21 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills.

2.1 CEUs

6 sessions, $270* (includes a $65 lab fee)
05412 M 7/25–8/29 6–9:30 p.m. CAT-137

VID-329 Videography: Part 2 2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki.

3.6 CEUs

12 sessions, $605* (includes a $150 lab fee)

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. 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. Basic knowledge of OS X and basic computer navigation, and editing terminology is highly recommended.

12 sessions, $605* (includes a $150 lab fee)
05355 TTh 5/24–6/30 6:30–9:30 p.m. CAT-137

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.

12 sessions, $605* (includes a $150 lab fee)
05356 TTh 7/5–8/11 6:30–9:30 p.m. CAT-137

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ELEARNING
301-546-0463 or www.pgcconline.com

WHAT IS ELEARNING@PGCC FOR CONTINUING EDUCATION STUDENTS?
The eLearning Services department at Prince George’s Community College can help you access and succeed in our online courses and programs. For more information, please visit www.pgcconline.com

WHAT ARE ONLINE COURSES?
Online courses are delivered via your computer, rather than in-person: the computer becomes the classroom! You can work more independently and set your learning hours to fit your schedule. You’ll communicate with your instructor and classmates via the Internet in password-protected online classrooms with access to course content, chat, discussion boards, and other course tools, using your own computer or device at home or work, or a computer at the college’s computer center. Are you comfortable online, and able to access a computer and the Internet? Consider online courses at Prince George’s Community College!

NOTE: most online courses are not self-paced; you will be required to complete course work during specific times.

WHAT ARE HYBRID COURSES?
Hybrid courses combine in-person classroom meetings and online instruction. Students 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 completed via the Internet. Our hybrid continuing education courses use the Blackboard delivery format. Hybrid courses are offered at both the Largo and Laurel College Center locations; see below for more information on locations.

WHY SHOULD I CONSIDER AN ONLINE COURSE?
Online courses allow you to update your skills, discover a new talent, or chart a career path at your convenience using your computer. If your schedule makes it difficult to attend face-to-face classes, or if your computer access is limited, consider enrolling in an online or hybrid course. Save the time and expense of getting to class; gain flexibility in time, location, and pace of study. Study, complete assignments, and communicate with your instructor and classmates from the convenience of your computer. All you need is an e-mail address, Internet access, and a Web browser.

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students, to help you learn how to login to your online classroom and navigate your online class. Visit www.pgcconline.com, click on “Orientation” and then on the link for the online “Continuing Education Orientation for Online and Hybrid Students.” Individual orientation sessions can be conducted by phone (you must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact us at the number or email above.

WHAT DO I NEED TO DO TO GET READY?
Use the course listings in this schedule to select the online courses you want to take. To find online courses and sections, look for the word “online” in the blue schedule information below each course. Note the:

1. Course number and title
2. 5-digit SYN number for your section
3. Delivery format code:
   • E2GO = a course offered using the ed2go delivery format
   • PTRN = a course offered using the ProTrain delivery format
   • BLBD = a course offered using the Blackboard delivery format
   • HYLAG = a hybrid course that meets at the Laurel College Center
   • HYLCC = a hybrid course that meets at the Laurel College Center

Next, check the Hardware and Software Requirements. You’ll need:

• Access to a Pentium class or Mac computer with at least 1GB of RAM
• Broadband (DSL, Cable, FiOS) (highly recommended)
• An Internet Service Provider (ISP) and your own e-mail address
• A Web browser (Firefox, Chrome, Internet Explorer, or Safari), depending on the course format
• Microsoft Word (the college’s standard for word processing software)
• Multimedia (speakers and sound card) may be required in some courses

For Blackboard classes, you can take the “Browser Test” located at http://pgcconline.blackboard.com.

For ed2go classes, go to www.ed2go.com/pgcc and click the “Help” tab and then “Compatibility” (in the “Technical Issues” section). Or for a specific ed2go course, click on the course title, and then on “Requirements”.

For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgcc.edu.

GET SET HOW DO I REGISTER?
Follow the instructions for the format of your course (ed2go, ProTrain, or Blackboard).

To Register for Online Courses That Use Ed2go:

STEP 1: SELECT A COURSE AT ED2GO:
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You’ll see a course description, 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 instructions on the inside front cover of this schedule.

*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:

10069 for Summer 2016 courses (courses beginning in May-Aug. 2016)

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, email ed2go@pgcc.edu.
### More Online Ed2go Courses: Summer 2016

**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. See descriptions of the courses, including their start dates and prices.

Here are just some of the additional online courses that may interest you. We’ve got something to interest everyone!

