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.

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
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
HOW TO USE THIS SCHEDULE

Area of study or career field

Program of study or specialization within a career field

Description of this program, including information on certificate or licensing options

Prerequisites: requirements before you take this course

Course number and course title

Course description

Number of sessions, costs and fees

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.

HEALTH CARE SUPPORT

PHLEBOTOMY TECHNICIAN

301-546-0878 or 301-546-0796

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, obtain a score of 65 or higher on the reading comprehension placement test have a CPR for Healthcare 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

Continuing Education Units offered

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. Text required at first class. 26 sessions, $880* (includes a $160 lab fee)

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.–8 p.m., or Friday 8:30 a.m.–5 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.
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, $150* (includes a $75 lab fee)

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, $150* (includes a $75 lab fee)

OFC-341 Accounting for Managers: Part 1 1.5 CEUs

An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.

5 sessions, $160*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### OFC-342 Accounting for Managers: Part 2 1.5 CEUs

An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports. This course will provide an understanding of what accounting information is, why it is important, and how economic decision-makers can use it. Topics include income statement, owner’s equity, economic measurement, reality depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Textbook required.

**5 sessions, $160***

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### OFC-343 Accounting for Managers: Part 3 1.5 CEUs

The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports. Topics include the cash flow statement, generally accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Textbook required.

**5 sessions, $160***

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### OFC-328 Payroll Accounting 1.5 CEUs

This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. Textbook required.

**6 sessions, $195***

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### OFC-344 QuickBooks: Part 2 1.5 CEUs

Students will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take QuickBooks: Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required.

**5 sessions, $190***

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### OFC-345 QuickBooks: Part 3 1.5 CEUs

Students will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required using the QuickBooks application. Students must take QuickBooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Textbook required.

**5 sessions, $190***

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### OFC-326 Introduction to QuickBooks: Part 1 1.5 CEUs

Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions, as well as, how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or QuickBooks: Part 2. Prerequisites: OFC-361 or OFC-341 or accounting experience. Students must have a basic understanding of key accounting and bookkeeping terms. Meets concurrently with credit course ACC-1070. Textbook required.

**5 sessions, $190***

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### OFC-545 Introduction to Quickbooks Online 2.4 CEUs

Learn how to manage the financial aspects of your small business quickly and efficiently using Quickbooks Online. Gain hands-on experience as you learn all the ways this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you’re new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

**12 sessions, $150*** (includes a $75 lab fee)

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### DPR-818 Introduction to Quickbooks 2015 2.4 CEUs

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to mid sized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you’re new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

**12 sessions, $150*** (includes a $75 lab fee)

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### DPR-834 Introduction to Quickbooks 2016 2.4 CEUs

This course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2016. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.

**12 sessions, $160*** (includes a $75 lab fee)

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DPR-848 Introduction to Quickbooks 2017 2.4 CEUs
This continuing education course is designed for individuals pursuing entry-level career training in bookkeeping and provides instruction on the basics of QuickBooks 2017. Topics include inputting business, customer and vendor information, managing checking and savings information, reconciling bank accounts, accounts payable, reports, customer invoicing, and tracking inventory and estimates.
12 sessions, $160* (includes a $75 lab fee)

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AGR-302 Intensive Introduction to Urban Commercial Agriculture 2.2 CEUs
In this intensive course, you will be taught strategies for planning and designing an ecologically-sound urban farm, based on your needs, goals, and resources. Starting with the basic principles of sustainable farming, this course will touch on crop and soil science, composting, resource management and farm business planning. Also, you will be taught food safety regulations and strategies needed to know to prepare produce for sale.
9 sessions, $583* (includes a $466 lab fee)

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AQUATICS
SWIM LESSONS
301-546-0979 or learntoswim@pgcc.edu

SWIMMING
Program Information
Our swim lesson program is operated as part of an agreement between Prince George's Community College and the Maryland-National Capital Park and Planning Commission (M-NCPPC). Together we hope to provide you with a wonderful American Red Cross swim lesson program.

Classes meet once a week for 8 weeks or twice a week for 4 weeks; the cost is $60 (plus registration fee). Our levels are:

**Children 6–36 months:**
- SWM-300  Bubblers

**Children 3–5 years:**
- SWM-301  Bobbers
- SWM-302  Floaters
- SWM-303  Strokers

**Children 6–13 years:**
- SWM-304  Youth Level 1: Introduction to Water Skills
- SWM-305  Youth Level 2: Fundamental Aquatic Skills
- SWM-306  Youth Level 3: Stroke Development
- SWM-307  Youth Level 4: Stroke Improvement
- SWM-308  Youth Level 5: Stroke Refinement
- SWM-313  Youth Level 6: Swimming and Skill Proficiency

**Adults (ages 14 and above):**
- SWM-309  Adult Beginner
- SWM-310  Adult Intermediate
- SWM-311  Adult Advanced

Program requirements
Participants must register for a class at their age and skill level. Individuals will not be allowed to participate in inappropriately-registered classes, nor will any refunds be issued or transfers made.

For schedules and class descriptions, and to register:
Please visit www.pgcc.edu/go/swim, or see our contact information above. Flyers are also available at the Robert I. Bickford Natatorium on the PGCC Largo campus.

Agriculture
301-546-8233 or ced@pgcc.edu

PGCC CERTIFICATE URBAN AGRICULTURE
Program Information
In this intensive course, you will be taught strategies for planning and designing an ecologically sound urban farm, based on your needs, goals, and resources. Starting with the basic principles of sustainable farming, this course will touch on crop and soil science, composting, resource management and farm business planning. In addition, you will be taught food safety regulations and strategies needed to prepare produce for sale.

Coursework
Students who successfully complete AGR-302 will be eligible to receive the certificate.

For more information
Please see our contact information above. To learn more about or apply for the year-long program, contact ECO City Farms at info@ecocityfarms.org or 301-288-1125.
SWM-300 Bobbers 1/2
(Ages 3-6 Months)
Bobbers 1 and 2 will be taught as a combined class based on students’ skill levels. Level 1 - This level familiarizes parent/guardian and child with the water and teaches swimming readiness skills including: becoming comfortable in water, support techniques and beginning breath control. This course will discuss safety information and techniques parents can use to orient their children to the water. One parent/guardian, in appropriate swimming attire, must participate in the water with their child during each lesson. Level 2 - At this level parent/guardian and child will continue to work on basic skills including: water adjustment, support techniques and breath control. Skills such as floating and kicking on front and back are explored. One parent/guardian, in appropriate swimming attire, must participate in the water with their child during each lesson. This course may be repeated until the child is old enough for Bobbers. 8 sessions, $60

SWM-301 Bobbers (ages 3 to 5 Yrs.)
This level familiarizes children to the aquatic environment and helps them acquire basic aquatic skills including as water entry and exit; breath control; submerging; floating/gliding on their front and back; and treading in chest-deep water. Arm and leg actions are also introduced at this level. Participants begin to develop positive attitudes and safe practices around water. Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

SWM-302 Floaters (ages 3 to 5 Yrs.)
This level builds on basic swimming skills learned in the Bobbers series including breath control; submerging; swimming using combined arm and leg actions on their front and back; and treading in shoulder-deep water. Note: Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

SWM-303 Strokers 1/2 (ages 3 to 5 Yrs.)
Strokers 1 and 2 will be taught as a combined class based on students’ skill levels. Level 1 - This course builds on the skills learned in Floaters, with a greater emphasis on swimming on the front & back without assistance and for longer distances. Treading in shoulder-deep water for longer periods of time will also be explored. Level 2 - This level focuses on stroke development including front crawl and elementary backstroke. Students will be introduced to the scissors and dolphin kicks and build on the fundamentals of treading water. Diving skills may also be introduced. Due to the number of skills taught in this course, participants must need to repeat this level. This course may be repeated until the child is old enough for Youth classes. 8 sessions, $60

SWM-304 Youth 1: Introduction to Water Skills (ages 6 to 13 Yrs.)
This level will help orient students to the aquatic environment and help them gain basic skills. Topic include: water entry and exit; breath control; submerging; floating/gliding on their front and back; and treading in chest-deep water. Arm and leg actions are also introduced at this level. Participants begin to develop positive attitudes and safe practices around water. Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

SWM-305 Youth 2: Fundamental Aquatic Skills (ages 6 to 13 Yrs.)
This level builds on fundamental aquatic skills learned in SWM-304. Topics include: breath control; submerging; floating/gliding on their front and back; swimming using combined arm and leg actions on their front and back; and treading in shoulder-deep water. Due to the number of skills taught in this course, participants must need to repeat this level. 8 sessions, $60
SWM-306 Youth 3: Stroke Development (ages 6 to 13 Yrs.)
This level builds on fundamental aquatic skills learned in SWM-305. This level focuses on stroke development, including the front crawl and elementary backstroke. Students will be introduced to the breaststroke; scissor; dolphin kicks; build on the fundamentals of treading water in deep water, and achieve basic water competency in a pool environment. Diving skills may also be introduced in this level. **Note:** Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

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<tr>
<td>27549</td>
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<td>27550</td>
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<td>27996</td>
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<td>3/25-5/13</td>
<td>1:30-2:10 p.m.</td>
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</table>

SWM-307 Youth 4: Stroke Improvement (Ages 6 to 13 yrs.)
This level focuses on improving students' proficiency in performing the following swimming strokes: front crawl, breaststroke, butterfly, back crawl, and sidestroke. Participants may also work on diving skills. **Note:** Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

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<tr>
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<td>MW</td>
<td>4/23-5/16</td>
<td>7:45-8:25 p.m.</td>
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SWM-308 Youth 5: Stroke Refinement (ages 6 to 13 Yrs.)
This level builds on fundamental aquatic skills learned in SWM-307. This level focuses on stroke refinement for all six strokes: front crawl, breaststroke, butterfly, back crawl, elementary backstroke and sidestroke. Participants will work on surface dives, flip turns, and may work on diving skills. **Note:** Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

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</table>

SWM-309 Adult Beginner (14 & Over)
This level will help orient students to the aquatic environment and help them gain basic aquatic skills. Topics include: water entry and exit; breath control; submerging; floating/gliming on their front and back; and treading in chest-deep water. Students must be comfortable in chest-deep water, able to submerge face in the water and perform front crawl for 15 yards. This level builds on fundamental aquatic skills and swimming strokes including: water entry and exit; breath control; submerging; floating/gliming on their front and back; and treading in chest-deep water. **Note:** Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

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</table>

SWM-310 Adult 2: Intermediate (14 and Over)
This level builds on fundamental aquatic skills learned in SWM-309 or participants must be comfortable in chest-deep water, able to submerge face in the water and perform front crawl for 15 yards. This level builds on fundamental aquatic skills and swimming strokes including: water entry and exit; breath control; submerging; floating/gliming on their front and back; and treading in chest-deep water. Participants will introduce the front crawl, breaststroke and back crawl. Participants will be taught the skills and concepts needed to stay safe in and around water to help themselves or others in an aquatic emergency. **Note:** Due to the number of skills taught in this course, participants may need to repeat this level. **8 sessions, $60**

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<td>4/23-5/16</td>
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</table>
SWM-311 Adult 3: Advance (Age 14 and Over)
This level builds on fundamental aquatic skills learned in 310 or participants must be comfortable in deep water, able to put face in the water, perform strokes that can be recognized as a front crawl, breaststroke, and elementary backstroke, each for 15 yards. This level will help students refine the front crawl; back crawl; breaststroke; strokes; turns; and build endurance. Butterfly and flip turns are introduced at this level. Participants will be taught skills and concepts needed to stay safe in and around water to help themselves or others in an aquatic emergency. Note: Due to the number of skills taught in this course, participants may need to repeat this level. 8 sessions, $60

30272 MW 1/17-2/12 7:45-8:25 p.m. NAT
27890 T 3/27-5/15 7:45-8:25 p.m. NAT

WATER AEROBICS
301-546-0979 or learntoswim@pgcc.edu

WATER AEROBICS
Program Information
We offer three types of water aerobics classes. Shallow water aerobics provides resistance training designed to improve range of motion, energy, flexibility, strength, and cardiovascular endurance. Shallow water aerobics are held in the movable floor area. No swimming experience required. Deep water aerobics is a zero joint impact class. Exercises are performed with flotation equipment. The focus is on core strength, balance, cardio intensity and full range of motion. No swimming experience required. Power deep water walking is an intense workout incorporating strength, toning and cardiovascular movements while pushing through deep water.

Coursework
Weekday and Saturday schedules are available. Please see our course descriptions and schedules below.

For more information
Please visit www.pgcc.edu/go/water-aerobics, or see our contact information above. Schedule flyers are available at the Robert I. Bickford Natatorium on the PGCC Largo campus.

SWM-316 Water Aerobics
General conditioning through a variety of movements in chest/to shoulder deep water. 8 sessions, $80

27569 TTh 1/9-2/1 7-7:45 p.m. NAT
27567 TTh 1/9-2/1 6-6:45 p.m. NAT
27565 TTh 1/9-2/1 8:30-9:15 a.m. NAT
27564 S 1/15-3/3 9:10-9:55 a.m. NAT
27570 TTh 2/13-3/8 7-7:45 p.m. NAT
27568 TTh 2/13-3/8 6-6:45 p.m. NAT
27566 TTh 2/13-3/8 8:30-9:15 a.m. NAT
27567 TTh 3/20-4/12 7-7:45 p.m. NAT
27566 TTh 3/20-4/12 6-6:45 p.m. NAT
27565 TTh 3/20-4/12 8:30-9:15 a.m. NAT
27564 S 3/24-5/12 9:10-9:55 a.m. NAT
27570 TTh 4/24-5/17 7-7:45 p.m. NAT
27568 TTh 4/24-5/17 6-6:45 p.m. NAT
27566 TTh 4/24-5/17 8:30-9:15 a.m. NAT

SWM-317 Deep Water Aerobics
No-impact exercise conducted in 13 feet of water. Flotation devices provided. Non-swimmers who are not fearful of deep water are welcome 7 sessions, $49

27572 MW 2/12-3/7 6:30-7:15 p.m. NAT
27573 TTh 1/9-2/1 10:30-11:15 a.m. NAT
27575 TTh 2/13-3/8 10:30-11:15 a.m. NAT
27861 TTh 3/20-4/12 10:30-11:15 a.m. NAT
27862 TTh 4/24-5/17 10:30-11:15 a.m. NAT

SWM-317 Deep Water Aerobics
No-impact exercise conducted in 13 feet of water. Flotation devices provided. Non-swimmers who are not fearful of deep water are welcome 8 sessions, $56

27573 TTh 1/9-2/1 9:30-10:15 a.m. NAT
27575 S 1/13-3/3 10-10:45 a.m. NAT
27574 TTh 2/13-3/8 9:30-10:15 a.m. NAT
27871 TTh 3/20-4/12 10-10:45 a.m. NAT
27871 S 3/24-5/12 10-10:45 a.m. NAT
27875 MW 4/25-5/16 6:30-7:15 p.m. NAT
27873 TTh 4/24-5/17 9:30-10:15 a.m. NAT

SWM-321 Power Water Walking Aerobics
Intense workout incorporating strength, toning and cardiovascular movements while pushing through the water. 8 sessions, $56

27576 TTh 1/9-2/1 10:30-11:15 a.m. NAT
27577 TTh 2/13-3/8 10:30-11:15 a.m. NAT
27861 TTh 3/20-4/12 10:30-11:15 a.m. NAT
27862 TTh 4/24-5/17 10:30-11:15 a.m. NAT
NATIONAL CERTIFICATION
LIFEGUARD TRAINING

Program Information
Learn how to effectively prevent and respond to water emergencies with American Red Cross lifeguard training. Our courses are designed to arm you with the skills and knowledge to prepare you for a variety of scenarios in and around the water. Learn how quick response times and effective preparation are vital to being a lifeguard; build an understanding of the crucial elements in helping to prevent drownings and injuries.

Program Requirements
Participants must be 15 years of age on or before the last scheduled session of the course, and must be able to successfully complete a prerequisite skills evaluation, including:

• Swim 300 yards, continuously demonstrating breath control and rhythmic breathing. Candidates may swim using the front crawl, breaststroke or a combination of both, but swimming on the back or side is not allowed. Swim goggles may be used.
• Tread water for 2 minutes, using only the legs.
• Complete a timed event within 1 minute and 40 seconds:
  - Starting in the water, swim 20 yards
  - Surface dive to a depth of 7-10 feet to retrieve a 10 pound object
  - Return to the surface and swim 20 yards on the back to return to the starting point with both hands holding the object and keeping the face at or near the surface in order to breathe
  - Exit the water without using a ladder or steps

Students who successfully complete the course will be eligible to receive an American Red Cross Lifeguarding certificate valid for 2 years. To successfully complete, participants must:

• Attend the entire course and participate in all class sessions
• Actively participate in all course activities, including assuming various roles during scenarios
• Demonstrate competency in all required skills
• Pass the final skills scenarios
• Successfully pass final written exams with a minimum grade of 80%

For more information
Please see our contact information above.

ART
CREATIVE WRITING
richejl@pgcc.edu

SKB-491 The Art of Playwriting
If you have a passion for the stage, start here! A professional playwright will guide you through dramatic writing and improvisational theater techniques by examining a range of modern authors. Short writing assignments will help you overcome writer’s block while developing intensity in characters, setting and plot. In-class readings and critiques will help you deepen your impact by creative use of sound, rhythm, dialogue and imagery — resulting in a polished 10 minute play.

8 sessions, $120

SKB-300 Introduction to Screenwriting
2.4 CEUs
There has never been a better time to start a career as a screenwriter. This course will teach you everything you need to know to create a script that can sell. You will start with the fundamentals of stories, why audiences need them, what they expect from them, and what kinds of stories work time after time. You will develop an idea, how to develop it into a story, and how to structure it into a screenplay and create characters audiences will believe. You will discover the secrets of constructing scenes that audiences will not be able to stop watching and how to make every moment of your screenplay count. When you finish the course, you will be ready to start writing your own script, and know how to sell it when it’s done! Additional start dates are available. E-mail richejl@pgcc.edu.

12 sessions, $150* (includes a $75 lab fee)

SKB-492 Write Fiction Like a Pro
2.4 CEUs
What’s the single biggest difference between professional authors and novices? Professionals know how to structure novels and stories for maximum dramatic effect. This course helps you develop the same story structuring skills the pros use. You will understand how your passion, theme, premise, and characters help you create the structure of your story, and discover how viewpoint, dialogue, pacing, and other techniques are used to build scenes and move your story from beginning to end. Note: Starts every month upon request. Contact the e-mail above.