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and Composition</td>
<td>Photographing People With Your Digital Camera, Introduction to Camtasia Studio 8, Creating jQuery Mobile Websites With Dreamweaver</td>
</tr>
<tr>
<td>Green Training</td>
<td>Explore a Career in Medical Writing</td>
</tr>
<tr>
<td>Health Care and Medical</td>
<td>Discuss the importance of medical training and explore career opportunities in medical writing.</td>
</tr>
<tr>
<td>Language and Arts</td>
<td>Drawing for the Absolute Beginner, Introduction to Journaling, Publish and Sell Your E-Books, Writing for ESL, Conversational Japanese, Easy English 2, Instant Italian, Spanish in the Classroom</td>
</tr>
<tr>
<td>Law and Legal</td>
<td>Introduction to Criminal Law</td>
</tr>
<tr>
<td>Personal Development</td>
<td>Empowering Students With Disabilities, Marriage and Relationships: Keys to Success, Lose Weight and Keep It Off, Be Assertive!, Stocks, Bonds, and Investing: Oh, My!</td>
</tr>
</tbody>
</table>

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**To Register for Online Courses That Use ProTrain (PTRN):**

2. Select a program area and then a course. You’ll see a course description, including hours and price.
3. Call for enrollment instructions:
   - for Green and Renewable Energy courses call 301-546-8340
   - for tax preparation courses call 301-546-0120

**NOTE:** Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC, you will receive login instructions by email from ProTrain shortly before the course begins.

**To Register for Online Courses That Use Blackboard (BLBD):**

1. Register and pay, using the instructions on the inside front cover of this schedule. Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.
2. Activate your Owl Link account, which is needed for accessing your Blackboard online course.

**NOTE:** Late registration is not allowed for classes at PGCC, and no refunds are issued after the start of class.

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**GO! I'M READY TO START MY COURSE!**

On the start date of your course:

**For Ed2go:** At www.ed2go.com/pgcc, click on “My Classroom” and login to get started.

**For ProTrain:**
Login using the login information sent to you by ProTrain.

**For Blackboard:**
Login at pgcconline.blackboard.com.

**NOTE:** There is no “www” in the Blackboard address.
TEACHING AND EDUCATION
Blogging and Podcasting for Beginners
Using the Internet in the Classroom
Teaching ESL/EFL Vocabulary
Guided Reading: Strategies for the Differentiated Classroom
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Teaching Science: Grades 4-6
Differentiating K-12 Assessments
The Creative Classroom

TECHNOLOGY
Introduction to XML
Intermediate Visual Basic
Introduction to Visual Basic
Introduction to Oracle

WRITING AND PUBLISHING
How to Make Money From Your Writing

ED2GO ONLINE COURSES CAN BEGIN ANY MONTH OF THE YEAR!
Do you see an ed2go 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.

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

Transforming Lives
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
2016 Summer Youth Programs

Activities for Grades 2-8

Make summer memorable. Enroll Today!

www.pgcc.edu/go/summeryouth
301-546-0158
### Summer Youth Planner—Grades 2-8

#### SESSION I: JULY 5–JULY 15
**JULY 5–JULY 15**
**8:30–11:30 a.m.**
- Language Arts: Elementary Grades 2 Syn# 01974
- Language Arts: Elementary Grade 3 Syn# 019751
- Language Arts: Elementary Grade 4 Syn# 01976
- Language Arts: Elementary Grade 5 Syn# 01977
- Language Arts: Middle Grade 6 Syn# 01978
- Language Arts: Middle Grade 7/8 Syn# 01979

**11:30 a.m.–12:30 p.m.**
Lunch

**JULY 5–JULY 8**
**12:30–3:30 p.m.**
- Video Games: App Attack/3D Grades 2-5 Syn# 04855 (2 weeks)
- Fun with Science Grades 2-5 Syn# 04562
- American Girl Grades 2-8 Syn# 04647
- Art: Cartooning Grades 5-8 Syn# 04589
- Cosmetology Grades 5-8 Syn# 04632
- Minecraft Design /Animate Grades 5-8 Syn# 04654

**JULY 11–JULY 15**
**12:30–3:30 p.m.**
- Video Games: App Attack/3D (2 weeks) Grades 2-5 Syn# 04855
- Secret Agent: Spy Grades 2-5 Syn# 04655
- Princess Camp Grades 2-5 Syn# 04660
- Academic Survival Skills MS Grades 5-6 Syn# 04557
- Trendy Fashion Art Grades 6-8 Syn# 04556
- Minecraft Design /Animate Grades 5-8 Syn# 04654

**JULY 5–JULY 15**
**3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8 Syn# 04564

#### SESSION II: JULY 18–JULY 29
**JULY 18–JULY 29**
**8:30–11:30 a.m.**
- Math: Elementary Grade 2 Syn# 01980
- Math: Elementary Grades 3-4 Syn# 01982
- Math: Elementary Grade 5 Syn# 01983
- Math: Basic Math Grade 6/7 Syn# 01984
- Math: Pre-Algebra Grade 7/8 Syn# 01985
- Math: Basic Algebra Grade 8 Syn# 01986