12 sessions, $150* (includes a $75 lab fee)
SKB-403 Travel Writing 2.4 CEUs
For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who wants to write on travel, this class will show you how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles, books and novels. See some of the writing styles and methods used to sell material in today's competitive market, including lead paragraphs, descriptive passages and the uses of interviews, quotes; and facts. Note: Starts every month upon request. Contact e-mail above. 12 sessions, $150* (includes a $75 lab fee)

SKB-463 Writerific: Creativity Training for Writers 2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $150* (includes a $75 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. Note: Starts every month upon request. Contact e-mail above. 12 sessions, $150* (includes a $75 lab fee)

SKB-409 Advanced Fiction Writing 2.4 CEUs
Do you have a story idea or manuscript you’d like to prepare for publication? Or are you a published author who wants to polish your writing skills? In this course, you’ll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense, and even how to get published. 12 sessions, $150* (includes a $75 lab fee)

ART-345 Drawing for the Absolute Beginner 2.4 CEUs
Are you interested in drawing, but don't know how to get started? Is a studio class too intimidating without having proven your talent? This introduction to art and illustration will give you a creative foundation while you learn about the many tools available to artists — paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. Get in touch with your creative right brain. Note: Starts every month upon request. Contact e-mail above. 12 sessions, $150* (includes a $75 lab fee)

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
ART-402 Paper Frenzy
Spend a day just making papers for collage and other art projects. Leave with a glorious collection of one-of-a-kind papers using acrylic paint, ink, stamps and other materials. Using art tissue, watercolor and other types of papers, you will create a supply of material composed of various weights, textures and patterns. New techniques to explore and great preparation for Painting and Collage offered later in the month. Instructor Sharon Robinson brings professional experience, knowledge and enthusiasm to this course. 2 sessions, $69 (includes a $50 lab fee)
27709  S  3/24-3/31  10 a.m.-1 p.m.  LCC-205

MUS-349 Voice for All, One-on-One Introduction
Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. One time, 90 minute, one-on-one, video-chat class! Learn more at www.voicesforall.com. 1 session, $49 (includes a $29.40 fee)
29174  MTWThF  1/3-4/30  online  SKYP

MUS-350 Voices for All, One-on-One Techniques
This add-on class, following the “One-on-One” Introduction, includes a second session of 60 minutes of directed script reading and coaching, tailored to you! Explore different types of voiceover scripts to determine where your interests lie and what best suits your vocal strengths. Afterwards, you’ll receive a professional voice evaluation. This special offer lets you take both courses for a combined price — saving you more than 45% off the cost of enrolling in each class individually! (In other words, the Techniques class is FREE!) Learn more at www.voicesforall.com. 1 session, $79 (includes a $47.40 fee)
29176  MTWThF  1/3-4/30  online  BLBD

MUS-351 Voice for All, One-on-One Combo Offer
This class begins with the “One-on-One” Introduction and includes a second session of 60 minutes of directed script reading and coaching, tailored to you! Explore different types of voiceover scripts to determine where your interests lie and what best suits your vocal strengths. Afterwards, you’ll receive a professional voice evaluation. This special offer lets you take both courses for a combined price — saving you more than 45% off the cost of enrolling in each class individually! (In other words, the Techniques class is FREE!) Learn more at www.voicesforall.com. 1 session, $79 (includes a $47.40 fee)
29179  MTWThF  1/3-4/30  online  BLBD

MUS-352 Breaking Into The Music Business 0.6 CEU
With today's rocket growth of streaming and online music sharing, this is not your father's music business anymore! As the creative aspects of music change, grow and encompass new sound, video, and distribution technologies; you must know your rights and protect your entitlements as an artist. This course covers the seven essential aspects of music administration: creative structure, copyright laws, publishing industry sources, performance rights, songwriter agreements, and contract standards. Successful student testimonial online! 2 sessions, $55
30714  W  2/21-2/28  6:30-9:30 p.m.  Largo
28631  W  4/4-4/11  6:30-9:30 p.m.  Largo

MUS-354 Sing Heartily: A Choral Ensemble
Group singing, unison, parts, and musical literacy are the passions of professional soprano and guest soloist, Nancy Almquist. Voice faculty at Washington Conservatory of Music, she is an experienced song-leader and loves to encourage singing from the heart. The class will also explore vocal health, the speaking voice and singing as an integral part of life. Music selections will be based on the group’s skill levels and musical experiences, while stimulating skill development and exploration. 8 sessions, $89
30712  M  1/22-3/26  7-9:30 p.m.  Largo
30713  M  4/2-5/21  7-9:30 p.m.  Largo

COM-347 Voice-Overs: Now is Your Time
Now YOU could actually use your speaking voice for commercials, films, videos and more! You’ll be taught a unique way to cash in on one of the most lucrative careers out there! This is a business you can handle on your own time, with practically no overhead! Companies are looking for new voices like never before. This exciting, fun class could be the game changer you’ve been looking for! Instructor Dan Levine has won many awards for commercial productions, including a national Clio Award and several local ADDY Awards and nominations. 1 session, $59 (includes a $40 lab fee)
27708  S  4/14-4/14  10 a.m.-12 p.m.  LCC-205

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

**PGCC CERTIFICATE**

**AUTOMOTIVE TECHNOLOGY**

**Program Information**

Drive your career to new heights! Our 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.

**Coursework**

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. Students are eligible to receive a certificate at the successful completion of each course. Courses include:

- **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 (Spring only)
- **OCC-423** Auto Technician: Automatic/Manual Transmission and Transaxle (Summer only)
- **OCC-424** Auto Technician: Steering and Suspension (Fall only)
- **OCC-437** Auto Technician: Diesel Engine Theory and Maintenance

**Program requirements**

To register for this program, participants must be 16 years of age or older.

**For more information**

Please see our contact information above.

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## OCC-301 Auto Technician: Basic Theory

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<td>3.5 CEUs</td>
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A hands-on study of the construction, operation and function of all major automotive units. Topics include engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook required (discussed on the first day of class). Instructor: Toyd Green.

**12 sessions, $560* (includes a $60 lab fee)**

**OCC-324 Auto Technician: Brake Systems**

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<tr>
<td>2.1 CEUs</td>
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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. Textbook required (discussed on first day of class).

**6 sessions, $300* (includes a $30 lab fee)**

**OCC-336 Auto Technician: Engine Performance**

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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).

**5 sessions, $250* (includes a $30 lab fee)**

**OCC-400 Auto Technician: Electrical Systems**

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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, $250* (includes a $30 lab fee)**

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

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>3.2 CEUs</td>
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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 data. 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)**

**OCC-437 Auto Technician: Diesel Engine Theory & Maintenance**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CEUs</th>
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<tr>
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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 systems, etc. Textbook required (discussed first day of class).

**10 sessions, $490* (includes a $60 lab fee)**

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Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● [www.pgcc.edu](http://www.pgcc.edu)
**SMALL GAS ENGINES**
301-546-0062 or tdi@pgcc.edu

**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, $340* (includes a $40 lab fee)

**BRAIDING/MAKEUP**
301-546-0120 or barinodm1@pgcc.edu

**PGCC CERTIFICATE PROFESSIONAL BRAIDING**

**Program Information**
Hair braiding is still a fairly new field, and has experienced tremendous growth since becoming more mainstream. As a result, the demand for hair braiders is expected to grow. As the United States becomes increasingly culturally diverse, the need for experienced professionals in this field may continue to increase. This program will teach you everything from infection control to weaving.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate:
- OCU-430 Professional Braiding, Level I
- OCU-431 Professional Braiding, Level II
- OCU-432 Professional Braiding, Level III
- OCU-433 Professional Braiding, Level IV

**Certification**
There is currently no license required to become a braider in Maryland. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

**Program Requirements**
To register for this program, participants must have completed OCU-435 Hair Braiding Techniques for Home Practice, or have a strong knowledge of the techniques of cornrowing, plaiting and braiding.

For more information
Please see our contact information above.

**OCU-433 Professional Braiding: Level 4**
Topics include hair locking methods, introduction to weaving braid removal, scalp care and hands-on practice. Prerequisite: OCU-432. 5 sessions, $240* (includes a $80 lab fee)

26008 M 2/26-4/2 6-9:30 p.m. WTC

**MAKEUP ARTISTRY**
301-546-0120 or barinodm1@pgcc.edu

**PGCC CERTIFICATE MAKEUP ARTISTRY**

**Program Information**
If you’re looking for a business where you can make your own schedule, becoming a make-up artist may be the one for you.

This program is designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, and will provide individual coaching, demonstration, lecture and hands-on practice for makeup application.

**Coursework**
Students who successfully complete 18 hours or more of coursework in this area will be eligible to receive the certificate.

Our courses include:
- OCU-422 Introduction to Makeup Artistry
- OCU-427 Polished Daytime Makeup
- OCU-423 Advanced Makeup Artistry
- OCU-437 Advanced Professional Makeup
- OCU-436 Bridal and Special Occasion Makeup

**Certification**
There is currently no license required to become a braider in Maryland. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

For more information
Please see our contact information above.

**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, $240* (includes a $80 lab fee)

26007 M 1/8-2/12 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
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 the basics of 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)
27712 S 3/10-3/10 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)
27707 S 1/27-1/27 9:30 a.m.-12:30 p.m. LCC-205
28369 S 5/5-5/5 9:30 a.m.-12 p.m. LCC-205

OCU-422 Introduction to Makeup Artistry
This course, designed for personal use, aspiring makeup artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for makeup application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance natural beauty. Visit the Workforce Development Makeup website at www.pgcc.edu. Makeup kit required. Students who successfully complete a series of makeup artistry courses (Introduction and Advanced Makeup Artistry) will receive a Workforce Development and Continuing Education Certificate.
4 sessions, $175* (includes a $65 lab fee)
30861 T 1/16-2/6 6-9 p.m. WTC
30863 T 2/13-3/6 6-9 p.m. WTC

OCU-423 Advanced Makeup Artistry
This course will incorporate advanced makeup techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush makeup demonstrations and how to enhance natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Makeup Artistry.
4 sessions, $175* (includes a $65 lab fee)
30864 T 3/20-4/17 6-9:30 p.m. WTC

OCU-429 From Blah to Beautiful
This course is perfect for a beginner or a novice who use makeup casually. Learn the basics of skin care, skin types, enhancing eyes and lips based on their shapes, and selecting the right products to give yourself a more polished look and to enhance your natural beauty.
2 sessions, $80 (includes a $25 lab fee)
30865 Th 3/1-3/8 6-9 p.m. WTC

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)
27715 S 1/5-4/30 9:30 a.m.-12:30 p.m. LCC-205
28373 S 4/14-4/14 9:30 a.m.-12:30 p.m. LCC-205

Show your team spirit by attending one of our many athletic activities.
- men’s and women’s basketball
- men’s and women’s soccer
- men’s baseball and women’s softball
- men’s and women’s indoor track
- men’s and women’s outdoor track
- men’s and women’s cross-country

**Owls!**
PGCC CERTIFICATE
OWNERSHIP IN THE BEAUTY AND BARBER INDUSTRY

Program Information
The beauty industry is the second largest industry in the U.S. Revenue growth is expected to rise at an average annual rate of 3.2% to $58.7 billion by 2019. It’s also one of the few industries where you can make your own hours. This program is designed for personal use and to become a professional braider.

Coursework
Students who successfully complete either the Professional Braiding or Makeup Artistry certificate (below) and business courses as shown in this list will be eligible to receive the certificate:

START-UP (select all):
- BUS-585 Starting your Own Beauty and Barber Business
- BUS-400 Successfully Managing a Beauty Salon
- BUS-311 Successful Business Start-Up
- BUS-587 Making it Count in the Beauty Industry: Planning
- BUS-588 Making it Count in the Beauty Industry: Pricing and Budgeting

FINANCE (select one):
- BUS-435 Basic Federal Tax Information for Small Businesses OR
- BUS-411 Financial Aspects of Your Business OR
- BUS-427 Accounting and Record keeping for Small Business

LEGAL (select one):
- BUS-414 Legal Issues for Business Owners (Insurance) OR
- BUS-511 Business Formation Basics

MARKETING (select either option):
- BUS-440 Marketing Strategies for Today and Tomorrow OR
- BUS-575 Social Media Strategy AND
- Any other Marketing course listed in the schedule

Program requirements
To register for this program, participants must have successfully completed either the Professional Braiding or Makeup Artistry program (above).

For more information
Please contact 301-546-0120 or barinodm1@pgcc.edu

BUSINESS SKILLS
GENERAL BUSINESS
301-546-8340 or parknx@pgcc.edu

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace.
12 sessions, $150* (includes a $75 lab fee)

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<td>E2GO</td>
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OFC-540 Administrative Assistant Applications 2.4 CEUs
Gain the skills and knowledge you will need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how time management, accounting, business law, organizational behavior, and management affect the administrative assistant’s responsibilities and activities. Explore key management functions such as planning, control and motivation; find out how marketing differs from sales and learn the basic of operations management.
12 sessions, $150* (includes a $75 lab fee)

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<td>WF</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
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, $150* (includes a $75 lab fee)

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, $150* (includes a $75 lab fee)

MANAGEMENT AND SUPERVISORY SKILLS
301-546-8340 or parknx@pgcc.edu

PGCC CERTIFICATE MANAGEMENT AND SUPERVISION

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- MGT-463 Developing Supervisory Skills
- MGT-464 Leadership Dynamics
- MGT-465 Managing Human Resources
- MGT-434 Business Writing Intensive
- COM-320 At Ease with Public Speaking OR
- MGT-412 Planning and Conducting Effective Meetings OR
- MGT-602 Grammar and Proofreading

Program requirements
To register for this program, participants must be confident in their ability to speak, understand and read English.

For more information
Please see our contact information above.

PGCC CERTIFICATE ADVANCED MANAGEMENT AND SUPERVISION

Program information
This 60-hour program will help you develop and refine the skills you need to be a powerful leader who motivates a team, supervises effectively, and successfully manages projects and deadlines. Whether you are a new supervisor or experienced manager, this series of courses will help you and your organization succeed. Learn from practicing professionals who understand corporate/government/private sector business practices in the Washington metro area. If you want to advance in your company, this program is for you.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- MGT-345 Advanced Supervisory Skills
- MGT-347 Advanced Managerial Leadership
- MGT-348 Advanced Human Resources
- 24 hours of additional elective coursework, which may include the following courses or other management courses taken within the past year:
  - MGT-591 Managerial Writing
  - MGT-346 Celebrating Diversity in the Workplace
  - LAW-520 Workplace Mediation and Conflict Resolution

Program requirements
To register for this program, participants must:
- List any requirements or qualifications here, or write ‘None’

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. Text required: Human Resource Management DeMYSTiFieD, (McGraw Hill), paperback, 1st. ed., by Robert DelCampo.
4 sessions, $180*

28474 Th 4/12-5/3 6:30-9:30 p.m. Largo
MGT-585 Introduction to Business  
4.5 CEUs

Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMT-1010. Prerequisite: reading proficiency. **15 sessions, $525***

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<td>6-9 p.m.</td>
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HUMAN RESOURCES

301-546-0032 OR 301-546-5216

**PGCC CERTIFICATE / NATIONAL CERTIFICATION**

**SHRM CERTIFIED PROFESSIONAL AND**
**SHRM SENIOR CERTIFIED PROFESSIONAL**

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**Program information**

Establish yourself as a globally-recognized human resources expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). These professional certifications can open doors for professional advancement, align standards with changing expectations and signal to employers advanced professional development. Ensure you’re prepared with our course designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

**Coursework**

Students who successfully complete MGT-307 will receive a SHRM Certificate of Achievement and a PGCC Certificate.

**Program requirements**

Our certification preparation course is designed primarily for individuals seeking SHRM-CP or SHRM-SCP certification. To take our course and earn your SHRM certification(s) you must meet specific educational and work experience criteria at the time you submit your application to sit for the exam. For details on these requirements, visit www.shrmcertification.org/eligibility.

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**SHRM-CP AND SHRM-SCP RECERTIFICATION**

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**Program Information**

SHRM’s recertification program provides a broad scope of eligible recertification activities, allowing you to determine your professional development needs based on your specific career path.

**Program Requirements**

SHRM-CP or SHRM-SCP credential holders must:

- Earn 60 professional development credits within a 3-year recertification period that ends on the last day of their birth month OR
- Retake the certification exam at the end of the 3-year recertification period. If you plan to retake the exam to renew your certification, please e-mail certification@shrm.org for assistance.

**For more information**

Please contact us at the number(s) above. Inquire about our new courses which have been approved for credit hours toward SHRM-CP and SHRM-SCP recertification. Please call 301-546-0032 for the program ID number on your recertification application form. For additional information on certification or recertification please visit the SHRM website at www.shrmcertification.org.
MGT-307 HR Management Certification Preparation for SHRM-CP and SHRM-SCP 4.0 CEUs
This course prepares HR practitioners to take the SHRM-CP and SHRM-SCP Certification exams. SHRM’s Competency Model, this course includes real-world case studies, discussions and shared experiences of certified instructors. Participants need to attend 75% of classes, take all tests and exams, complete assignments, and score 80% or better on the online post-test or paper-and-pencil final (in-class) exam. This course does not guarantee success on the SHRM Exam; participants must attend class and complete all assignments to achieve success. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start of class. Call the number above for more information. 12 sessions, $1210* (includes a $515 lab fee)

28050  Th  2/8-3/3  6-9:30 p.m.  Largo
28055  S  2/17-5/19  10 a.m.-1:30 p.m.  Largo

PGCC CERTIFICATE HUMAN RESOURCE MANAGEMENT
Program information
Prepare for an entry-level position in Human Resources by obtaining a certificate in Human Resource Management. This program provides a general overview of the dynamic and growing field of HR Management. Core courses address HR fundamentals and provide practical techniques that can immediately be applied to the work setting. Elective courses give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the HR management field. Individual courses may be taken without pursing the overall program certificate.

Coursework
Students who successfully complete the following courses will be eligible to receive this certificate:
• MGT-728 Principles of Human Resource Management
• MGT-731 Human Resource Law
• MGT-668 Introduction to Employee Benefits
• MGT-667 Introduction to Compensation
• MGT-648 Successful Recruitment, Selection and Placement
• MGT-727 Human Resources’ Role in Organizational Development and Change Management
  - MGT-647 Managing Employee Performance
  - MGT-663 Essentials of Human Resource Management OR
• 2-3 elective courses (listed below) for a total of 18 course-hours

Courses may be taken in any order. Not all courses are offered every semester. Letters of Completion are awarded for each course completed. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
To earn the certificate, participants must attend at least 80% of the scheduled class hours for each course.

For more information
Please contact us at 301-546-0032 or 301-546-5216

MGT-663 Essentials of Human Resource Management 1.8 CEUs
This course covers vast introductory HR topics and concepts. This is designed for people who are managing people, performing HR-related task as part of their many roles, and to keep abreast and updated in current HR profession. However, this can also be taken by people who are considering a career in Human Resources. Training materials must be picked up from Kent Hall, Room 226 BY APPOINTMENT ONLY prior to the start date of class. Call the number above for more information.