**11:30 a.m.–12:30 p.m.**
Lunch

**JULY 18–22**
**12:30–3:30 p.m.**
- Minecraft Design /Animate (2 weeks) Grades 2-5 Syn# 04658
- Comic Book Heroes Grades 2-5 Syn# 04665
- Pokemon Grades 2-8 Syn# 04669
- Jewlery Grades 5-8 Syn# 04639
- Real Men Grades 5-8 Syn# 04636
- Video Game: App Attack/3D Grades 5-8 Syn# 04857

**JULY 25–JULY 29**
**12:30–3:30 p.m.**
- Minecraft Design /Animate (2 weeks) Grades 2-5 Syn# 04658
- Modeling: Project Runway Grades 2-8 Syn# 04639
- Pokemon Grades 2-8 Syn# 05174
- Fun with Science Grade 5-8 Syn# 04559
- Princess Camp Grade 5-8 Syn# 04663
- Video Games: App Attack/3D Grades 5-8 Syn# 04857

**JULY 18–JULY 29**
**3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8 Syn# 04565
Summer 2016 Youth Courses
An Educational Camp for Kids

We help your child reach their full potential and put the fun back in learning!

ASSESSMENT TESTING (LANGUAGE ARTS AND MATH)
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 camps, they are to go to: https://ple.platoweb.com using Firefox or Googlechrome.

Your Plato name will be the first letter of your first name and your full last name (ex: Jane Doe – jdoe).
PROGRESS REPORTS ARE SENT HOME EVERY FRIDAY.
   Account Log in: PGCC
   • Password: 1234

EAT LUNCH WITH US
If your child attends a full-day camp, 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! Avoid disappointment by registering your child at least two weeks before the camp start date.

REGISTRATION OPENS FEBRUARY 1, 2016, SO REGISTER EARLY!

REFUND POLICY
Refunds will be issued if students are dropped five days prior to the start of camp. No refund will be given after the camp begins. If a course is canceled due to insufficient enrollment, a refund will be automatically mailed/credited within 14 days.

Summer Youth Courses
2016 Camp Descriptions

These courses are designed for students leaving grades 2-8 during the current 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 CAMPERS FOR THE HIGHEST GRADE THEY HAVE COMPLETED.

YTH-369 Academic Survival Skills for Middle Schoolers (Grades 5 & 6)
Organization, goal setting, time management, note taking and test taking skills are the key to your academic success. This course will focus on these skills to assist you in gaining the confidence needed to improve your school performance. $90 (includes a $20 lab fee)

YTH-472 American Girls History (Grades 2 & 8)
Want to create something new and exciting for your American Girl doll? This class will show you the development and history of the American Girl dolls along with creating fun accessories that the girls and dolls can wear. $80 (includes a $20 lab fee)

YTH-314 Art: Cartooning (Grades 5-8)
Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. $80 (includes a $20 lab fee)

YTH-477 Comic Book Heroes (Grades 2-5)
Develop ideas and create a comic book. Focus on aspects of writing, drawing, plot development, character dialog and panels. $100 (includes a $30 lab fee)

YTH-322 Cosmetology (Grades 5-8)
Become familiar with the various phases of cosmetology, including, but not limited to hair styling, manicures, pedicures and facials. $90 (includes a $30 lab fee)

YTH-340 Fun with Science (Grades 2-8)
Biology is the study of life and its processes. As a Biologist in training, you will study all aspects of living things. Some of the biological science topics will include general biology, anatomy, microbiology, and forensic biology. $100 (includes a $30 lab fee)

YTH-301 Extended Day: Wind Down (Grades 2-8)
Students enrolled in full-day camps can begin and end the day by creating arts and craft projects, playing board and word games or watching a video. $100 (includes a $50 lab fee)

YTH-440 Introduction to Jewelry Design (Grades 5-8)
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 be shown 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. Toolkit and materials to complete one project will be provided. $90 (includes a $20 lab fee)

YTH-434 Language Arts Elementary (Grade 2-5)
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. $145 (includes a $50 lab fee)

YTH-443 Language Arts Middle (Grades 6-8)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $145 (includes a $50 lab fee)

YTH-432 Math Elementary (Grades 2-5)
This class will focus on relationships and computation within, geometry, measurement, statistics, probability and algebra patterns and functions. All topics are a review of concepts learned during the previous school year. $155 (includes a $50 lab fee)

YTH-448 Math: Basic Math (Grades 6-7)
This class will focus on reviewing concepts earned during the previous school year. Topics may include understanding numbers, using decimals, using fractions, percents, using geometry and working with data. $155 (includes a $50 lab fee)

YTH-449 Math: Pre-Algebra (Grades 7-8)
This class will focus on reviewing concepts learned during the previous school year. Topics may include number concepts, computation, word problems, measurement and geometry. $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. Topics may include proportion and percent, introduction to algebra, geometry, statistics and probability. $155 (includes a $55 lab fee)

YTH-474 Minecraft Designers and Animators (Grades 2-5)
in week one, learn the basics of creating 3D models, designing your own objects, creating skins for characters, and importing them into your favorite Minecraft games. In week two, learn how studios like Pixar and Disney make movies like Inside Out and Frozen using techniques like keyframing, tweening, texturing, and animating models! Student projects will be available on a website to share with friends and family. You do not need a Minecraft account to use the class software. A PC/MAC version of Minecraft is necessary to access your project at home; tablet, phone, and game console versions are not compatible. Students work in pairs or teams for most of the program. A parent’s email is required. $230 (includes a $160 lab fee)

YTH-407 Modeling: Project Runway (Grades 2-8)
Students will learn modeling tips to get them started on this fascinating career or just to look and feel good about themselves. Skin care will also be discussed. $100 (includes a $30 lab fee)

YTH-479 Pokémon Training Camp (Grades 2-8)
Whether you are new or a veteran to Pokémon cards this class is for you. Become or enhance your skills as a trainer as you move closer to becoming the Pokémon League Champion. The game encourages strategic thinking and basic math skills. $90 (includes a $20 lab fee)

YTH-349 Real Men (Grades 5-8)
Confident, motivated, establish positive relationships, achieve academically, embrace broad experiences, and have high aspirations. Let us help you discover your real men characteristics. $100 (includes a $30 lab fee)

YTH-475 Secret Agent (Grades 2-5)
Became a spy on difficult missions where you must gather secret information, make contact with other spies and pass along top-secret information. Learn the skills and techniques of the spy trade and don’t get caught. $100 (includes a $30 lab fee)

YTH-476 So You Want to Be a Princess (Grades 2-5)
A positive self-image inside and out is what makes you a princess. Polish your social skills and learn proper etiquette. We’ll learn the do’s and don’ts of good manners. Princess for a day, but a young lady always! Join us for a tea party the last day of the course (grades 2-5) for an end of camp demonstration party (Grades 6-8), $100 (includes a $30 lab fee)

YTH-465 Trendy Fashion Art (Grades 6-8)
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 camp includes duct tape art, crocheting, sewing and Jewelry designing. $90 (includes $20 lab fee)

YTH-461 Video Game-App Attack and 3D Game Design (Grades 5-8)
Step 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. Learn the basics of app design, game development, and app publishing. Student-created apps will be accessible on a private site, to play on any mobile device or computer. Parents may choose to publish apps if certain criteria are met; final decision will be discussed.

Princeton's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgccc.edu
Parental Permission/Responsibility Forms

(Please submit this form with registration form.)

Student Pick Up Form

Child’s Name

Parent’s Name

Signature

LAST

FIRST

Signature

Date

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

Name

Phone Number

Relationship to Child

Signature

Date

Child’s Name

Parent’s Name

Signature

Date

Self-Sign-Out Authorization

I allow my child

LAST NAME

FIRST NAME

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 camp 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 camps 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 301-546-0412.

Photography/Video 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 Camp. 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

CHILD’S NAME

while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

SIGNATURE OF PARENT OR GUARDIAN

DATE
# Health/Contact Information Form

(Please submit this form with registration form.)

## Contact and Emergency Information

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Date of Birth</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>MONTH</td>
</tr>
</tbody>
</table>

My child is registered for the following week(s):  
- [ ] Week 1  
- [ ] Week 2  
- [ ] Week 3  
- [ ] Week 4

<table>
<thead>
<tr>
<th>Mother/Guardian Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cell Phone</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Father/Guardian Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cell Phone</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

Name(s) of Authorized Adult(s) picking up the student:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cell Phone</td>
<td></td>
</tr>
</tbody>
</table>

In an Emergency, contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cell Phone</td>
<td></td>
</tr>
</tbody>
</table>

List anyone who specifically would NOT be authorized to pick up the child and their relationship to the child:

<table>
<thead>
<tr>
<th>Non-authorized person</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
<td>/</td>
</tr>
<tr>
<td>MONTH</td>
<td>DAY</td>
<td>YEAR</td>
</tr>
<tr>
<td>M/F</td>
<td></td>
<td></td>
</tr>
</tbody>
</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:**

   **IMMUNIZATION INFORMATION**

   For campers who reside within the United States, a United States territory, or the District of Columbia:

   State/territory in which child resides: ____________________________

   Is this child exempt from any immunizations?
   - [ ] NO
   - [ ] YES, List them ____________________________

   OR

   For campers who reside outside the United States, a United States territory, or the District of Columbia:

   Country in which child resides: ____________________________

   Attach Department form DHMH-896 (record of vaccination or immunity). All participants must be current on all immunizations, see www.edc.org (Immunization).

2. **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:**

   ____________________________________________________________

   ____________________________________________________________

3. **Is your child allergic to: (check all that apply)**

   - [ ] Insect bites
   - [ ] Nuts
   - [ ] Other (please explain) ____________________________

   This Camper is eligible to attend camp.