6 sessions, $540* (includes a $245 lab fee)

28060  M  4/9-5/14  6-9 p.m.  Largo

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, $280* (includes a $45 lab fee)

28041  T  2/6-2/27  6-9 p.m.  Largo
28042  T  3/27-4/17  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, PPAEA Patient Protection and Affordable Care Act-2010 FMLA (Family and Medical Leave Act), FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act and many other human resource laws.
4 sessions, $280* (includes a $45 lab fee)
28043 M 2/26-3/26 6-9 p.m. Largo

MGT-668 Introduction to Employee Benefits 1.2 CEUs
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, Family and Medical Leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered, as well as non-statutory benefits, preferred compensation plans, qualified and non-qualified deferred compensation plans, and methods and tools to develop, select, administer and evaluate benefit programs and ensure they are compliant with applicable federal, state, and local laws and regulations.
4 sessions, $290* (includes a $55 lab fee)
28044 T 4/4-4/15 6-9 p.m. Largo

MGT-647 Managing Employee Performance 1.2 CEUs
This course is intended to prepare students to develop and practice effective performance management techniques. Participants will be shown the stages of the performance management process, methods for measuring performance tools to communicate performance feedback, and the legal requirements for performance management.
4 sessions, $280* (includes a $45 lab fee)
28048 W 4/18-5/9 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, $265* (includes a $45 lab fee)
28046 S 4/7-4/21 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, $265* (includes a $45 lab fee)
28047 Th 4/5-4/19 6-9 p.m. Largo

MGT-675 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers.
1 session, $260* includes a $45 lab fee)
28086 S 4/28-4/28 9 a.m.-4 p.m. Largo

MGT-735 Managing Conflict: A Professional Approach 0.6 CEU
In this six-hour course, participants will start to appreciate the differences in opinions that your coworkers have without arguing about them. Discover how to have a healthy conflict without destroying your character, projecting the wrong image of the company, and losing your job. This training session is designed to teach you how to manage conflict effectively. Topics to be covered include how to turn the negatives into positives, how to identify your hot buttons and how to react professionally when conflict arises.
1 session, $260* includes a $45 lab fee)
28087 S 4/28-4/28 9 a.m.-4 p.m. Largo

MGT-564 Ethics in Human Resources 0.6 CEU
This one-day class will address ethical issues in the workplace that involve human resource management. This course will explain ethics as the fundamental principles of right and wrong, and behavior that is consistent with these principles. Topics include human resources practices that must satisfy three basic standards: greatest good for the largest number of people, respect for the basic human rights of privacy, due process, consent and free speech, and the equitable and fair treatment of employees and customers by managers.
0.6 CEU
28086 S 4/28-4/28 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
MGT-734 HR's Role in Creating a 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, $260* (includes a $45 lab fee)
28089 S 4/7-4/7 9 a.m.-4 p.m. Largo

MGT-720 Creative Thinking and Innovation Techniques 0.6 CEU
This course will focus on developing new ways of thinking, different from those typically learned in society. This course is intended for leaders and change agents who want to enhance their critical thinking and innovation skills in business and other domains. Topics include how to incorporate critical thinking into your analysis of business situations, techniques to build and lead an innovation team, developing critical thinking, innovation and assertive communication methods and tools that can be applied to individual tasks and the entire organization, and methods to optimize every situation and bring out the best in others.
1 session, $260* (includes a $45 lab fee)
28098 S 3/5-3/5 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, $150* (includes a $75 lab fee)
28105 WF 1/17-3/9 online E2GO
28106 WF 2/14-4/6 online E2GO
28107 WF 3/14-5/4 online E2GO
28108 WF 4/11-6/1 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, $150* (includes a $75 lab fee)
28109 WF 1/17-3/9 online E2GO
28110 WF 2/14-4/6 online E2GO
28111 WF 3/14-5/4 online E2GO
28112 WF 4/11-6/1 online E2GO

PAYROLL
301-546-0032 OR 301-546-5216

NATIONAL CERTIFICATION PREPARATION
FUNDAMENTAL PAYROLL CERTIFICATION CERTIFIED PAYROLL PROFESSIONAL
Program information
In cooperation with the American Payroll Association, Prince George's Community College presents the PayTrain® College & University program for payroll professionals. This program is designed for all levels of payroll administration. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exam, or are new to the industry and need to learn the basics of payroll, this program will help you meet your goals.

Coursework
Students who successfully complete each course will be eligible to receive a PGCC certificate.
• MGT-693 PayTrain Level 1 (must be taken first) (preparation for the FPC exam)
• MGT-694 PayTrain Level 2 (preparation for the CPP exam)

Program requirements
No payroll experience is required to take the FPC exam. To be eligible to take the CPP exam, APA requires that candidates meet specific payroll experience or educational criteria. Visit www.americanpayroll.org/certification/certification-cppinfo/ for eligibility requirements

For more information
Please see our contact information above.
### MGT-694 PayTrain Level 2
The PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors responsible for their organization's compliance. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP exam preparation. Please note that the PayTrain Level 1 course is a prerequisite. For success on the CPP exam, this course should be taken after completing PayTrain Level 1.

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6 sessions, $875* (includes a $375 lab fee)

### BUS-438 Starting a Consulting Practice
Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more.

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12 sessions, $150* (includes a $75 lab fee)

### BUS-355 Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

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12 sessions, $150* (includes a $75 lab fee)

### BUSINESS SKILLS

#### SMALL BUSINESS

301-546-8233

#### BUS-432 Virtual Assistant Business
Did you know that a Virtual Assistant is one of today’s hottest skills according to Success Magazine? A Virtual Assistant is a business owner that provides administrative, creative, and technical support solutions. Attend this course to find out more about this dynamic industry including: finding your niche, marketing your business, finding clients, setting your fees, and much more! Instructor: Monica Bounds.

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<td>30887</td>
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1 session, $70*

#### BUS-540 Start Your Own Small Business
Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including startup options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones.

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12 sessions, $150* (includes a $75 lab fee)

#### BUS-535 Creating a Successful Business Plan

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PGCC CERTIFICATE
BUSINESS OWNERS SUCCESS SERIES (BOSS)

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

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:

- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law
- BUS-435 Basic Federal Tax Information for Small Businesses
- BUS-418 Business Plan: Developing the Blueprint for Success
- BUS-411 Financial Aspects of Your Business
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-328 Is Entrepreneurship Really for You?
- BUS-592 Let’s Do This! Moving From Business Idea to Execution

For more information
Please contact us at 301-546-8233 or ced@pgcc.edu.

BUS-328 Is Entrepreneurship Really for You?
Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $40

BUS-592 Let’s Do This! Moving From Business Idea to Execution
Jump start 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, $40

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, $70*

BUS-427 Accounting and Recordkeeping for Small Business 0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. 1 session, $70*

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 businesses. Instructor: Betty Stehman. 1 session, $70*

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, $70*

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 liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. 2 sessions, $65*

30635 T 3/27-4/3 6:30-9:30 p.m. LARL-205

PGCC CERTIFICATE BRANDING AND MARKETING
Program Information
This program was developed to provide participants with an understanding of branding strategies used to promote a business, extend a business brand, and build a business image. It also provides an overview of appropriate marketing communication channels for increasing profits and building customer awareness, loyalty and satisfaction.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• BUS-548 From Vision to Marketplace: Branding & Visual Strategies
• CED-314 Creating Visuals to Brand Your Business
• BUS-538 Marketing Your Business on the Internet
• BUS-575 Social Media Strategy
• BUS-546 Works!

For more information
Please contact us at 301-546-8233 or ced@pgcc.edu.

BUS-548 From Vision to Marketplace: Branding & Visual Strategies
This course will assist you in bringing the vision in your head to reality. It will provide an overview on branding, creative strategies and visual concepts to effectively empower your vision/brand’s message. You can leave a lasting impression in the marketplace for your small business which is relevant to your entrepreneurial journey. Instructor: Latoya Benson. 1 session, $40

30539 W 2/7-2/7 6:30-9:30 p.m. UTC

CED-329 Creating Visuals to Brand Your Business
This course is designed to help small business owners identify and explore the components and process used to create an image for your business. This instructive and interactive course will help small business owners understand branding strategies used to promote a business, extend a business brand, and build a business image.
1 session, $50 (includes a $25 lab fee)

30662 S 2/24-2/24 9 a.m.-12 p.m. UTC

BUS-600 Branding Your Business for Success
This course will provide an overview on branding, how to develop and market your brand to your audience, creative strategies on how to package your business for success. It will help you determine your brand’s identity and how to present it visually, i.e. logos, marketing materials and websites. It is not enough to have an idea but you must learn how to package it and this class will help you do just that! 1 session, $40

31221 W 2/7-2/7 6:30-9:30 p.m. UTC

BUS-546 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, $40

30542 Th 4/26-4/26 6:30-9:30 p.m. UTC

BUS-538 Marketing Your Business on the Internet 2.4 CEUs
Find out how to market your business on the internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an internet presence and build an online brand identity. You’ll learn how to use search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, e-mail marketing, and social media (including blogs) to drive business to your website. Finally, you’ll learn how to keep your visitors coming back again and again! Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using internet technologies. You’ll explore how to use an internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you’ll have the skills and knowledge you need to develop a winning internet marketing plan for your own business.
12 sessions, $150* (includes a $75 lab fee)

30689 WF 3/14-5/4 online E2GO

BUS-575 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood. 1 session, $40

30541 M 4/9-4/9 6:30-9:30 p.m. UTC

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

**Program Information**
This program was developed to provide participants with an understanding of the fundamental concepts of the selling process, including how to grow your business with teaming arrangements, the different forms of teaming arrangements, and how to set them up.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate:

- **CED-305** Selling Made Simple
- **CED-306** Sustainable Sales Techniques
- **CED-318** Growing Your Business with Teaming Arrangements
- **CED-319** Using LinkedIn to Develop Your Business

**For more information**
Please contact us at 301-546-8233 or ced@pgcc.edu.

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**CED-330 Selling Made Simple** 0.6 CEU
This interactive Sales Series will acclimate new people to the sales arena and re-sharpen an experienced sales person’s skills and perspective. The course approaches the selling cycle from a multi-cultural selling perspective using presentations that leave an impact; ultimately leading to more clients.

2 sessions, $120* (includes a $20 lab fee)

**CED-306 Sustainable Sales Techniques** 0.9 CEU
This interactive Sales Series is specifically designed for seasoned sales professionals and/or those who completed Curriculum A. In this complex consumer market base we will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. Re-cap of the fundamental and exploration of the selling process, which emphasize Spin-selling, Multi-cultural market selling, creative closers and social media distracters/objection handlers. Instructor: Katrina Briscoe

3 sessions, $168* (includes a $68 lab fee)

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**PGCC CERTIFICATE
SMALLBIZ SAFETY**

**Program Information**
This program offers risk identification and employee safety training to help give companies a competitive edge in the construction industry. By maintaining good risk management and safety controls, businesses can prevent personal and financial losses that affect the business owner’s bottom line.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate

- **CED-300** SmallBiz Safety CEO
- **CST-422** OSHA 10
- **OCU-610** OSHA 30

**For more information**
Please contact us at 301-546-8233 or ced@pgcc.edu.

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**CED-318 Growing Your Business with Teaming Arrangements** 0.6 CEU
Capacity is a huge concern for many business owners. This course will cover how teaming and joint ventures should be used in your business to increase your capabilities, different forms of teaming arrangements, and setting them up.

3 sessions, $113* (includes a $38 lab fee)

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**CED-319 Using LinkedIn to Develop Your Business** 1.0 CEU
This interactive LinkedIn and social selling course will educate you on the strategies and tactics to monetize your personal brand. You will learn how to develop a proven process around your efforts with daily activities, templates, and a personalized playbook that will keep you on track and hitting your weekly goals. You will master the strength in selling your business in co-promoting, teaming agreements and shared project based work. Instructor: Thomas Ellis.

4 sessions, $150* (includes a $50 lab fee)

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**CED-312 Virtual CFO** 1.8 CEUs
This course provides local, small and minority business enterprises access or an increase in access to financial capital. The Virtual CFO combines financial management training with business support services that allow small business owners to implement financial management strategies, processes and procedures and make sound financial decisions that will help their businesses grow, expand and succeed. Instructor: Vernae Jone-Seals.

6 sessions, $510* (includes a $316 lab fee)

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**CED-316 SmallBiz Safety CEO** 0.6 CEU
Workplace risk and safety management is essential to running a successful construction company. Developing and maintaining a culture of vigilant business risk identification and employee safety & health can give a company a competitive edge in the industry. Every business should develop and maintain good risk management and safety controls as part of their business philosophy. Diligent attention to risk and safety management for a small business helps prevent personal and financial loss, which impacts a business owner’s bottom line: profit and people.

3 sessions, $260* (includes a $100 lab fee)
CST-422 OSHA 10 1.0 CEU
This OSHA 10-hour course is designed for construction workers, supervisors, safety coordinators, and others involved in the construction industry. Topics include an introduction to OSHA, general safety and health provisions, fall protection, protective and lifesaving equipment, materials handling safety, tool safety, and equipment safety. Upon completion of this course, students should be able to recognize the basics of occupational safety and health, utilize best practices in identifying, reducing and reporting hazards, and utilize their Department of Labor course completion card to obtain employment.
2 sessions, $185* (includes a $85 lab fee)

OCU-610 OSHA 30 3.0 CEUs
This 30-hour Construction Outreach Training Program is intended to provide a variety of basic safety training to workers. This course will emphasize hazard identification, avoidance, control, and prevention, not OSHA standards.
4 sessions, $345* (includes a $120 lab fee)

GOVERNMENT SERVICES

301-546-8233 or ced@pgcc.edu

PGCC CERTIFICATE
GOVERNMENT CONTRACTING

Program Information
This certificate provides you with knowledge and understanding of the regulatory aspects associated with the management of government contracting.

The program is designed to prepare those seeking careers in government contracting with a basic background in the Federal contract process, types of government contracts, marketing to the government, methods and procedures, and the proposal and evaluation process.

Coursework
Students who successfully complete the following course of study will be eligible to receive the certificate:
- BUS-326 Types of Government Contracting
- BUS-505 Government Contracting: Methods & Procedures
- BUS-534 Writing Proposals for Government Contracts
- BUS-461 Government Contracting: Marketing Business to Government
- BUS-330 Proposal Evaluation and Selection Process

For more Information
Please see our contact information above.

BUS-326 Types of Government Contracts 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: Pamala Jenkins. 2 sessions, $70*

30543 W 2/14-2/21 6:30-9:30 p.m. UTC

BUS-461 Government Contracting: Marketing Business to Government 0.5 CEU
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith.

2 sessions, $60*

30546 W 5/2-5/9 6:30-9 p.m. UTC

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: Dennis Smith.

2 sessions, $70*

30544 W 3/7-3/21 6:30-9:30 p.m. UTC

BUS-534 Writing Proposals for Government Contracts 0.5 CEU
This practical course will show the small business owner how to plan, organize, and write winning proposals to local, state and federal agencies. This course also covers Requests for Proposals (RFP), a method for purchasing goods and services from the private sector, and how to submit a successful proposal. Instructor: Dennis Smith.

2 sessions, $70*

30545 W 4/11-4/18 6:30-9 p.m. UTC
NON-PROFIT MANAGEMENT
301-546-8233 or ced@pgcc.edu

PGCC CERTIFICATE
NON-PROFIT MANAGEMENT
Program information
This program provides an overview of the fundamental concepts in managing nonprofit organizations. The courses are intended to meet the needs of those seeking concentrated knowledge to prepare them for a career in the nonprofit sector.

Coursework
Students who successfully complete the following courses will eligible to receive the certificate:
• MGT-649 Intro to Nonprofit Management
• VOL-335 Intro to Nonprofit Organizations and Fundraising
• MGT-730 Starting a Nonprofit
• BUS-401 Non-Profit Business Basics
• BUS-590 Best Practices for Nonprofits
• VOL-332 A to Z Grant Writing
• VOL-313 Writing Grant Proposals
• VOL-334 Public Relations and Communications

For more information
Please see our contact information above.

BUS-401 Non-Profit Business Basics 0.6 CEU

While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, but you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Ivy Pendleton.

2 sessions, $70*

| 30548 Th | 2/15-2/22 | 6:30-9:30 p.m. | UTC |

BUS-590 Best Practices for Nonprofits 0.6 CEU

When your message is not articulated clearly, it handicaps your organization’s ability to carry out your mission successfully. Discover the top practices that nonprofit leaders use to communicate well, build a strong reputation and maintain visibility among their target audiences. Instructor: Karen Cheeks.

1 session, $40

| 30549 Th | 3/8-3/22 | 6:30-9:30 p.m. | UTC |

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, $150* (includes a $75 lab fee)

| 29014 WF | 1/17-3/9 | online | E2G0 |
| 29019 WF | 2/14-4/6 | online | E2G0 |
| 29020 WF | 3/14-5/4 | online | E2G0 |
| 29021 WF | 4/11-6/1 | online | E2G0 |

MGT-730 Starting a Nonprofit 2.4 CEUs

Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

12 sessions, $150* (includes a $75 lab fee)

| 29047 WF | 1/17-3/9 | online | E2G0 |
| 29048 WF | 2/14-4/6 | online | E2G0 |
| 29049 WF | 3/14-5/4 | online | E2G0 |
| 29050 WF | 4/11-6/1 | online | E2G0 |

VOL-313 Writing Grant Proposals 0.6 CEU

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, $150* (includes a $75 lab fee)

| 29022 WF | 1/17-3/9 | online | E2G0 |
| 29023 WF | 2/14-4/6 | online | E2G0 |
| 29024 WF | 3/14-5/4 | online | E2G0 |
| 29025 WF | 4/11-6/1 | online | E2G0 |

VOL-334 Public Relations and Communications 0.6 CEU

This course examines the elements of the event promotion and marketing process (form of advertising), specifically the event planning process, advertising campaigns, creative brainstorming, budgeting, overcoming obstacles, attracting sponsorships, soliciting volunteers and getting to know your audience. Answer the question: “Who am I marketing to?” Instructor: Ivy Pendleton.

1 session, $70*

| 30570 S | 4/28-4/28 | 9 a.m.-4 p.m. | UTC |

VOL-335 Introduction to Nonprofit Organizations and Fundraising 0.6 CEU

This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsor-ship. 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, $70*

| 30547 S | 2/3-2/3 | 9 a.m.-4 p.m. | UTC |
PROJECT MANAGEMENT
301-546-0029 or franciaw@pgcc.edu

NATIONAL CERTIFICATION
PROJECT MANAGEMENT

Program Information
Master project management and prepare for industry-recognized project management certification exams! Project management is a rapidly-growing profession. Through 2020, 1.57 million new jobs will be created each year. Qualified practitioners are already in demand. Whether you’re starting or advancing your career, our project management series is an ideal way to gain new, in-demand professional skills, prepare for your PMP® or CAPM® certification and maintain your credentials. Professional certification by PMI ensures that you’re ready to meet and exceed the demands of a professional career, your project assignments, and success for your employer.

Coursework
Students who are new to project management can complete the following courses to prepare to sit for the Certified Associate in Project Management (CAPM®) exam:
- MGT-744 Project Management Basics
- MGT-745 CAPM certification Exam Prep

Students who meet the Project Management Institute’s guidelines can complete the following course to prepare to sit for the Project Management Professional (PMP®) exam:
- MGT-355 Project Management Professional Certification Exam Prep

For more information
Please see our contact information above, or visit www.pgcc.edu/go/pmp.

MGT-355 PM Professionals PMP Exam Certification Prep 4.2 CEUs
MGT-355 includes a review of the required body of knowledge including project scope, life cycle, and management methodologies, from project inception and budgeting, schedule and risk management to program closure and quality assurance. Designed for today’s busy professional, this on-campus 14-session course offers support beyond the classroom with a weekly virtual study group, exam practice sessions and online access to class content. Registered participants have the option for a one-on-one instructor session for assistance completing the Project Management Professional (PMP® exam) application.

14 sessions, $2495* (includes a $1497 lab fee)

30098 W 2/28-6/6 6-9:15 p.m. Largo

MGT-744 Project Management Basics 1.2 CEUs
This classroom course provides an introduction to the methods and techniques project managers use to effectively initiate, plan, control, and report on their projects. Managers with limited experience will learn project management concepts, terms, tools, and aspects of the project life cycle as described in A Guide to the Project Management Body of Knowledge (PMBOK® Guide). This course is recommended prior to taking the Certified Associate in Project Management (CAPM)® Certification Exam Prep Course.

2 sessions, $475* (includes a $285 lab fee)

30097 MTW 2/12-2/14 9 a.m.-4 p.m. Largo

MGT-745 CAPM Certification Exam Prep 1.8 CEUs
In this three-day classroom course, participants will review all required Certified Associate in Project Management (CAPM)® content per A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Sessions will review and discuss practice test questions for a comprehensive understanding of what to expect on the CAPM® exam. Included is access to a virtual online study group, online course content and study group webinar archives, and bonus downloads. Recommended prerequisite for this course is MGT-744.

3 sessions, $899* (includes a $540 lab fee)

30096 MTW 2/22-2/28 9 a.m.-4 p.m. Largo

MGT-626 Project Management Fundamentals 2.4 CEUs
This online course provides those new to project management, 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 online course will help prepare you to take the Certified Associate in Project Management (CAPM)® and the Project Management Professional (PMP®) exams offered by the Project Management Institute (PMI®).

12 sessions, $150* (includes a $75 lab fee)

MGT-623 Project Management Professional (PMP®) Prep 1 2.4 CEUs
With this online course, learn how to prepare for the Project Management Institute’s (PMI®) prestigious Project Management Professional (PMP®) certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Find out about the project management knowledge areas, five process groups, and 47 project management processes.

12 sessions, $180* (includes a $85 lab fee)
### MGT-624 Project Management Professional Certification: Prep 2  2.4 CEUs
This online course will help experienced project managers familiar with the discipline, review and prepare for the Project Management Professional (PMP) certification exam. Master chapters 7 through 13 of A Guide to the Project Management Body of Knowledge (PMBOK Guide). Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Use proven learning techniques to help you review and absorb key terminology, concepts, and formulas.

**12 sessions, $180* (includes a $85 lab fee)**

- **28251** WF 1/17-3/9 online E2GO
- **28252** WF 2/14-4/6 online E2GO
- **28253** WF 3/14-5/4 online E2GO
- **28254** WF 4/11-6/1 online E2GO

### MGT-711 Project Management Applications  2.4 CEUs
Learn the following critical topics from an experienced project management professional: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, project software, statistics, change management, project planning, and data analysis tools. This course will help prepare you for the Project Management Professional (PMP) exam offered by the Project Management Institute (PMI).

**12 sessions, $150* (includes a $75 lab fee)**

- **28255** WF 1/17-3/9 online E2GO
- **28256** WF 2/14-4/6 online E2GO
- **28257** WF 3/14-5/4 online E2GO
- **28258** WF 4/11-6/1 online E2GO

### RES-333 Introduction to Property Management  2.4 CEUs
This course prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing, single family homes) are also covered. Course topics include forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budget and planning, legal and risk management, and government regulations. This course meets concurrently with credit course BPM-1010. Textbook (is required at first class): Note: HYO1 is a hybrid section with 8 on-campus meetings.

**28785** T 1/23-5/10 online HYLAG
**28786** Th 1/25-5/10 6-7:30 p.m. Largo

### 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, $150* (includes a $75 lab fee)**

- **28101** WF 1/17-3/9 online E2GO
- **28102** WF 2/14-4/6 online E2GO
- **28103** WF 3/14-5/4 online E2GO
- **28104** WF 4/11-6/1 online E2GO

### CASINO TRAINING
301-546-9050 or crossum@pgcc.edu

### MGM-310 Blackjack  7.2 CEUs
One in a series of courses designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of dealing Blackjack.

**24 sessions, $360***

- **29063** MTWTh 1/22-3/1 12:30-3:30 p.m. PGDS
- **29064** MTWTh 1/22-3/1 7-10 p.m. PGDS
- **29065** MTWTh 1/22-3/1 12:30-3:30 p.m. PGDS
- **29066** MTWTh 1/22-3/1 7-10 p.m. PGDS

### MGM-311 Craps I  7.2 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps I.

**16 sessions, $360***

- **29067** MTWTh 1/22-3/1 12:30-3:30 p.m. PGDS
- **29068** MTWTh 1/22-3/1 7-10 p.m. PGDS
- **29069** MTWTh 1/22-3/1 12:30-3:30 p.m. PGDS
- **29070** MTWTh 1/22-3/1 7-10 p.m. PGDS

### MGM-317 Craps I  4.8 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamental of Craps I.

**10 sessions, $360***

- **30269** MTWTh 4/16-5/10 7-10 p.m. PGDS
MGM-312 Craps 2  7.2 CEUs
One in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Craps II.  
16 sessions, $360*

MGM-313 Mini Baccarat Dealer  4.8 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Mini Baccarat.  
16 sessions, $240*

MGM-314 Roulette I  4.8 CEUs
This continuing education course is one in a series designed for individuals pursuing entry-level training in the casino and gaming industry and provides instruction on the fundamentals of Roulette I.  
16 sessions, $265*

CHILDREN’S WITH SPECIAL NEEDS

CHILDREN’S DEVELOPMENTAL CLINIC
(6 MONTHS - 12 YEARS OF AGE)

Program information
The Children’s Developmental Clinic is a community service program conducted by Prince George’s Community College and the University of Maryland’s School of Public Health. The clinic provides services to children who are experiencing various developmental difficulties, including motor delays, language delays, emotional issues or orthopedic challenges. Each Saturday, children participate in one-to-one, individualized motor development sessions. If additional assistance is needed, children can be enrolled in language, reading or social skills programs at the clinic.

Program locations
The program is offered at two locations: Prince George’s Community College, Largo campus and the University of Maryland, College Park campus:
- Children enrolled in the Prince George’s County Infants and Toddlers Program, as well as any child under the age of three, must attend the Prince George’s Community College location.
- Our social skills program is offered only at our University of Maryland location.
- Language and reading services are offered at both locations.
A Parent Education Program runs in conjunction with the children’s sessions.

Program requirements
Participants must be between 6 months and 12 years of age.
To register their children for this program, parents/guardians must submit a completed application packet with payment to the Children’s Developmental Clinic office (301 Largo Rd., CE-123, Largo, MD 20774). Registration forms are available on our website (www.pgcc.edu/go/cdc), or you may contact us (above) to have a packet sent to you. Forms cannot be completed online; original signed copies are required for registration.

For more information or to register
Please see our contact information above.

PGCC CERTIFICATE WORKING WITH CHILDREN WITH SPECIAL NEEDS

Program information
Enrich your life and the life of a child! Earn community service hours by spending Saturday mornings working with children with developmental disabilities or delays in a fun and playful atmosphere. Enhance your resume by participating in a nationally-known children’s program. Explore career fields in the areas of motor development, speech/language development, physical therapy and reading; meet great people and gain insights from industry professionals. Experience all this at no cost for registration, and still be home in time for lunch!

Program locations
The program is offered at two locations: Prince George’s Community College, Largo campus, and the University of Maryland, College Park campus.

Coursework
Students who successfully complete the following courses will receive a PGCC certificate verifying 40.0 hours of volunteer training (community service hours) and 4.0 CEUs:
- OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training
- OCC-327 Children’s Developmental Clinic: Clinician Training

Program requirements
To register for this program, participants must:
- Be at least 16 years of age
- Have a valid driver’s license or government-issued identification
- Complete fingerprinting and pass a criminal background check during OCC-324 (a parent/legal guardian must be present to sign consent for any student under the age of 18)

For more information or to register
Please see our contact information above.
OCC-334 Children’s Developmental Clinic: Clinician Pre-clinic Training
Designed for students, parents, teachers, and interested individuals, this pre-clinic course introduces students to topics related to working with children with special needs. Topics will include the purpose, standards, and activities of the Children’s Developmental Clinic. 2 sessions

27700  S  2/3-2/10  8:30 a.m.-12:30 p.m. Largo
27699  S  2/3-2/10  8:30 a.m.-12:30 p.m. UMD

OCC-327 Children’s Developmental Clinic: Clinician Training  4.0 CEUs
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor and reading development. Clinicians will be under the supervision of the clinic’s professional resource staff. Prerequisite: OCC-334, completed fingerprinting and background check. Saturdays. 9 sessions

27702  S  2/17-4/28  8:30 a.m.-12:30 p.m. Largo
27701  S  2/17-4/28  8:30 a.m.-12:30 p.m. UMD

COMMERCIAL DRIVER LICENSE
443-518-4172 or tdi@pgcc.edu

COMMERCIAL DRIVER LICENSE: CLASS A AND B (MD, DC OR VA)
Program Information:
Heavy and tractor-trailer truck drivers transport goods from one location to another. Most tractor-trailer drivers are long-haul drivers and operate trucks with a gross vehicle weight (GVW) capacity—that is, the combined weight of the vehicle, passengers, and cargo—exceeding 26,000 pounds. These drivers deliver goods over intercity routes, sometimes spanning several states. Bus drivers transport people between various places—including work, school, and shopping malls—and across state or national borders. Some drive regular routes, and others transport passengers on chartered trips or sightseeing tours. Median annual wages for these professions in May 2016 were: tractor-trailer truck drivers, $41,340; school or special client bus drivers, $30,150; transit and intercity bus drivers, $39,790 (US Department of Labor, Occupational Outlook Handbook).

Coursework
We offer 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.

Program requirements
To register for the Class A program, participants must:
• be at least 21 years of age
• possess a valid non-provisional Driver’s License from Maryland, Washington DC or Virginia
• pass Department of Transportation physical and drug screens
• obtain a CDL Class A learner’s permit
• To register for the Class B program, participants must:
• be at least 18 years of age (or 21 for the District of Columbia)
• possess a valid non-provisional driver’s license from Maryland, Virginia, or Washington, D.C.
• pass Department of Transportation physical and drug screens
• obtain a CDL Class B learner’s permit from the state in which they are currently licensed

Students are required to present a state-issued photo identification to the instructor in order to successfully complete the course.

For more information
Please see our contact information above.

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, $100*

27455  WF  2/21-2/23  6-9:30 p.m. LARL-205
27456  WF  4/25-4/27  6-9:30 p.m. LARL-205

CDL-322 CDL Class -A Weekend Special
This is a flexible scheduled, weekend only course designed to train and prepare student drivers for the Class-A, Commercial Driver’s License exam. Learning topics include: federal rules and regulations, hours of service logs, pre-trip vehicle inspection, manual transmission operation, backing and parking skills, on road maneuvers, coupling and uncoupling the tractor and trailer, mock testing. A final MVA exam will be scheduled and a vehicle will be provided for license testing. $3600* (includes a $3000 vehicle fee.)

Note: Please e-mail at: tdi@pgcc.edu for schedule dates and information.
### COMMUNICATION/Writing

#### CDL-301 Commercial Driver License: Class B 4.5 CEUs
This course is for those looking to drive Commercial Class-B Trucks and Passenger or School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, he graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. $1990* (includes a $1592 vehicle fee.)

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

#### MGT-602 Grammar and Proofreading 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, $255*

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#### MGT-602 Grammar and Proofreading 1.8 CEUs

#### 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, $150* (includes a $75 lab fee)

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#### 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.

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#### 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, $150* (includes a $75 lab fee)

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#### 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, document management, publishing and formatting techniques, and how to get your first job as a technical writer.

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#### COM-508 Mastering Public Speaking 2.4 CEUs
You can become an effective public speaker! In these lessons, you’ll learn how to talk confidently and persuasively to both large audiences and small groups. You will master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

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#### OFC-358 Fundamentals of Technical Writing 2.4 CEUs

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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, $150* (includes a $75 lab fee)

28283  WF  1/17-3/9  online  E260
28284  WF  2/14-4/6  online  E260
28285  WF  3/14-5/4  online  E260
28286  WF  4/11-6/1  online  E260

COMPUTERS/BASIC
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE
COMPUTER SKILLS FOR BUSINESS APPLICATIONS
Program information
This six-course certificate program is designed to recognize a student's achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management. This program will help you gain computer skills that can help you find employment and sharpen your skills in Microsoft Office Suite programs, in a world in which 95% of all jobs require the use of computers.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate. Courses may be taken in any order:

- DPR-841 Introduction to Personal Computers OR Introduction to Windows
- DPR-833 Introduction to Microsoft Word: Level 1
- DPR-830 Introduction to Microsoft Excel: Level 1
- DPR-852 Introduction to Access
- DPR-831 Introduction to PowerPoint
- DPR-832 Advanced PowerPoint

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program requirements
Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.

DPR-841 Introduction to Personal Computers with Windows 10   1.2 CEUs
This course is designed to teach the student the most basic computer skills needed for daily computer operation in a workplace setting in Windows 10. Topics include mouse and keyboarding techniques, navigating around the desktop and within programs, demonstrating the different types of programs most commonly used in a work setting, and basic techniques for opening, creating, editing and saving documents. This class will also present basic information on graphics and the Internet.

4 sessions, $195* (includes a $95 lab fee)

27277  MW  1/22-1/31  6:30-9:30 p.m.  CAT-135

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.

4 sessions, $195* (includes a $95 lab fee)

27832  TH  3/20-3/29  6:30-9:30 p.m.  CE-113

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, $195* (includes a $95 lab fee)

27811  F  2/2-2/23  6-9 p.m.  CAT-135
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, smart phones, embedded systems, Xbox One, Surface Hub and HoloLens. 3 sessions, $194* (includes a $50 lab fee)

27841 MWF 4/2-4/6 6:30-9:30 p.m. CAT-135

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

DPR-871 Introduction to Database Management 5.3 CEUs
This course will cover data management techniques using Microsoft Access. Topics include fundamentals of database design with emphasis on relational file processing. Students must have an Owl Link account and a college e-mail address. Visit www.pgcconline.com for details of the online portion of this class. Course meets concurrently with credit course INT-2150. Textbook required. This course prepares you for the Microsoft Office Certification Exam in Access 2016. Students must purchase an exam voucher through www.certiport.com to take the exam. 15 sessions, $500* (includes a $200 lab fee)

30881 MW 1/22-5/14 online BLBD
30880 W 1/24-5/9 6-9:40 p.m. CAT-203

DPR-872 Microsoft Office Specialist (MOS) Word Preparation, Part 1 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents. Together with Microsoft Office Specialist (MOS) Word Preparation Part 2, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam. 15 sessions, $200* (includes a $50 lab fee)

30882 MW 1/22-3/21 online BLBD

PGCC CERTIFICATE MICROSOFT OFFICE 365 SKILLS (ONLINE)

Program information
Earn any of our 3 certificates in these essential skills with 100% online coursework! PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. Our course series are designed to give you an in-depth program of study in your field of interest.

Coursework
Students who successfully complete the courses listed, and pass the course exams, will be eligible to receive the certificate shown:

Microsoft Word 2016 Certificate
• DPR-843 Introduction to Microsoft Word 2016
• DPR-866 Intermediate Microsoft Word 2016

Microsoft Excel 2016 Certificate
• DPR-836 Introduction to Microsoft Excel 2016
• DPR-867 Intermediate Microsoft Excel 2016

Microsoft Access 2016 Certificate
• DPR-838 Introduction to Microsoft Access 2016
• DPR-868 Intermediate Microsoft Access 2016

Registration
To register, please follow the instructions in the elearning section at the back of this schedule.

Program requirements
To register for these courses, participants must have Internet access and an e-mail account.

For more information
Please see our contact information above. To see a complete list of courses available online, please visit www.ed2go.com/pgcc. Click on Computer Applications or Technology to get started.

DPR-873 Microsoft Office Specialist (MOS) Word Preparation, Part 2 2.4 CEUs
An introductory course that emphasizes the effective use of word processing features to create, format and manage documents using graphics and hyperlinks. Additional topics include coverage of document tracking and referencing. Together with Microsoft Office Specialist (MOS) Word Preparation Part 1, this course prepares students for the Microsoft Office Certification exam in Word 2016. Students must purchase an exam voucher through www.certiport.com to take the exam. 15 sessions, $200* (includes a $50 lab fee)

30884 MW 3/26-5/14 online BLBD

DPR-874 Problem Solving With Spreadsheets: MOS Excel Preparation 4.5 CEUs
This is a comprehensive course in the use of electronic spreadsheet software to solve problems, analyze financial and other data, set and evaluate scenarios, and effectively present data from spreadsheets in charts. This course will prepare you for the Beginner and Intermediate Microsoft Office Certification (MOS exams in Excel 2016. This course meets concurrently with credit course INT-2140. 30 sessions, $420* (includes a $150 lab fee)

31156 TTh 1/23-5/10 9:30-11:15 a.m. CAT-109
31157 Th 1/25-5/10 6-9:40 p.m. (15 sessions) CAT-212
INDUSTRY CERTIFICATIONS
MICROSOFT OFFICE SPECIALIST

Program information
Advance your career by passing Microsoft Office Specialist (MOS) exams. MOS credentials are recognized globally, and validate your knowledge and skills in Microsoft Office applications. Plus, as a PGCC student, you’ll be able to take your certification exams on campus; the college is a private Certiport testing center, open to PGCC students, faculty and staff.

Coursework
Students who successfully complete the following courses will be prepared for the Microsoft Office Specialist Word 2016 exam:

- DPR-872 Microsoft Office Specialist (MOS) Word Preparation Part 1
- DPR-873 Microsoft Office Specialist (MOS) Word Preparation Part 2

These are online classes, and meet concurrently with credit classes INT-1290 and INT-1390.

Students who successfully complete the following course will be prepared for the Microsoft Office Specialist Excel 2016 exam:

- DPR-874 Problem Solving with Spreadsheets: MOS Excel Preparation

This course meets concurrently with credit classes INT-2140.

Students who successfully complete the following course will be prepared for the Microsoft Office Specialist Access 2016 exam:

- DPR-871 Introduction to Database Management

This course meets concurrently with credit class INT-2150.

Program requirements
Students should be familiar with using personal computers, a mouse and a keyboard. Students should bring a USB-compatible flash drive to all class sessions.

For more information
Please contact us at 301-546-0873 or itcerts@pgcc.edu. To learn more about these and other MOS certifications, go to www.certiport.com.

DPR-856 Introduction to Microsoft Outlook 2016 1.2 CEUs
This course is designed to provide training to students on using the 2016 version of Microsoft Outlook. Topics include customize command sets; set global options; perform advanced searches; apply filters to intercept mail and control spam; create rules to automate many management tasks; work with calendars and contacts; manage tasks; protect data with archiving and data files.
4 sessions, $195* (includes a $95 lab fee)
27810 F 4/20-5/11 6:30-9:30 p.m. CAT-135

DPR-850 Introduction MS Office 2016 3.6 CEUs
This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2016. Topics include using the navigation tools in Word, PowerPoint, and Excel; creating and sharing documents; creating presentations; and preparing charts. Students should bring a USB-compatible flash drive to each class.
6 sessions, $500* (includes a $150 lab fee)
27276 S 1/27-3/3 9 a.m.-4 p.m. CE-115

DPR-833 Introduction to Microsoft Word 2016 1.8 CEUs
This introductory course is designed for students currently in the workforce that need Microsoft Word 2016 knowledge in order to qualify for advancement. Topics will include how to create and modify documents, manipulating text, and printing your documents. Additional topics include creating and saving a document, file management, editing techniques, multiple page, and merging documents.
6 sessions, $270* (includes a $95 lab fee)
27275 TTh 1/30-2/15 6:30-9:30 p.m. CAT-105

DPR-831 Intermediate Excel 2016, Level 2 1.8 CEUs
This course is designed to provide instruction on the more advanced features of Microsoft Excel 2016. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more.
6 sessions, $270* (includes a $95 lab fee)
27847 TTh 4/17-5/3 6:30-9:30 p.m. CAT-135

DPR-851 Intermediate Excel 2016, Level 2 1.8 CEUs
This is the second in the series of courses designed to provide instruction on the more advanced features of Microsoft Excel 2016. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more.
6 sessions, $270* (includes a $95 lab fee)
27845 TTh 4/17-5/3 6:30-9:30 p.m. CAT-135

DPR-857 Introduction to Microsoft Project 2016 1.8 CEUs
This continuing education course, designed for project managers, will focus on using Microsoft Project 2016. Topics include plan, implement and control projects; sequencing tasks; producing a baseline, and assigning resources and costs; tracking progress; analyzing variances and revising project plan.
6 sessions, $270* (includes a $95 lab fee)
27874 TTh 4/24-5/10 6:30-9:30 p.m. CAT-135

DPR-830 Introduction to Microsoft Excel 2016 1.8 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, using macros, charts and graphs, utilizing functions to determine formulas and statistics.
6 sessions, $270* (includes a $95 lab fee)
27864 TTh 2/20-3/6 6:30-9:30 p.m. CAT-105

DPR-852 Introduction to MS Access 2016 1.8 CEUs
This course introduces the Microsoft Access 2016 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data.
6 sessions, $270* (includes a $95 lab fee)
27865 TTh 4/27-5/13 6:30-9:30 p.m. CAT-105

DPR-848 Introduction to MS Access 2016 1.8 CEUs
This course introduces the Microsoft Access 2016 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data.
6 sessions, $270* (includes a $95 lab fee)
27865 TTh 4/27-5/13 6:30-9:30 p.m. CAT-105
PGCC CERTIFICATE
ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

Program information
This program is designed to recognize a student’s achievement in both Microsoft Office Suite and office procedures and practices. Skills include providing 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. Tech-savvy administrative assistants are in great demand, and typically have higher-level responsibilities than secretaries and office clerks. Almost half a million secretarial and administrative jobs will be added to the labor market through 2020, according to U.S. Bureau of Labor Statistics projections.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate. Courses may be taken in any order:

- DPR-778   Applied Office Skills
- DPR-833   Introduction to Microsoft Word: Level 1
- DPR-830   Introduction to Microsoft Excel: Level 1
- DPR-852   Introduction to Access
- DPR-831   Introduction to PowerPoint

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program Requirements
To register for these courses, participants should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to all class sessions.