   **PRIMARY CARE PHYSICIAN NAME**

   SIGNATURE ____________________________

   DATE ____________________________

   **PHYSICIAN ADDRESS OR STAMP**

**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 ____________________________

**If your child requires any medications to be administered, you must complete a Medication Administration Form**

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

HOLIDAYS

Courses will not be scheduled on the following dates:

May 28–30 Memorial Day
July 4 Independence Day

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency 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.pgccc.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, please check the college’s website at www.pgccc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

In case of hazardous weather, extension center classes will be canceled 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, the Laurel College Center, Skilled 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 canceled.

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

Prince George’s Community College is a smoke and tobacco-free college and workplace. The purpose of this policy is to create a safe, clean, and healthy environment for students, faculty, staff, and visitors. Smoke and tobacco products, including e-cigarettes, are not permitted on the Largo campus or at applicable extension centers. For additional information, visit www.pgccc.edu/go/STFree.

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 related 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, 301-546-0170, 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, 301-546-0170.

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.pgccc.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
Act (FERPA) affords you, the student, rights 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 responsibilities.

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

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

**SERVICE MEMBERS OPPORTUNITY COLLEGE**

Prince George's Community College has been identified by the American Association of Community Colleges as a Servicemembers Opportunity College (SOC) providing educational assistance to active-duty service members. Call 301-546-0820 for more information.

**DRUG AND ALCOHOL PREVENTION**

The college’s Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace. The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

**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 301-546-0858 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 301-546-0838, (TTY/TDD) 301-546-0122 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
301-546-0151
Bladen Hall, Room 124
Academic advising, placement test interpretation
You must be present 30 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Admissions
301-546-7422
Bladen Hall, Room 126
Credit student applications.
You must be in the office 15 minutes before closing to process your application.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Bookstores
The PGCC Bookstores offer textbooks for rent or for purchase. Textbooks can also be purchased or rented online at www.pgccshop.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center or Laurel College Center. The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

LARGO BOOKSTORE
301-546-0912 or 301-546-0913
Largo Student Center, 1st floor
The Largo Bookstore offers textbooks for rent or purchase, and a wide selection of school supplies, electronics, collegiate merchandise, drinks, snacks and more.

Hours
Largo store hours are subject to change and may be extended at the beginning and end of each credit semester. Current store hours are posted in-store and online. Normal hours are:
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.
Sun. Closed

Disability Support Services
301-546-0838
301-546-0122 (TTY/TDD)
Bladen Hall, Room 124
Assistance for students with disabilities
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Financial Aid
301-546-0822
Bladen Hall, Room 121
You must be inside the office 30 minutes before closing.
Hours are subject to change.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

General Information/Directory Assistance
301-546-7422
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.
Sat.: 9 a.m.–1 p.m.

Help Desk (Owl Link)
301-546-0637
Bladen Hall, Room 106
Mon.–Fri.: 8 a.m.–8 p.m.
Sat.: 10 a.m.–3 p.m.

Library
301-546-0476
Accokeek Hall
Mon.–Thurs.: 8 a.m.–7 p.m.
Fri.: 8 a.m.–4:30 p.m.
Sat.-Sun.: Closed

Lost and Found
301-546-0853
Largo Student Center, Room 149
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Online Registration
owllink.pgcc.edu
Mon.–Sun.: 7 a.m.–midnight
Also available weekends and holidays.

Police (College)
301-546-0666
Bladen Hall, Sub-station
Available by phone 24 hours: 7 days a week

Records/Registration
301-546-7422
Bladen Hall, Room 126

Students Records
Transcripts and in-person registration for Continuing Education and credit and courses. You must be present 15 minutes before closing for full service.
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Student Accounting
301-546-0691
Bladen Hall, Room 120
Mon.–Fri.: 8:30 a.m.–4:30 p.m.

Testing Center
301-546-0147
Bladen Hall, Room 100
You must be in the Testing Center two hours before closing to complete placement tests.
Mon.–Thurs.: 8:30 a.m.–7 p.m.
Fri.: 8:30 a.m.–4 p.m.

Veteran Services
301-546-5282
Bladen Hall, Room 124
Certification of educational benefits
Mon.–Thurs.: 9 a.m.–7 p.m.
Fri.: 9 a.m.–5 p.m.
CAMPUS LOCATIONS AND EXTENSION CENTERS

Largo Campus
301 Largo Road
Largo, MD 20774
301-546-PGCC

Joint Base Andrews
1413 Arkansas Road
Room 111
Joint Base Andrews, MD 20762
301-546-0778 or 301-981-5949

Laurel College Center
312 Marshall Avenue
Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
For course listings, see page 102.

University Town Center
6505 Belcrest Road
Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 104.

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-8900
Fax: 301-546-0894
For course listings, see page 103.
Registration and advising are not available at this location.

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500
For course listings, see page 105.
Registration and advising are not available at this location.