For more information
Please contact us at 301-546-0873 or itcerts@pgcc.edu

**DPR-831 Introduction to Microsoft PowerPoint 2016** 0.6 CEU
This course is designed for students who use Microsoft Word or other Microsoft Office components in their daily jobs, but need to learn to use the basic features of PowerPoint 2016 in order to qualify for career advancement. Topics include presentations, formatting slides, using drawing objects, working with graphics, using tables and charts.

2 sessions, $110* (includes a $50 lab fee)

**DPR-832 Advanced Microsoft PowerPoint 2016** 0.6 CEU
This course is designed for students who use the basic features of PowerPoint 2016 in their jobs, but need to master more advanced features in order to progress in their careers. Topics include customizing PowerPoint, using graphics and multimedia, customizing SmartArt graphics, tables and charts, distributing presentations and integrating Microsoft Office files.

2 sessions, $110* (includes a $50 lab fee)

**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.

3 sessions, $270* (includes a $95 lab fee)

**DPR-784 Advanced PowerPoint 2013** 0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Introduction to PowerPoint 2013.

2 sessions, $110* (includes a $50 lab fee)

**DPR-787 Introduction to PowerPoint 2013** 0.6 CEU
This class covers the introductory functions of the presentation software, Microsoft PowerPoint.

2 sessions, $110* (includes a $50 lab fee)

**DPR-782 Introduction to Microsoft Excel 2013: Level 1** 1.8 CEUs
This course introduces the basic features of Excel 2013. Students will create worksheets and enter and edit text, values, formulas, and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard.

3 sessions, $270* (includes a $95 lab fee)
### Help Desk Technology

**Program Information**
This program is designed to prepare you to support a client help desk, including performing basic help desk assessments and functions, productivity measurements, problem resolution, and asset management. Learn how support staff utilize these tools to maintain a competitive edge.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate. Troubleshooting courses may be taken in any order.

- **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).  
  2 sessions, $110* (includes a $50 lab fee)

- **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).  
  2 sessions, $110* (includes a $50 lab fee)

- **DPR-846 Troubleshooting Windows**  
  1.8 CEUs  
  In this nine-hour course, the student will review common error messages within the MS-Windows product and practice to resolve them. They will also learn how to resolve other problems to keep the personal computer operating at its peak capacity.  
  3 sessions, $150* (includes a $50 lab fee)

- **DPR-810 Troubleshooting MS-Access for Help Desk**  
  0.9 CEU  
  In this class, students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisites: working knowledge of MS-Windows and MS-Access.  
  3 sessions, $150* (includes a $50 lab fee)

- **DPR-706 SQL Fundamentals**  
  1.8 CEUs  
  This course introduces students to the fundamentals of SQL using Oracle Database Technology. Students learn concepts of relational databases, write queries against single and multiple tables, manipulate data in tables, and create database objects. This class will prepare you for the Oracle Database 11g: SQL Fundamentals Exam 1Z0-051.  
  6 sessions, $270* (includes a $95 lab fee)

- **DPR-864 SQL Fundamentals 2**  
  1.8 CEUs  
  This course will prepare you for the Oracle Database 11g: Administration I 1Z0-052 exam. This class will give you the knowledge on how to set up database environments and secure Oracle instances in any network environment, understanding database backup and recovery, Oracle Database Architecture, as well as configuration of security instances. This is the final class needed to become an Oracle Certified Associate (OCA).  
  6 sessions, $250* (includes a $75 lab fee)
WEB DESIGN
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE
WEB DESIGN AND MANAGEMENT

Program information
Learn to build web pages that attract and retain visitors. Professionals who are skilled in this type of web design and development are in demand. In this program, you will be taught how to build, design, and maintain your own website using various coding frameworks to speed up development times and reduce errors and bugs in the code.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- DPR-767 Web Design: Part 1
- DPR-768 Web Design: Part 2
- DPR-769 Web Design: Part 3
- 3 additional “DPR” and/or “VID” courses as listed in the schedule of classes
  (please note that not all courses are offered every term)

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program requirements
To register for these courses, 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. Students should bring a USB compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.

DPR-767 Web Design: Part 1 1.5 CEUs
Participants are guided to build effective websites using the real-world cases including formatting text, embedding images, designing various page layouts using text editor program, NotePad ++, Independent practice to complete websites will lead to strengthening skills taught in the first course.
5 sessions, $240* (includes a $100 lab fee)
27768 MW 2/5-2/21 6-9 p.m. CAT-135

DPR-768 Web Design: Part 2 1.5 CEUs
The material in this session will delve into the web design for mobile, tablet, as well as desktop devices. Participants will be taught the skill needed to implement responsive design as they master the latest elements, attributes, and styles from HTML5 and CSS3.
5 sessions, $240* (includes a $100 lab fee)
27769 MW 3/5-3/26 6-9 p.m. CAT-135

DPR-769 Web Design: Part 3 1.5 CEUs
Today’s web designers are required to create web pages using HTML5 and formatting with CSS3. This course introducing the basic concepts of JavaScript embedded and linked to the web page. Some of the concepts learned include JavaScript syntax, variables, functions, operations, built-in objects as date and time.
5 sessions, $240* (includes a $100 lab fee)
27770 MW 4/9-4/23 6-9 p.m. CAT-135

QUICK GUIDE USING MAC
301-546-0873 or itcerts@pgcc.edu

APP-300 Quick Guide: Using the Mac: Part 1 0.6 CEU
Explore the new features of the latest Mac OS to make routine tasks easier. In addition, you will discover functions of many desktop components, Control Panel, Dock, locate files, improve your file management style, connect to WIFI devices, and perform keyboard short cuts in any application and more. Includes discussions on online safety and security tips using any Apple device, and the importance of the Time Machine. Lastly, demonstration of ways Disk Utility’s First Aid to resolve a few computer issues.
2 sessions, $80* (includes a $35 lab fee)
27759 $ 2/10-2/17 9:30 a.m.-12:30 p.m. CAT-137

APP-301 Quick Guide: Using the Mac: Part 2 0.6 CEU
This course is a continuation of using your Mac OS. Discover how to use built-in apps Mac bundle Contacts, Calendar, and Reminder to sync with your mobile devices. Discuss safer and more secure practices to use while surfing the web, including Incognito and Do Not Track. Learn iCloud keychain to securely store passwords. Understand how Cloud based applications work. Get tips on using the System Preferences and Disk Utilities to keep your computer running smoothly.
2 sessions, $80* (includes a $35 lab fee)
27760 $ 3/24-3/31 9:30 a.m.-12:30 p.m. CAT-137
GRAPHIC ART/DESIGN
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE
DIGITAL GRAPHICS SUITE

Program information
Learn the design software programs that every pro needs to know: Adobe Photoshop, Illustrator, and InDesign. Discover techniques for creating digital images, illustrations, and layouts, and addressing fundamental concepts in color, typography, and composition. Digital graphic designers can work in your own environment, use your own creativity and art media and have many opportunities.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• DPR-808 Real World Graphic Design
• DPR-705 Digital Publishing with InDesign

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate. Certificates of completion are not issued for individual classes. CEUs will be awarded as noted in this schedule.

Program requirements
To register for these courses, 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. Students should bring a USB compatible flash drive to all class sessions.

Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above.

DPR-779 Intro to Illustrator CS6
2.4 CEUs
If you want to get a job as a graphic artist, you need to learn Adobe Illustrator. In this course, you will see how Adobe Illustrator CS6 can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shape gradients, you will gain the techniques you need to produce stunning vector graphics. You will be shown how to apply and work with color, create shading effects and painterly brush strokes, and add special effects such as 3D to your drawings that will set your work apart. You can also easily move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.

12 sessions, $150* (includes a $75 lab fee)

DPR-795 Adobe Photoshop Elements
3.0 CEUs
Photoshop, Illustrator, and InDesign. Discover techniques for creating digital images, illustrations, and layouts, and addressing fundamental concepts in color, typography, and composition. Digital graphic designers can work in your own environment, use your own creativity and art media and have many opportunities.

12 sessions, $150* (includes a $75 lab fee)

DPR-594 Elements of Computer Graphics Design
4.5 CEUs
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects and increase technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester.

15 sessions, $470* (includes a $50 lab fee)

DPR-587 Computer Publication Design
4.5 CEUs
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Meets concurrently with credit course ART-1620 for the entire semester. Prerequisite: DPR-594: Elements of Computer Design or permission of the coordinator.

25 sessions, $470* (includes a $50 lab fee)
DPR-685 3-D Digital Modeling/Animation  7.7 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with credit course ART-2670 for the entire semester. Prerequisite DPR-594: Elements of Computer Graphics Design OR students must possess advanced skills using Photoshop, Illustrator or 3-D software.
30 sessions, $470* (includes a $50 lab fee)

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

DPR-704 Introduction to Cyber Security  1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.
4 sessions, $200* (includes a $25 lab fee)
27826  S  3/3-3/31  9 a.m.-1 p.m.  CAT-135

DPR-794 Ethical Hacking and Network Defense II  5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will be shown the tools and penetration testing methodologies used by ethical hackers and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. This class meets concurrently with credit course INT-1680. Prerequisite: DPR-702 and DPR-794 or Security+ at another institution.
15 sessions, $420* (includes a $150 lab fee)
30925  MW  3/21-5/9  online  BLBD
30923  MW  3/21-5/9  12-3:40 p.m.  CAT-109
30924  TH  3/22-5/10  6-9:40 p.m.  CAT-109

DPR-795 Ethical Hacking and Network Defense II  5.3 CEUs
This course is the second of two courses that provides an understanding of how to effectively protect computer networks. Students will continue to learn the tools and penetration testing methodologies used by ethical hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security, hackers, practice post-exploitation, cryptography, hardening OSs, and wireless security. Students will be shown the tools and penetration testing methodologies used by ethical hackers and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will practice footprinting, scanning, enumeration, exploitation, and post exploitation. This class meets concurrently with credit course INT-1680. Prerequisite: DPR-702 and DPR-794 or Security+ at another institution.
15 sessions, $420* (includes a $150 lab fee)
30925  MW  3/21-5/9  online  BLBD
30923  MW  3/21-5/9  12-3:40 p.m.  CAT-109
30924  TH  3/22-5/10  6-9:40 p.m.  CAT-109

DPR-865 Security+ Cert Prep Bootcamp  2.3 CEUs
This course is designed for professionals in information assurance and cyber security careers and provides instruction to prepare for the Security+ certification exam. Topics include network security, compliance and operational security, threats and vulnerabilities, application, data and host security access control and monitoring and responding to network attacks. This course is a great review for those who have taken the semester Security+ and need additional assistance in preparing for the exam.
3 sessions, $350* (includes a $100 lab fee)
27817  WTHF  1/17-1/19  8:30 a.m.-5:30 p.m.  CAT-107
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.

15 sessions, $420* (includes a $150 lab fee)

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<th>Days</th>
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<th>Time</th>
<th>Location</th>
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DPR-703 CISSP Preparation 4.5 CEUs

This course explores and reviews all eight domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690.

15 sessions, $420* (includes a $150 lab fee)

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NETWORKING

301-546-0873 or itcerts@pgcc.edu

NATIONAL CERTIFICATION NETWORKING

Program information
PGCC offers preparation national certifications in computer networking. Our choices include:

CompTIA Network+ Certification
• This vendor-neutral certification prepares you for a job in networking, including network design, security, routing and Switching, cloud computing, IPv6 and forensics, and common security practices.
• Coursework: DPR-735 Network+
• Exam: CompTIA Network+
• Exam vouchers: registered students may purchase exam vouchers at a significant discount, and may sit for the certification exam at PGCC
• Visit comptia.org for more information

Cisco Certified Network Associate (CCNA) Certification
• This certificate validates a professional’s ability to understand, configure, operate, and troubleshoot medium-level switched and routed networks; also includes verification and implementation of connections via remote sites using WAN.
• Coursework: CCNA 1, CCNA 2, CCNA 3 and CCNA 4. This in-depth series prepares you to test for Cisco Certified Network Associate Routing and Switching (CCNA R&S) certification through the Cisco Networking Academy. Individuals holding this certification are qualified to design, operate, and maintain networking systems using switches and routers.
• Exam: CCNA Routing and Switching
• Visit http://www.cisco.com for more information

Cisco CCENT Certification
• This certificate validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. It opens doors to a career in networking.
• Coursework: CCNA 1 and CCNA 2
• Exam: CCENT: Interconnecting Cisco Networking Devices Part 1 100-105 ICND1
• Visit http://www.cisco.com for more information

Program requirements
To register for these courses, students should have intermediate computer skills with experience in DOS, and networking experience. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information
Please see our contact information above
### DPR-735 CompTIA Network+ Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550.

15 sessions, $325* (includes a $100 lab fee)

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<td>S</td>
<td>1/27-5/12</td>
<td>9 a.m.-12:30 p.m.</td>
<td>CAT-315</td>
</tr>
</tbody>
</table>

### DPR-855 Network+ Certification Test Preparation Boot Camp 2.9 CEUs
This course is designed for students who have completed extensive course work leading to Cloud+ certification and is intended as a final review before the certification exam. Topics include: disk storage systems, storage networking, virtualization, performance tuning, infrastructure, resource management, security and testing.

9 sessions, $325* (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27860</td>
<td>MTWF</td>
<td>1/8-1/19</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-325</td>
</tr>
</tbody>
</table>

### CNT-449 Cisco CCENT Test Prep Boot Camp 2.4 CEUs
This course is designed for students who have recently completed the college's CCNA 1 and 2 courses successfully. It is designed to help prepare students to take and pass the Cisco ICND1 exam for CCENT certification. This review course has no hands-on labs, and will consist of material review, test taking methods, and practice exams. Prerequisite: CNT-446 (non-credit) or INT-1460 (credit).

4 sessions, $225* (includes a $60 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
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<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
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<td>1/16-1/19</td>
<td>9 a.m.-2:30 p.m.</td>
<td>CAT-323</td>
</tr>
</tbody>
</table>

### CNT-313 CCNA Security 4.9 CEUs
This course will teach configuration, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. Authentication/Authorization/Accounting (AAA), firewalls, encryption, Intrusion prevention systems (IPS), and Virtual Private Networks (VPNs), and PaloAlto Firewall are also taught. This is a full hands on firewall and intrusion detection/prevention class. This class will prepare you for the CCNA Security 210-260 exam. Prerequisite: CCENT or completion of CCNA 1 and 2.

15 sessions, $420* (includes a $150 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tr>
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<td>1/23-5/15</td>
<td>6-9:30 p.m.</td>
<td>CAT-315</td>
</tr>
</tbody>
</table>

### DPR-446 CCNA 1: Introduction to Cisco Networking 6.0 CEUs
This is the first of a four-course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include OSI and TCP/IP models, Ethernet concepts and operation; TCP and UDP protocols and ports, network design using IPv4 and IPv6 subnets, router and switch configuration. Meets concurrently with credit course INT-1450.

15 sessions, $660* (includes a $220 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
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<tr>
<td>30897</td>
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<td>30893</td>
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<td>12:30-4:30 p.m.</td>
<td>CAT-325</td>
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</table>

### DPR-447 CCNA 2: Routing and Switching Essentials 6.0 CEUs
This is the second of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include switch configuration and security, virtual LANs (VLANs) and trunking; single-area OSPF routing; static routes; access control lists; Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). Students successfully completing this course should be prepared for Cisco CCENT certification. Meets concurrently with credit course INT-1460.

15 sessions, $660* (includes a $220 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Dates</th>
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<td>1/23-5/10</td>
<td>9:30-11:30 a.m.</td>
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</table>

### CNT-448 CCNA 3: Connecting Networks 6.0 CEUs
This is the third of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include design, configuration, and troubleshooting of large networks. Spanning Tree Protocol (STP) and EtherChannel, routing for large IPv4 and IPv6 networks using EIGRP and multi-area OSPF. Meets concurrently with credit course INT-2450.

15 sessions, $660* (includes a $220 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tbody>
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</table>

### CNT-449 CCNA 4: Connecting Networks 6.0 CEUs
This is the fourth of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include design, configuration, and troubleshooting of wide area networks using PPP and frame relay protocols; configuring Virtual Private Networks (VPNs), and implementing network monitoring. Students successfully completing this course should be prepared for Cisco CCNA routing and switching certification. Meets concurrently with credit course INT-2460.

15 sessions, $660* (includes a $220 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Times</th>
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</table>

### CNT-448 CCNA 4: Connecting Networks 6.0 CEUs
This is the fourth of a four course sequence preparing for Cisco CCNA Routing and Switching certification. Topics will include design, configuration, and troubleshooting of wide area networks using PPP and frame relay protocols; configuring Virtual Private Networks (VPNs), and implementing network monitoring. Students successfully completing this course should be prepared for Cisco CCNA routing and switching certification. Meets concurrently with credit course INT-2460.

15 sessions, $660* (includes a $220 lab fee)

<table>
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<tr>
<th>Code</th>
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<th>Dates</th>
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<th>Location</th>
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<tbody>
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</table>

15 sessions, $660* (includes a $220 lab fee)

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<th>Location</th>
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</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### DPR-875 Understanding Operating Systems

**4.5 CEUs**

This course provides working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include memory management, process management, device management, file management, and operating systems tools. Class meets concurrently with credit course INT-1700.

15 sessions, $420* (includes a $150 lab fee)

<table>
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</table>

### DPR-800 Linux Operating System 1

**5.3 CEUs**

This is an introduction to the Linux operating system and is mapped to the CompTIA+ LX0-101 exam. This course covers command-line basics, managing software packages, configuring hardware, and file management concepts in a Linux environment. Prerequisite: programming experience in logic and design. 2 class/2 lab hours.

15 sessions, $420* (includes a $150 lab fee)

<table>
<thead>
<tr>
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<th>Start Date</th>
<th>Time</th>
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<td>BLBD</td>
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<tr>
<td>30928</td>
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<td>1/22-3/21</td>
<td>6-9:40 p.m.</td>
<td>CAT-213</td>
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</tbody>
</table>

### DPR-801 Linux Operating System 2

**5.3 CEUs**

A continuation of INT-2721, mapped to the CompTIA Linux+ LX0-102 exam. This course covers system administration tasks such as X Windows configuration, basic network configuration, writing scripts to automate tasks, managing e-mail, database management, and security management. Prerequisite: Linux Operating System 1.

15 sessions, $420* (includes a $150 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
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<td>MW</td>
<td>3/21-5/9</td>
<td>6-9:40 p.m.</td>
<td>CAT-303</td>
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</table>

### DPR-842 Windows Desktop Client Windows 10 (70-697)

**5.3 CEUs**

This course is designed to provide students with the knowledge and skills required to install and configure Windows 10 desktops and devices in a Windows Server domain. These skills include how to install and customized Windows 10 operating systems and apps, configuring local and remote networks connectivity and storage. This course maps directly with the Configuring Windows Devices exam 70-697.

15 sessions, $430* (includes a $160 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
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<th>Time</th>
<th>Location</th>
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<tr>
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</tr>
<tr>
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<td>MW</td>
<td>1/22-5/14</td>
<td>12:40 p.m.</td>
<td>(30 sessions)</td>
</tr>
</tbody>
</table>

### DPR-839 MCSA Installing and Configuring Windows Server 2012 (70-410)

**5.3 CEUs**

This course is designed to prepare students for entry-level positions as Network or Computer Support Specialists. The series is a combination of employability skills and technology topics. This course is one of three designed to prepare students for the Microsoft Windows Server certification exams. Emphasis is placed on enabling the student to learn how to install, configure, manage, maintain, and troubleshoot Microsoft Windows Server operating systems. Topics to be covered include server administration, disk mirroring, Active Directory, NTFS permissions, global groups, remote management, and performance monitoring.

15 sessions, $430* (includes a $160 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
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<tr>
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</table>

### CNT-331 CCNP2: IP Switching

**6.0 CEUs**

Students will be shown how to plan, configure, and verify the implementation of complex enterprise switching solutions. This course also covers the secure integration of VLANs, WLANs, voice, and video into networks. This course prepares students to take the CCNP Implementing Cisco IP Switched Networks (SWITCH) certification exam. Students must first pass the CCNA R&S certification before they can sit for any of the 3 exams that are required for the CCNP R&S Certification.

7 sessions, $660* (includes a $220 lab fee)

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>3/24-5/5</td>
<td>9:30 a.m.-5 p.m.</td>
<td>LARL-205</td>
</tr>
</tbody>
</table>

### DPR-320 Repair and Maintenance of Personal Computers

**1.2 CEUs**

Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Prerequisites: Introductory-level knowledge of MS-DOS or Windows. Required textbook. A tool kit is included in the price of the course and will be specified at the first class.

4 sessions, $210* (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
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<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>27816</td>
<td>F</td>
<td>2/2-2/23</td>
<td>6-9 p.m.</td>
<td>ANXC-043</td>
</tr>
</tbody>
</table>

### DPR-862 Build Your Own Computer

**1.2 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 first class). A tool kit is included in the price of the course.

4 sessions, $210* (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27816</td>
<td>F</td>
<td>2/2-2/23</td>
<td>6-9 p.m.</td>
<td>ANXC-043</td>
</tr>
</tbody>
</table>
### NATIONAL CERTIFICATION

**COMPTIA A+**

**Program Information**

A+ certification demonstrates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. A+ certified professionals have mastered the technologies found in today's extensive and varied IT environments, from mobile to traditional devices and operating systems.

**Coursework**

Students who successfully complete the following courses will gain the expertise needed to work as a computer service technician, troubleshooting and repairing PCs, and be prepared to sit for the CompTIA A+ 220-901 and 220-902 exam:

- **DPR-697** CompTIA A+ Certification Preparation: Part 1
- **DPR-698** CompTIA A+ Certification Preparation: Part 2

**CompTIA A+ Enhanced**

**Program Information**

Get prepared for today's job hunt by registering for our A+ enhanced program. Adding CAM-300 to our A+ certification will provide you with a career advantage, at no additional cost. Many employers need potential employees who have the ability to meet and pass the challenges of rigorous background checks and clearance screening processes.

**Required Courses:**

- **DPR-697** CompTIA A+ Certification Preparation Part 1
- **DPR-698** CompTIA A+ Certification Preparation Part 2
- **CAM-300** Introduction to Security Clearance and Background Checks

**Program Requirements**

Both programs require intermediate computer skills with experience in DOS. Students should bring a USB-compatible flash drive to all class sessions.

**For More Information**

For A+ or A+ Enhanced, please contact us at 301-546-0873 or icerts@pgcc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-697</td>
<td>CompTIA A+ Certification Preparation: Part 1</td>
<td>6.5 CEUs</td>
</tr>
<tr>
<td>DPR-698</td>
<td>CompTIA A+ Certification Preparation: Part 2</td>
<td>6.0 CEUs</td>
</tr>
<tr>
<td>CAM-300</td>
<td>Introduction to Security Clearance and Background Checks</td>
<td>4.5 CEUs</td>
</tr>
</tbody>
</table>

**DPR-697 CompTIA A+ Certification Preparation: Part 1**

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. A tool kit is included in the price of the course.

**20 sessions**, $670* (includes a $150 lab fee)

<table>
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<th>Session Details</th>
<th>Course Details</th>
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</thead>
<tbody>
<tr>
<td>27278</td>
<td>MWTh 1/29-2/2 9:30-9:45 a.m. ANXC-045</td>
</tr>
</tbody>
</table>

**DPR-698 CompTIA A+ Certification Preparation: Part 2**

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. A tool kit is included in the price of the course.

**20 sessions**, $670* (includes a $150 lab fee)

<table>
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<tbody>
<tr>
<td>27813</td>
<td>MWTh 3/26-5/16 6:30-9:45 p.m. ANXC-045</td>
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</table>

**DPR-853 A+ Certification Preparation Boot Camp**

This course is designed for students who have completed extensive course work leading to A+ certification and is intended as a final review before the certification exam. Topics include software installation and troubleshooting, computer repair and support and test preparation activities. Students should have completed both parts 1 and 2 of CompTIA A+. Required text: *CompTIA A+ Certification All-in-One Exam Guide*, (9th edition) (Exams 220-901 & 220-902) ISBN: 9781259588716, by Mike Meyer and hard back book is: ISBN 9781259589515. 9 sessions, $450* (includes a $100 lab fee)

<table>
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<tbody>
<tr>
<td>27757</td>
<td>MTWTh 1/8-1/19 9 a.m.-2:30 p.m. CAT-315</td>
</tr>
</tbody>
</table>

**DPR-859 IT Fundamentals Certification**

This course is designed for individuals pursuing professional development training in information technology and provides instruction on the CompTIA IT Fundamentals Certification Exam. Topics include basic computer concepts, types of computers, hardware and software components, networking, network protocols, information security, maintaining, monitoring and troubleshooting computer systems, and future technologies. 10 sessions, $400* (includes a $125 lab fee)

<table>
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<th>Course Details</th>
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<tbody>
<tr>
<td>30177</td>
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</tr>
</tbody>
</table>

**NATIONAL CERTIFICATION

**COMPTIA IT FUNDAMENTALS**

**Program Information**

This one-course program is designed to help you learn more about the world of information technology (IT). It’s ideal if you’re considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals certification can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA+.

**Coursework**

Students who successfully complete DPR-859 will be prepared to sit for the CompTIA IT Fundamentals FC0-U51 Exam.

**Program Requirements**

To register for this program, participants must have intermediate computer skills with experience in DOS. Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgcccbookstore.com).

**For More Information**

Please contact us at 301-546-0873 or icerts@pgcc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>DPR-859</td>
<td>IT Fundamentals Certification</td>
<td>3.0 CEUs</td>
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<tr>
<td>27757</td>
<td>MTWTh 1/8-1/19 9 a.m.-2:30 p.m. CAT-315</td>
</tr>
</tbody>
</table>
ONLINE IT TRAINING
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE PROGRAMMING, NETWORKING AND WEB DESIGN SKILLS (ONLINE)
Program information
Earn any of our 4 certificates in these IT areas with 100% online coursework! PGCC partners with national training provider ed2go to offer a wide variety of IT courses online. Courses are designed for career preparation or personal enrichment. Our course series are designed to give you an in-depth background in your field(s) of interest.

Coursework
Students who successfully complete the courses listed, and pass the course exams, will be eligible to receive the certificate shown:

Creating WordPress Websites certificate:
- DPR-741 Creating WordPress Websites
- DPR-765 Intermediate WordPress Websites

Java Programming certificate:
- DPR-329 Java for the Beginner
- DPR-651 Intermediate Java Programming

C+ Programming certificate:
- DPR-435 Introduction to C+ Programming
- DPR-636 Intermediate C+ Programming

Networking certificate:
- DPR-431 Introduction to Networking
- DPR-591 Intermediate Networking

Registration
Please follow the registration instructions in the eLearning section at the back of this schedule.

Program requirements
To register for these courses, participants must have Internet access and an e-mail account.

For more information
Please see our contact information above. To see a complete list of courses available online, please visit www.ed2go.com/pgcc. Click on Computer Applications or Technology to get started.

OFC-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, $150* (includes a $75 lab fee)

DPR-696 Introduction to PC Troubleshooting 2.4 CEUs
This course takes you through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC.

12 sessions, $150* (includes a $75 lab fee)
DPR-393 Designing Effective Websites 2.4 CEUs
Creating a Website 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, $150* (includes a $75 lab fee)

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, $150* (includes a $75 lab fee)

DPR-431 Introduction to Networking 2.4 CEUs
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.
12 sessions, $150* (includes a $75 lab fee)

DPR-591 Intermediate Networking 2.4 CEUs
Topics include virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft—Windows ’95 or higher.
12 sessions, $150* (includes a $75 lab fee)

DPR-719 Introduction to Windows 8 2.4 CEUs
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, $150* (includes a $75 lab fee)

DPR-840 Introduction to Windows 10 2.4 CEUs
This course 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, smart phones, embedded systems, Xbox One, Surface Hub and HoloLens.
12 sessions, $140* (includes a $65 lab fee)

DPR-824 Introduction to Microsoft Word 2013 2.4 CEUs
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, $150* (includes a $75 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
DPR-827 LPI Linux Essentials Exam Prep  2.4 CEUs
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, $150* (includes a $75 lab fee)

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DPR-451 Computer Skills for the Workplace  2.4 CEUs
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will be taught 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, $150* (includes a $75 lab fee)

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DPR-908 Introduction to Microsoft Outlook 2013  2.4 CEUs
In this course you will learn about sending, receiving, and managing your mail, calendar, tasks, and to-dos so you can manage your schedule. You will discover how Outlook can connect to your social networks, and discuss the pros and cons of making those connections. The course also shares secrets about how to get the most from Outlook.
12 sessions, $150* (includes a $75 lab fee)

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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, $150* (includes a $75 lab fee)

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DPR-843 Introduction to Microsoft Word 2016  2.4 CEUs
Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.
12 sessions, $170* (includes a $80 lab fee)

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DPR-866 Intermediate Microsoft Word 2016 2.4 CEUs
In this course, you will learn how to automate Word 2016 using shortcuts to help you write more while typing less. From signs, newsletters, and greeting cards to long documents, use macros, shortcut keys, and templates, organize text in tables, mix graphics and text together to turn Word into a simple desktop publishing program, and merge spreadsheet and database data to create mailing labels and form letters.
12 sessions, $170* (includes a $80 lab fee)

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, $150* (includes a $75 lab fee)

DPR-836 Introduction to Microsoft Excel 2016 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Excel 2016. Topics include the Excel interface, exploring shortcuts for efficiency, creating worksheets, charts and graphs, utilizing functions to determine formulas and statistics, and using macros.
12 sessions, $170* (includes a $80 lab fee)

DPR-867 Intermediate Microsoft Excel 2016 2.4 CEUs
In this course, you will learn dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently, 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. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.
12 sessions, $170* (includes a $80 lab fee)

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 game genres, platforms, and audiences.
12 sessions, $150* (includes a $75 lab fee)

DPR-838 Introduction to Microsoft Access 2013 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using 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, $150* (includes a $75 lab fee)

DPR-868 Intermediate Microsoft Access 2016 2.4 CEUs
In this course, you will master the more advanced techniques for this powerful database program and build an entire database project from scratch. You will start by importing customer and order information and use key fields to build relationships between the tables.
12 sessions, $170* (includes a $80 lab fee)
### 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, fliers, 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.

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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.

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### DPR-812 Introduction to Microsoft PowerPoint 2013 2.4 CEUs
Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or Powerpoint 365 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. You will be taught how to plan a presentation for your audience, format it with themes and color, and use slide layout mastery to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations.

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### DPR-835 Introduction to Microsoft Project 2016 2.4 CEUs
This course is designed for business professionals and office support staff pursuing professional development training in business technology and provides instruction on using Microsoft Project. Topics include a formal technology and provides instruction on using Microsoft Project 2016. Topics include presentation themes, slide layouts, outline view, spelling check, AutoCorrect, Thesaurus, Smart Lookup, charts and chart tools, animation and animation pane, presentation management and online sharing.

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### DPR-837 Introduction to Microsoft Project 2016 2.4 CEUs
This course is designed for business professionals and project managers pursuing professional development training in business technology and provides instruction on using Microsoft Project. Topics include a formal management approach, creating a project schedule, Gantt charts, resource sheets, cost tables, scheduling, assigning lead times, task dependencies and creating a baseline.

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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, $150* (includes a $75 lab fee)

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, $150* (includes a $75 lab fee)

DPR-792 Introduction to Programming 2.4 CEUs
In this course, you will be shown how 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 taught how to work with graphical user interfaces, controls, variables, arrays, conditional logic, and loops. You will also examine subroutines, functions, and debugging.
12 sessions, $150* (includes a $75 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, $150* (includes a $75 lab fee)

DPR-762 Advanced Web Pages 2.4 CEUs
In this course you will be taught to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design.
12 sessions, $150* (includes a $75 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, $150* (includes a $75 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, and build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies.

**12 sessions, $150* (includes a $75 lab fee)**

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### DPR-869 Intermediate Dreamweaver CS6 2.4 CEUs

In this course, you will examine pure CSS layout and discover how to get the most out of Dreamweaver’s templates and how to incorporate multimedia elements such as video and manipulate data using XML data and XSL. By the end of this course, you’ll have a solid, in-depth understanding of traditional layouts and translating information to the Web, so you can make your sites clearer, cleaner, and more accessible.

**12 sessions, $150* (includes a $75 lab fee)**

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### DPR-781 Introduction to JavaScript 2.4 CEUs

The course begins with the basics of JavaScript code and then moves on to more advanced topics. You will be taught how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make “if . . . then . . . else” decisions about what to do based on circumstances. You will also get a chance to try out loops and timers to create animation effects. Throughout the course, you’ll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. And since no JavaScript course would be complete without a discussion of jQuery, we cover it as well. This course assumes students already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.

**12 sessions, $150* (includes a $75 lab fee)**

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### 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, $150* (includes a $75 lab fee)**

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<th>CRN</th>
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### 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, $150* (includes a $75 lab fee)**

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</table>

### 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 have plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. And since no JavaScript course would be complete without a discussion of jQuery, we cover it as well. This course assumes students already know HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative to them.

**12 sessions, $150* (includes a $75 lab fee)**

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### DPR-670 Introduction to PC Security 2.4 CEUs

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, $150* (includes a $75 lab fee)**

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</table>
DPR-672 Introduction to CSS and XHTML 2.4 CEUs
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, $150* (includes a $75 lab fee)

DPR-741 Introduction to Creating WordPress Websites 2.4 CEUs
WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme.
12 sessions, $150* (includes a $75 lab fee)

DPR-766 Creating WordPress Websites 2 2.4 CEUs
Discover how to use WordPress, the world’s most popular Web page publisher, to create and manage dynamic websites and blogs without any technical coding! You will be taught everything you need get started with WordPress.org, from choosing a domain name and a hosting company to installing the software. You will find out how to use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your website secure.
12 sessions, $150* (includes a $75 lab fee)

DPR-707 Introduction to InDesign CC 2.4 CEUs
The course is applicable to any version of InDesign CS4 or newer. In each lesson an important aspect of InDesign CC is covered as you prepare a range of print and online products for a fictional company. You will discover how the program features relate to producing actual usable documents and explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices.
12 sessions, $150* (includes a $75 lab fee)

DPR-765 Creating Mobile Apps with HTML 2.4 CEUs
The latest Web standards-in particular, HTML5 and CSS3-make it possible for you to create cross-platform mobile apps using skills you may already have. This course will 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, $150* (includes a $75 lab fee)

DPR-780 Introduction to InDesign CS6 2.4 CEUs
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, $150* (includes a $75 lab fee)
**CONSTRUCTION MANAGEMENT**

301-546-0964 or westphalia@pgcc.edu

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**PGCC CERTIFICATE CONSTRUCTION MANAGEMENT**

**Program Information**

This 7-course program was developed by the nationally-recognized Construction Education Committee to meet the needs of the construction industry. The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies.

**Coursework**

Students who successfully complete the following courses will be eligible to receive the certificate:

- **CST-335 Construction Management 1**
- **CST-345 Print Reading**
- **CST-382 Methods and Materials**
- **CST-354 Planning and Scheduling**
- **CST-383 Estimating**
- Two elective courses from the full list of Construction Management courses.

The first three may be taken in any order, then CST-354 before CST-383. Electives may be taken in any order.

**Program requirements**

To register for CST-383, participants must be competent in basic construction math, including a working understanding of basic computation skills using fractions, decimals, percentages, and conversions as they apply to the construction industry. For a math skills refresher, consider enrolling in CST-391, Construction Math (42 hours).

**For more information**

Please see our contact information above.

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**CST-335 Construction Management 1**

4.2 CEUs

This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Textbook required at first class.

15 sessions, $450* (includes a $135 lab fee)

27492 Th 1/25-5/10 6-9:15 p.m. Largo

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**CST-345 Construction Blueprint Reading**

4.2 CEUs

Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Textbook required at first class.

15 sessions, $450* (includes a $135 lab fee)

27501 W 1/24-5/9 6-9:15 p.m. Largo

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**CST-346 Build Your Own House**

1.2 CEUs

This course offers an overview of the process of building your own house, or making a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include how to choose a builder or whether you should be your own general contractor. 15 sessions, $450*

27493 Th 1/25-5/10 6-9:15 p.m. Largo

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**CST-354 Construction Planning and Scheduling**

4.2 CEUs

Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. Textbook required at first class. Instructor: David Furman. 15 sessions, $425*

27494 Th 1/25-5/10 6-9:15 p.m. LARL-205

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**CST-339 Construction Quality Control**

4.2 CEUs

This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Textbook required.

15 sessions, $425*

27494 M 1/22-5/14 6-9:15 p.m. Largo

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**CST-389 Start Your Own Construction Company**

4.2 CEUs

This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, and identifying potential customers and what they want. 15 sessions, $425*

27495 M 1/22-5/14 6-9:15 p.m. Largo

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**CST-391 Construction Math**

4.2 CEUs

This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $425*

27491 W 1/24-5/2 6-9:15 p.m. Largo

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**CST-415 Mechanical and Electrical Systems in Construction**

4.2 CEUs

An overview of the systems in a commercial building: plumbing, heating, ventilation, and air conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts.

15 sessions, $425*

27499 W 1/24-5/9 6-9:15 p.m. Largo
CONSTRUCTION SKILLED TRADES

APARTMENT MAINTENANCE
301-546-0964 or Westphalia@pgcc.edu

NATIONAL CERTIFICATION
APARTMENT MAINTENANCE
TECHNICIAN

Program Information
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).

Coursework and credential requirements
Students who successfully complete OCU-611 and the following requirements will be eligible to earn the CAMT credential:
- Complete one year of apartment or rental housing maintenance experience
- Meet all examination requirements within 24 months of declaring candidacy for CAMT

For more information
Please see our contact information above. For information on certification, please visit http://stg.naahq.org/learn/education/certification-for-apartment-maintenance-technicians.

BUILDING MAINTENANCE
301-546-0964 or Westphalia@pgcc.edu

PGCC CERTIFICATE
BUILDING MAINTENANCE
ENGINEER

Program Information
General maintenance and repair workers are employed in almost every industry: in businesses, apartments, condominiums and other facilities. Building maintenance engineers 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.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- OCU-404 Building Maintenance Engineer, Level 1
- OCU-402 Building Maintenance Engineer, Level 2

For more information
Please see our contact information above.

OCU-403 Ingeniero de Mantenimiento de Edificios
6.0 CEUs
Este curso está diseñado para estudiantes de habla hispana para proporcionar formación básica para los ingenieros de mantenimiento de nivel de entrada. Los temas incluyen: drywall y pintura; baldosas de cerámica; plomería; Habilidades eléctricas y técnicas de cableado; Carpintería y suelos.
10 sessions, $750* (includes a $30 lab fee)

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: Readers Digest New Fix it Yourself Manual.
15 sessions, $575* (includes a $25 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: Readers Digest New Fix it Yourself Manual.
15 sessions, $575* (includes a $25 lab fee)
With a career in the casino industry you can win big. The gaming industry offers exciting jobs as table games dealers. If you want flexibility, fun, and financial stability, a casino career could be for you.