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

Law Library, Upper Marlboro
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
301-546-0785
Prince George’s Community College’s degree and extension centers bring education closer to your neighborhood by offering courses at locations throughout the county.

For all other locations listed in this schedule, see page 3.
1. Kent Hall
   Administration
   Workforce Development
   and Continuing Education
   Human Resources

2. Accokeek Hall
   eLearning Services
   Library

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

4. Bladen Hall (South)
   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
   Service Learning

8. Marlboro Hall
   Career Services
   Marlboro Gallery
   Student Development Resource Center (SDRC)
   Student Support Services (TRiO)
   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 Management 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
    International Education Center
    Marvelous Market

31. Temporary 3

32. Main Soccer Field

Parking Lots  ..................
A–H
Students
Staff
Staff & Faculty only
V
Visitors only
Handicapped only
Parking Lots ..................
A–H  Students
Staff  Staff & Faculty only
V  Visitors only
  Handicapped only

Largo Campus
Class Location Abbreviations

AH  Accokeek Hall
AB  Auto Bay
BH  Bladen Hall
CAT  Center for Advanced Technology
CHS  Center for Health Studies
CE  Continuing Education Building

CH  Chesapeake Hall
KH  Kent Hall
LH  Lanham Hall
LSC  Largo Student Center
MH  Marlboro Hall
NA  Natatorium
NF  Novak Field House
QA  Queen Anne Fine Arts
TO  Temporary Building
TZ  Temporary Building
TS  Temporary Building

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

**Basic Boating & Maintenance, page 4**
- OCC-326  Maryland Boating Basics

**United States Coast Guard, page 4**
- OCC-410  Intermediate Boating Skills

**Event Planning, page 4**
- BUS-578  Creative Design for Wedding Professionals
- BUS-422  Conference Planning Management
- BUS-460  The Site Selection Process
- BUS-347  Working with Hotels
- BUS-410  Starting Your Meeting Planning Company
- BUS-371  Marketing Your Meetings and Exhibits
- BUS-467  Creating an RFP (Request for Proposal)
- BUS-307  Developing Sponsorship Opportunities
- BUS-466  Crash Course in Event Planning
- BUS-549  Not-For-Profit Fundraisers Events
- BUS-573  Intro to Social Media for Event Planners
- BUS-579  Cutting Edge Tricks & Technologies for Successful Event Businesses

**Non-Profit Management, page 7**
- VOL-313  Writing Grant Proposals

**Notary Public, page 8**
- GEN-307  Notary Public Procedures
- GEN-339  Applied Notary Practices and Procedures

**Small Business, page 9**
- BUS-418  Business Plan: Blueprint for Success
- BUS-411  Financial Aspects of Your Business
- BUS-440  Marketing Strategies for Today and Tomorrow
- BUS-386  Copyrights, Trademarks, Trade Secrets and Licensing
- BUS-531  How to Find, Select, and Finance an Affordable Franchise

**Keyboarding, page 14**
- OFC-314  Introduction to Keyboarding

**Database Design, page 17**
- DPR-706  SQL Fundamentals

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### Class Locations: Extension Centers

**Laurel College Center**

www.laurelcollegecenter.org

A Partnership of Prince George’s and Howard Community Colleges

A Maryland Regional Higher Education Center

312 Marshall Avenue
Laurel, MD 20707
1-866-228-6110 or 443-518-4162

**Office Hours**

Mon.-Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–4:30 p.m.

The Laurel College Center (LCC) is a unique joint partnership between Prince George’s Community College and Howard Community College, designed to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester, with day, evening, and weekend classes. LCC offers a wide range of services including placement testing, academic advising, registration, and billing.

**Registration for Classes at Laurel**

For registration instructions, please see the inside front cover of this schedule.

**Additional Registration Options for Laurel:**

- You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m.
- You may also use walk-in registration at PGCC Largo or at Howard Community College during their regular registration hours.

**Payment for Classes at Laurel**

For payment information, please see the back page of this schedule.

Additional payment information for Laurel: If you live in Prince George’s County, or anywhere other than Howard County, you should

- use the PGCC syn numbers for your course when you register
- submit payment to PGCC Largo or Laurel College Center

**Note:** non-Prince George’s County residents are charged an additional fee when they register through PGCC:

- An additional $5 per course for residents of other Maryland counties
- An additional $10 per course for DC or out-of-state residents

**Refund Policy for Laurel**

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

**General Information for Laurel**

**Room Locations at Laurel**

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 at Laurel**

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.

**Textbook Information for Laurel**

You can order textbooks online at www.pgccshop.com. You also may call 301-546-0912 to order textbooks. Have the syn 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 301-546-0912 for bookstore information.

**These Courses Are Offered at Laurel for the Spring 2016 Semester. To Locate the Class Description and Schedule, Please See the Index on Page 1 of This Schedule.**
Make-Up Artistry, page 32
OCU-427  Polished Daytime Makeup
OCU-436  Bridal and Special Occasion Makeup
OCU-439  Personal Makeup for Beginners

Performing Arts & Music, page 34
ART-406  Art Open Studio

English, page 39
ENR-537  Speaking with Confidence

Lifestyle, page 40
ENR-375  Develop Your Psychic Ability
ENR-572  Using Mindfulness Meditation to Increase Happiness
ENR-552  Strategic Couponing
ENR-556  Connect With Your Angels
ENR-571  Introduction Mindfulness Meditation

Nursing Assistant, page 49
HES-544  Certified Nursing Assistant: Theory

Floral, page 53
OCU-376  Advanced Floral Design

Home Interior, page 53
ENR-460  Interior Decorating Basics
ENR-523  Simplesizing Using Feng Shui

American Sign Language (ASL), page 55
COM-330  Sign Language 2

Cnvrcl Foreign Language, page 56
LGE-370  Introduction to Spanish: Part 1

Comml Driver Lic: Class A & B, page 63
CDL-315  Commercial Driver License: Learner’s Permit Preparation

SKILLED TRADES CENTER
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-8900

Launched in January 2007, Prince George’s Community College’s Skilled Trades Center 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 SKILL TRADES
Building Engineer, page 26
OCU-404  Building Maintenance Engineer: Level 1
OCU-402  Building Maintenance Engineer: Level 2

Core Skills, page 26
OCU-408  CORE: Introductory Craft Skills: Part 1
OCU-416  CORE: Introductory Craft Skills: Part 2

HVAC, page 28
HVC-331  HVAC/R Level 1: Part 2
HVC-362  HVAC/R Level 3, Part 3

Residential Maintenance, page 29
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 125
Hyattsville, MD 20782
301-546-8000

Office Hours
Mon.–Thurs.  8:30 a.m.–8 p.m.
Fri.    8:30 a.m.–2 p.m.

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

Positioning Market Business, page 12
CED-305  Selling Made Simple
CED-306  Sustainable Sales Techniques

MS-Office, page 15
DPR-790  Introduction to Microsoft Word 2013: Level 1
DPR-782  Introduction to Microsoft Excel 2013: Level 1
DPR-787  Introduction to PowerPoint 2013
DPR-784  Advanced PowerPoint 2013

Fine Arts Creativity, page 33
ART-384  Mindful Mandala Drawing
ART-376  Zen Drawing for Relaxation
ART-385  Hand Lettering With an Artful Flair

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Childhood Education, page 35
DCR-303  Child Growth and Development: 45 Hours
DCR-531  Pre-School Curriculum/Activities: 45 Hours

First Aid & CPR, page 44
HES-659  Spanish Heartsaver First Aid CPR AED
HES-660  Spanish Heartsaver First Aid
HES-344  CPR for Health Professionals
HES-350  CPR Renewal

Nursing Assistant, page 49
HES-544  Certified Nursing Assistant: Theory
HES-417  Certified Nursing Assistant: Clinical

WESTPHALIA TRAINING CENTER
9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500

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

Prince George’s Community College’s Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George’s Community College and Mid-Atlantic Carpenters Training Centers.

CED Business, page 12
CED-304  Your Role in the Green Environment

Electricity & Adv. Electrical, page 27
ELC-347  Electrical Level 3, Part 2

HVAC, page 28
HVC-367  HVAC/R Level 4, Part 3
KEY-399  Locksmithing: Background Screening
KEY-300  Locksmithing 101
KEY-301  Locksmithing 102
KEY-305  Locksmithing 201
KEY-304  Locksmithing 202

Welding, page 29
OCU-450  Welding Fundamentals Level 1: Part 1
OCU-451  Welding Fundamentals Level 1: Part 2

Professional Braiding, page 31
OCU-431  Professional Braiding: Level 2
OCU-432  Professional Braiding: Level 3
OCU-433  Professional Braiding: Level 4

Auto Technology, page 61
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 & Maintenance

Forklift, page 64
HEO-305  OSHA Forklift Operator Certification

Heavy Equipment, page 64
HEO-307  Skid Steer Operator Certification
HEO-308  Backhoe Operator Certification