Prince George’s Community College offers classes that will give you the skills you need for a casino career. Watch for more information about how you can get in on the action and get started on a path toward an exciting career.

https://www.pgcc.edu/dealerschool
WHERE DO YOU SEE YOUR CAREER TAKING YOU?

Prince George's Community College's *Hospitality Express* training program starts 2018. This program will help prepare residents of Prince George's County and surrounding community for the more than 3,500 employment opportunities available.

Great careers in areas such as:
- Food & Beverage Services
- Hotel Operations
- Casino Operations

Get started on a solid career path. For more details about the Hospitality Express training program go to:

www.pgcc.edu/go/HospitalityExpress
**CONSTRUCTION CORE SKILLS**

**Program Information**
These courses are a prerequisite for all of our National Center for Construction Education and Research (NCCER) Level 1 training programs, 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.

**Coursework**
Students who successfully complete either Option 1 or Option 2 will be eligible to register for our other NCCER programs (below). These course can also be taken concurrently with Level 1 NCCER courses.

**Option 1:**
- OCU-410 Core: Introductory Craft Skills

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

For more information please see our contact information above.

**OCU-410 Introductory Craft Skills (Core)**

A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Required textbook and calculator: *NCCER Core Curriculum* (5th edition).

10 sessions, $995* (includes a $40 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Session Time</th>
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**INDUSTRY CERTIFICATIONS + PGCC CERTIFICATE**
**COMPUTER AIDED-DRAFTING (AUTOCAD)**

**Program Information**
This series provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software.

**Coursework**
Students who successfully complete the following courses will be eligible to receive the certificate. Each course also prepares students for a certification exam:

- **CST-435** AutoCAD Revit Architecture and BIM (covers topics for the Revit Architecture (Imperial) Exam)
- **CST-394** Introduction to Computer Aided Drafting with AutoCAD (covers topics for the AutoCAD Certified Professional Exam)

Information on the exams can be found at www.certiport.com; search on Autodesk Certified Professional.

**Program Requirements**
Students should bring a USB compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information please see our contact information above.

**CST-435 AutoCAD Revit Architecture and BIM**

Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk’s Revit Architecture. This course will introduce students to the concepts of BIM and the tools for parametric building design and documentation, using Revit to produce the schematic design, construction documentation, and design visualization. Meets concurrently with credit course ENT-1680.

15 sessions, $440* (includes a $140 lab fee)

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**CST-394 Introduction to Computer Aided Drafting with AutoCAD**

This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Textbook required.

15 sessions, $440* (includes a $140 lab fee)

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<td>(30 sessions)</td>
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**COMPUTER-AIDED DRAFTING (AUTOCAD)**
301-546-0873 or itcerts@pgcc.edu

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**CONSTRUCTION CORE SKILLS**

**Program Information**
These courses are a prerequisite for all of our National Center for Construction Education and Research (NCCER) Level 1 training programs, 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.

**Coursework**
Students who successfully complete either Option 1 or Option 2 will be eligible to register for our other NCCER programs (below). These course can also be taken concurrently with Level 1 NCCER courses.

**Option 1:**
- OCU-410 Core: Introductory Craft Skills

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

For more information please see our contact information above.

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**OCU-410 Introductory Craft Skills (Core)**

A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Required textbook and calculator: *NCCER Core Curriculum* (5th edition).

10 sessions, $995* (includes a $40 lab fee)

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<td>8:30 a.m.-5 p.m.</td>
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**CST-437 NEC Update 2014**

1.0 CEU

This course provides a review of significant areas of the National Electric Code (NEC). The focus will be on the application of changes made during the 2014 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master's license.

2 sessions, $245* (includes a $50 lab fee)

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<td>9 a.m.-4 p.m.</td>
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**ELC-308 Residential Wiring 1: Part 1**

2.7 CEUs

This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Prerequisite: ELC-301. Textbook and calculator required.

9 sessions, $434* (includes a $50 lab fee)

| 27300 | MW | 2/21-3/28 | 6-9:30 p.m. | WTC |
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 be taught 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: HVC-332: Intro to HVAC/R Level 1; Part 1. Textbook (required at first class): NCCER HVAC Level 1 (4th edition).
25 sessions, $945* (includes a $25 lab fee)
27305 MW 4/4-7/2 6-9:30 p.m.  WTC

HVC-335 HVAC/R Level 2: Part 2
5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. Textbook required.
14 sessions, $570* (includes a $25 lab fee)
29079 MW 1/22-3/14 6-9:30 p.m.  STC

HVC-336 HVAC/R Level 2: Part 3
5.3 CEUs
This course is third in our series of four courses in the NCCER level two curriculum for HVAC/R students. Topics include troubleshooting gas heating; troubleshooting cooling equipment; and heat pumps. Prerequisite: HVC-335: HVAC/R Level 2: Part 2. Textbook required.
14 sessions, $640* (includes a $50 lab fee)
29080 MW 4/2-5/16 6-9:30 p.m.  STC

HVC-332 HVAC/R Level 1 Part 1
4.6 CEUs
This course is the first half of level 1 of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to HVAC, trade mathematics, basic copper, plastic piping, soldering and brazing, and basic carbon steel piping practices. Required textbook: NCCER HVAC Level 1 (4th edition)
15 sessions, $675* (includes a $25 lab fee)
27304 MW 1/29-3/28 6-9 p.m.  WTC
28076 TTh 3/6-5/1 6-9:30 p.m.  STC

HVC-340 CFC Preparation
and Certification
This course is designed to review the requirements of the Environmental Protection Agency (EPA) under section 608 of the Clean Air Act for those who service, maintain, repair or dispose of air conditioning and refrigeration equipment according to 40 CFR Part 82, subpart F. Information for Type 1, 2 and 3 (Universal) certification will be provided and the chlorofluorocarbons (CFC) test administered following the review. Prerequisite: HVC-331: HVAC/R Level 1 Part 2 or one year of experience in HVAC. Registration requirements must be completed at least two days prior to class start date. Textbook required: EPA certification Exam Prep Manual (7th edition) Esco Institute. Note: students must read the entire textbook (prior to the first class).
2 sessions, $270* (includes a $40 lab fee)
29081 MF 2/2-2/5 6-9:30 p.m.  STC

PGCC CERTIFICATE
HEATING, VENTILATION,
AIR CONDITIONING AND
REFRIGERATION (HVAC/R)
Program Information
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. Our curriculum, provided by the National Center for Construction Education and Research (NCCER), is designed to prepare HVAC/R students for entry into and advancement in this growing industry.

Coursework
Students who successfully complete the following courses will be eligible to receive the HVAC/R System 1 certificate:
• Construction Core Skills, Option 1 or Option 2 (above)
• HVC-332 HVAC/R Level 1 Part 1
• HVC-331 HVAC/R Level 1 Part 2
Courses are held at the Skilled Trades Center (6400 Old Branch Ave., Temple Hills) and Westphalia Training Center (9109 Westphalia Rd., Upper Marlboro)

For more information
Please see our contact information above.
LOCKSMITHING
301-546-0964 or westphalia@pgcc.edu

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, $686* (includes a $100 lab fee)
27294 MW 1/8-2/28 5:30-9 p.m. WTC

KEY-301 Locksmithing 102 4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text required and tools second week.
14 sessions, $686* (includes a $100 lab fee)
27295 MW 3/5-4/25 5:30-9 p.m. WTC

KEY-304 Locksmithing 202 4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include closed circuit television, investigative forensics, safe lock troubleshooting and servicing, and basic electricity and access control. Prerequisite: KEY-305.
14 sessions, $686* (includes a $100 lab fee)
27297 TTh 2/27-4/19 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, $686* (includes a $100 lab fee)
27296 TTh 1/9-2/22 5:30-9 p.m. WTC

PLUMBING
301-546-0894

PGCC CERTIFICATE BASIC PLUMBING
Program Information
Plumbers install and repair the water, waste disposal drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures (bathtubs, showers, sinks, and toilets) and appliances (dishwashers, waste disposers, and water heaters). This program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• Construction Core Skills, Option 1 or Option 2 (above)
• 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

Courses are held at the Skilled Trades Center, 6400 Old Branch Ave., Temple Hills, MD.

For more information
Please see our contact information above.
**RESIDENTIAL MAINTENANCE**  
301-546-0964 or westphalia@pgcc.edu

**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, $175* (includes a $20 lab fee)

**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, $175* (includes a $20 lab fee)

**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, $220* (includes a $30 lab fee)

**OCU-332 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, $210* (includes a $20 lab fee)

**STATIONARY ENGINEERING**  
301-546-0964 or westphalia@pgcc.edu

**OCU-359 Stationary Engineering I**  
4.2 CEUs  
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: *Low Pressure Boiler (3rd edition)* and a calculator are required at the first class session.  
13 sessions, $560*

**OCU-450 Welding Fundamentals Level 1, 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 (OFCC-A), weld quality, shield metal arc welding (SMAW) processes, and the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards.  
15 sessions, $930* (includes a $300 lab fee)

**OCU-451 Welding Fundamentals Level 1, 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), and 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, $930* (includes a $300 lab fee)

**OCU-450 Welding Fundamentals Level 2**  
4.5 CEUs  
This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.  
15 sessions, $1190* (includes a $350 lab fee)

**WELDING**  
301-546-0964 or westphalia@pgcc.edu

**OCU-450 Welding Fundamentals Level 2**  
4.5 CEUs  
This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.  
15 sessions, $1190* (includes a $350 lab fee)

**WLD-300 Basic Arc Welding**  
6.0 CEUs  
This course is designed to provide the student with introductory knowledge and skills in welding. Topics to be covered include an occupational orientation to welding; safety and health of welders; drawing and welding symbol interpretation; shielded metal arc welding; thermal cutting process; welding prep procedures and flat, vertical and overhead techniques.  
15 sessions, $1190* (includes a $350 lab fee)
MARYLAND CLASS C DRIVER'S LICENSE

Program Information
This 36 course-hour program is designed 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.

Coursework
Students who successfully complete SKB-600 will satisfy the Maryland Motor Vehicle Administration's Driver Education requirements.

Program requirements
Students should have basic driving skills before taking the behind-the-wheel portion of the course. The Maryland 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.

For more information
Please see our contact information above.

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)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
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MARYLAND CERTIFICATION CHILD CARE

Program Information
Our child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education's Office of Child Care. Enroll in one of our certificate programs to earn the credentials you need to become a child care professional.

Coursework
We offer Lead Teacher certification in three different age group programs: Infant/Toddler (birth through age 2), Pre-school (ages 3-5) and School Age (ages 6-12, in a before/aftercare program). Students who successfully complete the courses below for each age group will be eligible to receive the certificate shown and qualify as a lead teacher in that child care setting:

90-Hour Pre-School Certification
- DCR-303 Child Growth and Development
- DCR-531 Pre-school Curriculum/Activities
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

90-Hour Infant/Toddler Certification
- DCR-303 Child Growth and Development
- DCR-315 Infant/Toddler Curriculum
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

90-Hour School-Aged Certification
- DCR-303 Child Growth and Development
- DCR-456 School-Age Curriculum
- DCR-573 Including All Children in and ADA
- DCR-455 Communication Skills for Child Care Providers

In addition to our lead teacher certification programs, Prince George's Community College also offers the training needed to own and operate your own Family Child Care. If you are interested in opening a Family Child Care business, call the Office of Child Care at 301-333-6940 and attend their free online orientation session. We offer the certification course needed for family child care: DCR-510: 24 Hours of Family Child Care Modules.

Please see our full listing of continuing education courses below.

Online course information
Online classes require the same prerequisites as traditional course counterparts. All online classes have at least one mandatory campus visit. Once you have registered for an online class, you will be contacted 3–5 days prior to the class start date with your password and login for the Blackboard System.

Program requirements
To register for this program, participants must:
- be confident of their ability to speak, write, and understand English
- provide a valid e-mail address
- obtain a score of 45 or above on the college's reading comprehension placement test OR demonstrate successful college coursework (with a C or better); pick up a free placement test referral form in Kent Hall Room 207 or Bladen Hall Room 126
- purchase the required textbooks (available at www.pgccbookstore.com, or online vendors) prior to class start date

For more information
Please see our contact information above. For 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 888-246-0016, or visit http://earlychildhood.marylandpublicschools.org/.
### DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs

Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include 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 programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. \$220*

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<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<td>DCR-303</td>
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<td>28434 MW</td>
<td>2/5-3/28 6:30-10 p.m.</td>
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### DCR-455 Communication Skills for Child Care Professionals: 0.9 CEU

Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. \$115*  

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

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 qualifying score on the reading comprehension placement test. \$220*

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<td>2/17-3/31 8:30 a.m.-4:30 p.m.</td>
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### DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs

Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/ aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. 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. \$220*

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<td>DCR-456</td>
<td>28436 M</td>
<td>4/23-5/20 online</td>
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### DCR-531 Pre-School Curriculum (Activities 45 Hours) 4.5 CEUs

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. \$220*

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<th>Course</th>
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<td>DCR-531</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. \$220*

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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu*
DCR-S73 Including All Children and the ADA 0.3 CEU
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. Review of national standards and best practices, and highlight local, state, and national resources. MSDE Core of Knowledge: SN 3 hrs. $30*
28455 M 2/12-2/18 online BLBD
28456 M 4/23-4/29 online BLBD

DCR-S71 Conflict Resolution 0.6 CEU
This course is designed to provide child care professionals insight on conflict resolution techniques, and the important role clear communication plays in the child care setting. Topics to include using children’s literature as a tool teaching conflict resolution, importance of clear communication between staff and children, strategies evaluating teaching and learning materials for cooperative values. $65*
28438 S 5/5-5/5 9 a.m.-3:30 p.m. Largo (1 session)

DCR-S10 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. $220*
28451 MTh 3/26-4/12 online BLBD

DCR-S550 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAECY standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. (HSN) Health, Safety and Nutrition. $90*
28439 S 4/7-4/7 9 a.m.-3:30 p.m. Largo (1 session)

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. $150* (includes a $75 lab fee)
28724 WF 1/17-3/9 online E2GO
28725 WF 1/17-3/9 online E2GO
28726 WF 2/14-4/6 online E2GO
28727 WF 3/4-5/4 online E2GO
28728 WF 4/11-6/1 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, $150* (includes a $75 lab fee)
28679 WF 1/17-3/9 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, $150* (includes a $75 lab fee)
28683 WF 1/17-3/9 online E2GO
28684 WF 3/14-5/4 online E2GO

EDUCATIONAL/TEACHER TRAINING
301-546-7545 or www.pgcc.edu/go/childcare
### 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, $150* (includes a $75 lab fee)

### SKB-476 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, $150* (includes a $75 lab fee)

### SKB-477 Solving Classroom Discipline Problems 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, $150* (includes a $75 lab fee)

### 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, $150* (includes a $75 lab fee)

### 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, $150* (includes a $75 lab fee)

### SKB-568 Teaching Students with Learning Disabilities 2.4 CEUs
Learn how to successfully meet the diverse needs of students with disabilities in your classroom. We will dissect the special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. We will talk about games you can incorporate, modifying your classroom, and lots of methods for bringing out the students' best behavior. This course will prepare you to understand and empower your kids with learning disabilities.
12 sessions, $150* (includes a $75 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
ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

TRANSITION ESL
301-546-8350 or transitionesl@pgcc.edu

TRANSITION ESL
301-546-8350 or transitionesl@pgcc.edu

ESL-605 High-Intermediate Listening and Speaking
Expand your vocabulary, brush up on your grammar and improve your listening and speaking skills, all in one course. You'll also practice note taking—a skill that's useful in school and on the job. Excerpts from lectures and radio talk show interviews will have you discussing questions like, Are first impressions always accurate? Which is more important, taste or nutrition? How do advertisers persuade us to buy what they're selling?
20 sessions, $80

ESL-614 Advanced Listening and Speaking
Perfect your listening and speaking skills, fine-tune your grammar, and give your vocabulary a boost. Lectures and interviews from a wide range of academic fields provide material for discussion interesting enough to take outside the classroom. What makes an effective leader (and where do good leaders go wrong)? Are there advantages to messiness? Is that genetically modified tomato safe to eat?
20 sessions, $80

ESL-356 Intermediate & Advanced Pronunciation and Fluency
You've studied English, but Americans often don't understand you, and you have trouble understanding them. This course can help. Practice the (numerous!) vowel sounds of English, clean up your consonants, see what word stress can do to pronunciation, and learn to hit the right notes in "the music of English." Betcha'll be gladja did.
20 sessions, $80

ESL-399 High-Intermediate Reading and Writing
Do you want to improve your reading and writing skills for life and work? Read about interesting topics and learn to write paragraphs that draw your reader in. Write a mouth-watering description of your favorite dish, examine the pros and cons of advertising, consider the importance of small talk in making a good impression . . . and more.
20 sessions, $80

ESL-608 Advanced Reading and Writing
Is it time to step up and polish your reading and writing skills and tackle tough vocabulary? This course helps advanced students sharpen reading and textual analysis skills and write a variety of essays on a wide range of topics, including the importance of role models, what makes us want to buy something, and the important lessons we learn as children.
20 sessions, $80

ESL-373 High–Intermediate Grammar
Vocabulary without grammar is just a lot of words. This class will help you master the structure you need to put your words to work. Learn the power of adjective and noun clauses, descriptive phrases, and infinitives and gerunds (verbs moonlighting as nouns) to help you get your message across.
20 sessions, $80

ESL-375 Bridge to Academic ESL
This course teaches the reading, vocabulary, and writing skills needed to be admitted into PGCC’s credit ESL program. Students must attend a scheduled registration to sign up. Space is limited. 24 sessions, $180

ESL-606 Intermediate Writing
Learn to write about your experiences easily and quickly. Writing focuses on job applications and writing for work situations. For intermediate students, or those who want a strong foundation for future writing.
20 sessions, $80

ESL-386 High-Intermediate Writing
Expand on your writing abilities to include more complex sentences. Learn how to write academic essays that use your life experiences to persuade your reader.
20 sessions, $80

ESL-374 US Citizenship Test Preparation - All Levels
Students study the questions and information covered on the U.S. Citizenship Test, practice completing the forms and answering possible interview questions. This is an open enrollment, all-levels class. Register anytime.
20 Sessions, $60

Classes are available at sites around Prince George’s County, including Hyattsville, Landover Hills, Greenbelt, Largo, Laurel, and Temple Hills.

The cost for these courses is:
• $25 registration fee
• $50-$175 tuition, depending on the course, but most courses are $80.
• $0-$50 per course for textbooks

Coursework
The Transition ESL program offers the following intermediate and advanced level courses:
• Pronunciation and Fluency
• Listening and Speaking
• Conversational English
• Essay Writing
• Reading and Writing
• Bridge to Academic ESL
• US Citizenship Test Preparation
  (this is an all-levels class)

Program requirements
To register for this program, participants must take a reading and writing screen at a scheduled registration.

For more information
Please see our contact information above. Check our website at www.pgcc.edu/go/transitionesl for class schedules and registration dates.
ESL TEACHER TRAINING
301-546-8350 or greenbsd@pgcc.edu

PGCC CERTIFICATE
ESL TEACHER TRAINING

Program information
This new four-course certificate program is for people who are interested in teaching adult English Language Learners (ELLs), are currently teaching adult ELLs and want to improve their skills and become more marketable, or for instructors from other content areas who would like to better serve the adult ELLs in their classes. You will be taught how to incorporate dynamic and interactive teaching methods into your lesson plans, how adults acquire a second or other language, the characteristics of English language learners in the U.S., and teaching best practices.