Motorcycle Mechanics, page 67
OCC-376  Motorcycle Mechanics & Repair

OCC-376  Motorcycle Mechanics & Repair
<table>
<thead>
<tr>
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<th>ADDITIONAL CLASS LOCATIONS</th>
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| 1. ABAR—Authentic Bartending School | 5124 B Baltimore Avenue  
Hyattsville, MD 20781 |
| 2. AYTI—AYT Institut | 5700 Kirby Road  
Clinton, MD 20735 |
| 3. AYT3—AYT Auto Clinic | 15005 Marlboro Pike  
Upper Marlboro MD 20772 |
| 4. BLHS—Bladensburg High School | 4200 57th Ave.  
Bladensburg, MD 20710 |
| 5. CHCF—Cherry Hill Composting Facility | 9330 Cherry Hill Road  
College Park, MD 20740 |
| 6. CRHS—Crossland High School | 6901 Temple Hills Road  
Temple Hills, MD 20748 |
| 7. ECOF—City Farm | 4913 Crittenden Street  
Edmonston, MD 20781 |
| 8. FTWM—Fort Washington Marina | 13600 King Charles Terrace  
Ft. Washington, MD 20744 |
| 9. GTSV—Greenbelt Travel Services | 6411 Ivy Lane  
Greenbelt, MD 20770 |
| 10. JHES—John Eager Howard Elementary School | 4400 Shell Street  
Capital Heights, MD 20743 |
| 11. LCC—Laurel College Center | 312 Marshall Avenue  
Laurel, MD 20707 |
| 12. LDS—Linnel Driving School | 1811 Bright Seat Road  
Landover, MD 20785 |
| 13. Northwestern High School | 7000 Adelphi Road  
Hyattsville, MD 20782 |
| 14. QBL1—Q-Ball | 7945 Central Avenue  
Capital Heights, MD 20743 |
| 15. SHS—Suitland High School | 5200 Silver Hill Road  
District Heights, MD 20747 |
| 16. STC—Skilled Trades Center | (evenings only)  
6400 Old Branch Avenue  
Camp Springs, MD 20748 |
| 17. UMD—School of Public Health | Building 255  
College Park, MD 20742 |
| 18. UPHI—U-Photo | 5005 Garrett Avenue  
Beltsville, MD 20705 |
| 19. UTC—University Town Center | 6505 Belcrest Road  
Hyattsville, MD 20782 |
| 20. WTC—Westphalia Training Center | 9109 Westphalia Road  
Upper Marlboro, MD 20774 |

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
Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not registration fees and special instructional fees.

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

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption.

For more information, contact the Office of Admissions and Records, 301-546-7422.

Maryland Disabled Persons
Any Maryland resident who is out of the workforce because of a permanent disability may be eligible for a waiver of tuition, but not fees, for continuing education instruction designed to lead to employment, including life skills instruction.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption.

For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard courses, upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens and Maryland Disabled Persons will be charged a $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

Spring Jan. 1–Apr. 30
Summer May 1–Aug. 21
Fall Aug. 27–Dec. 31

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

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee per term.

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

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

DROPPING A COURSE/REFUNDS

Individuals who withdraw from a course up until the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

If you choose to drop a course after the refund period, it must be done in person at the Office of Admissions and Records or by phone with the program coordinator of the course you are dropping. Call 301-546-0159 to contact your program coordinator. Courses cannot be dropped after the refund period on Owl Link.

Please call 301-546-0688 with any questions regarding a refund.
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.

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 and Hobbies

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

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.
Advancing Local, Small and Minority Business Enterprises

A catalyst for the County’s growing economy, the Center for Entrepreneurial Development (CED) prepares local entrepreneurs to take full advantage of business opportunities in Prince George’s County and throughout the Washington Metropolitan region.

Take your business to the next level.

301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center

6505 Belcrest Road • Hyattsville, Maryland • 20782
Workforce Development and Continuing Education
Continuing Education Student Registration

Send check to:
Cashier’s Office
Prince George’s Community College
301 Largo Road, Largo, MD 20774

PLEASE PRINT CLEARLY

Student ID (if known) __________ __________ __________ __________ Date __/__/__

Semester
Year: __________ Fall ☐ Winter ☐ Spring ☐ Summer ☐

Name
Last: __________________________ First: __________________________ Middle Init.: 

Address
Zip: __________ Number & Street: __________________________

Telephone
Home: __________ __________ __________ Cell: __________ __________ __________ Work: __________ __________ __________

Date of Birth (required) __/__/__

Ethnicity/Gender
☐ Native American ☐ Black/African American ☐ White ☐ Multiple ☐ Male
☐ Asian ☐ Hispanic ☐ Pacific Islander ☐ Other ☐ Female

Status
If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

Course Synonym # Start Date Course Name Tuition
(Letter) (Number) (Section) (mm) (dd)
- / $ - / $ - / $ - / $ - / $ - / $

Subtotal $ __________

Fees
Select only one, if it applies to you
☐ Out of county Maryland residents add $5.00 per course unless your course specifies that it is “Tuition Free” $ __________
☐ Out of state residents add $10.00 per course unless your course specifies that it is “Tuition Free” $ __________

Total $ __________

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 __________________________

E-mail __________________________ Date __________________________

Office Use Only
Date __________________________
Processed by __________________________

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PLEASE PRINT CLEARLY
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 HDTV favorites.

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

REGISTER NOW!
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301-546-PGCC (7422) • PGCC.edu

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Dance FOR JOY
BECOME a VIDEO PRO
Fix-up YOUR HOUSE

TAKE A CLASS AND MAKE THIS THE SUMMER TO REMEMBER!