All four courses are blended and included face-to-face as well as online components. Each course may include classroom observations and practice teaching in an ESL class at PGCC.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:

- ESL-392  Getting Started in ESL (must be taken first in the sequence)
- ESL-391  Second Language Acquisition
- ESL-628  Know Your English Language Learners
- ESL-629  Evidence-Based Best Practices for Teaching ESL

For more information
Please see our contact information above or visit www.pgcc.edu/go/eslteachertraining

ESL-628 Know Your English Language Learners 2.2 CEUs
As a teacher, you need to understand the world your students live in. We will discuss different ways that English language learners arrive in the US, including immigration, refugee/asylum status, and paths to citizenship. We will also explore pathways to career and college readiness. Throughout the course, we will also focus on techniques for teaching pronunciation and vocabulary.

9 sessions, $195

26387  S  1/13-3/10  9 a.m. – 1:30 p.m. UTC

ESL-629 Evidence-Based Best Practices for Teaching ESL 2.2 CEUs
A good teacher needs to be learning constantly. In this class, you will find and evaluate research on pedagogy. We will explore “action research” techniques, including experimental design and simple statistics. You will design and carry out your own research project, and present the project at a local conference or other gathering. Finally, you will learn how to create and evaluate formal assessment instruments.

9 sessions, $195

26388  S  3/24-5/19  9 a.m. – 1:30 p.m. UTC

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

ADULT EDUCATION ESL
(ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Program information
Adult Education ESL classes are for you if you would like to:

- develop your speaking and understanding of English for life or work,
- develop your English language skills for employment, or
- develop your English skills to assist your children in their school life

Coursework
Adult Education ESL courses offer:

- instruction and practice in speaking and understanding English
- instruction in reading, writing, and grammar in real-life contexts
- bridge classes, to provide English language learners with extra support before taking GED® preparation classes, the GED® test or the National External Diploma Program screening process.

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.

Program requirements
To register for this program, participants must:

- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- take a placement test at a scheduled registration

For more information
Please see our contact information above.
REFUGEE TRAINING PROGRAM
301-546-8350 or greenbsd@pgcc.edu

INDUSTRY CREDENTIAL
FACILITY MANAGEMENT
Program Information
Prince George’s Community College partners with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional (FMP) credential. These courses help you earn the knowledge and skills demanded by today’s global FM employers, and prepare to earn the FMP® credential. Chesapeake Chapter members receive discounted tuition.

Coursework
Students who successfully complete the following courses and exam will be eligible to receive the FMP® credential (the credential exam is included):

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

For more information
Please see our contact information above.

MGT-631 Operations and Maintenance for FMP
1.6 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: Members of the IFMA Chesapeake Chapter must register for syn# 27309 to get the discounted price, and non-members must register for syn# 27310. 2 sessions, Non-members: $783* (includes a $300 lab fee) Members: $642 (includes a $300 lab fee)

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MGT-632 Project Management for FMP
1.6 CEUs
This is the second of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to project management. You will be taught how to define, plan, manage, oversee, and close projects. Note: Members of the IFMA Chesapeake Chapter must register for syn# 27311 to get the discounted price; non-members must register for syn# 27312. 2 sessions, Non-members: $783* (includes a $300 lab fee) Members: $642 (includes a $300 lab fee)

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MGT-633 Finance and Business Essentials for FMP
1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: Members of the IFMA Chesapeake Chapter must register for syn# 27313 to get the discounted price, and non-members must register for syn# 27314. 2 sessions, Non-members: $783* (includes $300 lab fee) Members: $642 (includes $300 lab fee)

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MGT-634 Leadership and Strategy Essentials for FMP
1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leadership to the entire organization. Note: Members of the IFMA Chesapeake Chapter must register for syn# 27368 to get the discounted price; non-members must register for syn# 27373. 2 sessions, Non-members: $783* (includes $300 lab fee) Members: $642 (includes $300 lab fee)

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## FORKLIFT/HEAVY EQUIPMENT

### INDUSTRY CERTIFICATION

#### OSHA FORKLIFT

**Program Information**

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(1)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components: classroom instruction, practical training, and an operator performance evaluation.

**Coursework**

Students who successfully complete HEO-305 will be eligible to receive an Industrial Lift truck certificate and wallet card.

**Program requirements**

To register for this program, participants must:

- be at least 18 years of age
- present a state-issued photo identification to the instructor at the first class

**For more in formation**

Please see our contact information above.

### 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, 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.

1 session, $125* (includes a $85 lab fee)

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<td>27587</td>
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## INDUSTRY CERTIFICATION

#### HEAVY EQUIPMENT

### Program Information

Employment of construction equipment operators is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Spending on infrastructure is expected to increase, resulting in many new positions over the next ten years. Workers who can operate multiple types of equipment should have the best job opportunities. The median annual wage for construction equipment operators was $45,040 in May 2016 (US Department of Labor, Occupational Outlook Handbook).

**Coursework**

Students who successfully complete the following courses will be eligible to receive a training certificate and Industrial Lift Truck authorization card:

- HEO-307 Skid Steer Operator
- HEO-308 Backhoe Operator

**Program requirements**

To register for this program, participants must:

- be at least 18 years of age
- present a state-issued photo identification to the instructor at the first class

**For more in formation**

Please contact us at 301-546-0062 or tdi@pgcc.edu.

### 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 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 handling. **Note:** Students must be 18 years or older are required to wear steel toe shoes or boots. 2 sessions, $295* (includes a $220 lab fee)

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### 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 handling. **Note:** Students must be 18 years or older are required to wear steel toe shoes or boots. 2 sessions, $295* (includes a $220 lab fee)

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**GED®, HIGH SCHOOL DIPLOMA AND ADULT BASIC SKILLS**

**GED® AND HIGH SCHOOL DIPLOMA OPTIONS**

**Program Information**
The Adult Education Program offers two options for adults and young adults who are seeking to earn a Maryland High School Diploma: preparation for the GED® exam, and the National External Diploma Program.

**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.

**Program requirements**
To qualify for the GED® preparation program, participants must:
- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- take a placement test at a scheduled registration

**For more information**
Please contact us at 301-546-0891, 301-546-8350, ged@pgcc.edu, or visit us at www.pgcc.edu/go/ged

**NEDP OPTION**
The National External Diploma Program (NEDP) is an alternate Maryland state-approved path for adults to earn a high school diploma. 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. 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.

**Program requirements**
To qualify for the NEDP, participants must:
- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- have a verifiable job skill, full-time or part-time, or have proof of volunteer activities
- have basic computer skills
- obtain qualifying scores on math and reading screening tests
- write a qualifying sample essay

**For more information or to sign up for an orientation**
Please contact us at 301-546-0891, 301-546-8350, or nedp@pgcc.edu, or visit us at www.pgcc.edu/go/nedp.

**ADULT LITERACY / BASIC SKILLS**

**Program Information**
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.

**Program requirements**
To qualify, participants must:
- be at least 18 years of age and a Maryland resident
- be officially withdrawn from high school
- obtain qualifying scores on a diagnostic test

**For more information**
Please contact us at the number above or e-mail Jill Hall at halljf@pgcc.edu.

**LITERACY VOLUNTEERS**

**Program Information**
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**
Please contact us at 301-546-8350 or e-mail Loreta Jordan at jordanlm@pgcc.edu.
GREEN CAREERS  
301-546-8340 or parknx@pgcc.edu

NATIONAL CERTIFICATION PREPARATION  
GREEN CAREER TRAINING

Program Information
Are you interested in pursuing a career that helps preserve or restore the environment? Green jobs in Maryland employ more than 250,000 people, and green industries continue to grow every year. Major green industries with a significant presence in the state are environmental remediation, green building, energy efficiency, and geothermal energy. Programs available include Performing Comprehensive Building Assessments, Certified Green Supply Chain Professional, Principles of Green Buildings, Energy & Environmental Design (LEED), Senior Certified Sustainability Professional, Certified Indoor Air Quality Manager, and more.

Coursework
We offer courses in this program online, through our national education partner, ed2go.

Registration
To register for these courses, review the course offerings at www.ed2go.com/pgcc. Then call us with the class you want to take; we will arrange a schedule for you.

For more information
Please see our contact information above.

NATIONAL CERTIFICATION  
STORMWATER MANAGEMENT

Program Information
Prince George’s County needs stormwater managers and technicians to fulfill its commitment to the Clean Water Act and the Watershed Protection and Restoration Program. Approximately $1.2 billion will be spent on stormwater management in our county in the next decade. The Stormwater Management Career Prep program prepares students for the American Public Works Association (APWA) Certified Stormwater Manager (CSM) certification exam.

Coursework
This four-course program, offered by our partner ProTrain, totals 360 hours over 12 months. Students who complete the following courses, and meet one of several possible combinations of relevant experience and education, will be eligible to take the APWA CSM exam:

- Stormwater Management 1  
- Stormwater Management 2  
- Stormwater Management: Hydraulics and Hydrology, Part 1  
- Stormwater Management: Hydraulics and Hydrology, Part 2

For more information
Please see our contact information above. Please call for registration information, or see the Online Courses section at the back of this schedule. For certification information, visit www.apwa.net.
HEALTH CARE

FIRST AID & CPR
301-546-0795 or www.pgcc.edu/go/cprfirst

NATIONAL CERTIFICATION
FIRST AID & CPR

Program Information
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.

The American Heart Association strongly promotes knowledge and proficiency in BLS, 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.

Coursework
We offer several options for certification; select the program that best suits your personal and professional needs. Students who successfully complete any one of the following courses will be eligible to receive a course completion card valid for two years.

• HES-344 CPR for Health Professionals
• HES-367 CPR Instructor Course
• HES-379 First Aid
• HES-573 Pediatric First Aid, CPR & AED
• HES-574 National Safety Council CPR & AED
• HES-659 Spanish Heartsaver First Aid CPR AED
• HES-660 Spanish Heartsaver First Aid
• HES-669 HeartCode BLS for the Healthcare Provider

CPR cards will be mailed to participants following proof of textbook and successful course completion.

Program requirements
Participants must:
• attend and be on time for 100% of class hours
• have the required textbook (available at the college bookstore) before, during and after the course, per American Heart Association rules
• wear appropriate (comfortable) clothing

For more information
Please see our contact information above.

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). Required textbook: BLS for Health Care Providers. Students must bring text to class.

1 session, $90* (includes a $10 lab fee)

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HES-367 CPR Instructor Training
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase textbook and complete Core Instructor Online Course before first class.

4 sessions, $280* (includes a $70 lab fee)

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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.

1 session, $90* (includes a $10 lab fee)

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HES-669 HeartCode® BLS for the Healthcare Provider
0.4 CEU
HeartCode is a web-based CPR program that uses eSimulation technology to allow students to assess and treat patients in virtual healthcare settings. Debriefings and coaching to promote learning and skills development are provided online. After completing the online training, within 30 days, students must provide a certificate of completion to participate in skills training in the classroom. Upon successful completion, a course completion card, valid for two years, will be issued.

1 session, $80* (includes a $10 lab fee)

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HES-379 First Aid 0.4 CEU
This course is designed to train the public how to respond appropriately in emergencies. Topics will include injury prevention, victim assessment, shock treatment, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for two years. Textbook (required at first class): NSC First Aid CPR & AED workbook.
1 session, $68*
28913 S 2/17-2/17 9 a.m.-1 p.m. CHS-203
28915 S 2/24-2/24 9 a.m.-1 p.m. CHS-202
28918 S 3/31-3/31 9 a.m.-1 p.m. CHS-202

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 at first class): NSC First Aid CPR & AED workbook.
1 session, $44* (includes a $10 lab fee)
27663 S 4/14-4/14 1-4:45 p.m. CHS-203

HES-416 CPR Instructor Update
Course provides the American Heart Association’s new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor’s card. (This free course is ONLY open to CPR instructors affiliated with and assigned to the Prince George’s Community College training network). Please bring your Instructors book, rosters and related documentation to class.
FREE, 1 session
28908 S 1/6-1/6 9 a.m.-1 p.m. CHS-203
28927 M 1/8-1/8 6-10 p.m. CHS-203
28928 Th 1/11-1/11 6-10 p.m. CHS-203
28909 S 1/13-1/13 6-10 p.m. CHS-202
28920 T 1/16-1/16 9 a.m.-1 p.m. CHS-203
28929 Th 1/18-1/18 6-10 p.m. CHS-203
28910 S 1/20-1/20 9 a.m.-1 p.m. CHS-203
28911 S 1/27-1/27 9 a.m.-1 p.m. CHS-202
28916 M 2/3-2/3 9 a.m.-1 p.m. CHS-203
28912 S 2/10-2/10 9 a.m.-1 p.m. CHS-202

28915 S 2/24-2/24 9 a.m.-1 p.m. CHS-202

MENTAL HEALTH FIRST AID
501-546-0795 or www.pgcc.edu/go/cprfirst

MARYLAND CERTIFICATION MENTAL HEALTH FIRST AID
Program Information
This 8-hour course is designed to prepare individuals to assist someone who is experiencing a mental health problem or crisis. Just as CPR training prepares the layperson to help an individual having a heart attack, Mental Health First Aid training helps individuals feel comfortable managing a crisis situation and builds mental health literacy—helping the public identify, understand and respond to signs of mental illness.

Coursework
Students who successfully complete HES-592 will be eligible to receive a course completion card valid for two years.

For more information
Please see our contact information above.

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. Successful completion earns a MHFA certificate valid for three years. Textbook is included.
2 sessions, $60* (includes a $10 lab fee)
27680 S 2/3-2/3 (1 session) 9 a.m.-5:30 p.m. CE-117
27683 Th 2/20-2/22 5:45-10 p.m. CE-117
27681 MW 3/19-3/21 1-5:15 p.m. CE-117
27682 MW 4/9-4/11 1-5:15 p.m. CE-117

ASSISTED LIVING
301-546-0795 or www.pgcc.edu/go/assistedliving

PGCC CERTIFICATE ASSISTED LIVING MANAGER
Program Information
This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene’s Office of Health Care Quality for those who:
• want a competitive advantage when starting a new career or upgrading skills
• delegate nursing functions and teach medication administration in an assisted living setting
• are an Assisted Living Manager employed by an assisted living facility with five or more beds
• are a caregiver to a family member living at home

Coursework
Students who successfully complete HES-486, 487, 488, 489 and 490 (Assisted Living Manager Modules 1-5) will be eligible to receive the certificate. Note that all 5 courses are offered in the spring and fall terms, but must be complete in this order. Please plan accordingly.

Related courses
• HES-497: Assisted Living Manager Refresher, meets the Maryland Department of Health and Mental Hygiene’s requirement for refresher training (required every two years following completion of the 80-hour program to maintain certification)
• HES-559: How to Start an Assisted Living Business, is for those interested in starting a business

Program requirements
To complete this program, participants must have 100% attendance for the full period of every class. Missing any class time will require students to repeat the class in the next semester.

Scholarship information
For information on Professional Education Scholarships for students in continuing education health care programs, please visit our website (above).

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-486 Assisted Living Manager Module 1: Introduction 0.6 CEU
This Introduction to the Assisted Living Manager Program focuses on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics include stages of the aging process intervention methods, and the resident’s bill of rights. Modules must be taken in order with an 80% average score. 1 session, $115* (includes a $35 lab fee)

HES-487 Assisted Living Manager Module 2: Assessing, Admitting and Feeding 2.4 CEUs
This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics will include the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $336* (includes a $126 lab fee)

HES-488 Assisted Living Manager Module 3: Clinical Management 2.0 CEUs
The third module focuses on the role of the delegating nurse, appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics will include patient safety, proper infection control procedures and appropriate staffing patterns. 3 sessions, $280* (includes a $100 lab fee)

HES-489 Assisted Living Manager Module 4: Mental and Behavior Management 1.6 CEUs
The fourth module focuses on mental illness and its symptoms. Topics will include the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problems and potentially harmful behaviors and key interventions. 2 sessions, $225* (includes a $85 lab fee)

HES-490 Assisted Living Manager Module 5: Management Emergency Planning 1.4 CEUs
This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of the manager of an assisted living facility, record keeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $225* (includes a $85 lab fee)

HES-559 How to Start an Assisted Living Business 1.0 CEU
Assisted living facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $190* (includes a $45 lab fee)

PGCC CERTIFICATE
REGISTERED NURSING IN ASSISTED LIVING
Program Information
This 16-hour course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The RN who works in assisted living either full time, part-time or as an independent contractor must also take this course prior to working in the assisted living practice setting. (Source: www.mbon.org)

Coursework
Students who successfully complete HES-326 will be eligible to receive the certificate; successful completion will be certified to the Maryland Board of Nursing.

Program requirements
To register for this program, participants must hold a current active Maryland RN license in good standing.

For more information
Please see our contact information above.
### COMMUNITY HEALTH WORKERS

**301-546-0795 or wdcethehealthcare@pgcc.edu**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>Registration Details</th>
</tr>
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<tbody>
<tr>
<td>HES-326 Registered Nurse Case Manager and Delegating Nurse: Asst. 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.</td>
<td>3 sessions, $300* (includes a $100 lab fee)</td>
</tr>
<tr>
<td>HES-570 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.</td>
<td>4 sessions, $310* (includes a $15 lab fee)</td>
</tr>
<tr>
<td>HES-696 Community Health Worker, Part 1</td>
<td>6.0 CEUs</td>
<td>Build healthier communities as a Community Health Worker (CHW). This comprehensive program provides the skills needed to work in diverse areas including non-profit, social service organizations, health and clinical practices. Roles, outreach, community capacity-building, public health concepts, communication, care coordination, and navigation are covered. Prerequisites: HS diploma /GED, background check, reading score of 65+, computer skills, and assessment. Student must register for Parts 1 &amp; 2 simultaneously.</td>
<td>21 sessions, $851* (includes a $55 lab fee)</td>
</tr>
<tr>
<td>HES-697 Community Health Worker, Part 2</td>
<td>6.0 CEUs</td>
<td>This course is a continuation of the community health worker (CHW) program. Topics include cultural responsiveness and mediation, education for healthy behavioral change, integrative medicine, health-disease prevention and management, integration of behavioral health in medical settings, health and health care systems, client and community assessment, and motivational interviewing. A certificate of completion will be awarded for successful program completion.</td>
<td>15 sessions, $850* (includes a $552 lab fee)</td>
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**PGCC CERTIFICATE COMMUNITY HEALTH WORKER**

**Program Information**

Join the healthcare team as a Community Health Worker! Community Health Workers (CHWs) are front line health workers who understand the community they serve and act as an advocate and liaison among health agencies, social service agencies and the community. CHWs facilitate access to essential services to reduce health disparities by increasing health knowledge and self-sufficiency through outreach, community education, informal counseling, and social support. This new program is offered in partnership with Access to Wholistic and Productive Living Institute Inc.

**Coursework**

Students who successfully complete the following courses will be eligible to receive the certificate:

- HES-696 Community Health Worker Part 1
- HES-697 Community Health Worker Part 2

Student must take Parts 1 and 2 in the same semester.

**Program requirements**

To register for this program, participants must:

- have a high school diploma or equivalent
- obtain a score of 65 or above on the college’s reading placement test OR demonstrate completion of college English 101
- attend and be on time for 100% of class hours

**For more information**

Please see our contact information above, or visit us at www.pgcc.edu/go/chw.
PGCC CERTIFICATE
DENTAL ASSISTING

Program Information
Make someone smile with a career as a dental assistant! According to the U.S. Department of Labor’s 2014-2024 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 annual earnings of $35,980.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
• HES-690 Introduction to Dental Assisting: Part 1 OR equivalent; see below
• HES-519 Introduction to Dental Assisting: Part 2 (Radiology)
• HES-344 CPR for Health Professionals

Program requirements
To register for HES-690, participants must:
• have a high school diploma or equivalent
• speak, read and understand standard American English
• purchase the required textbooks (available at www.pgccbookstore.com); read chapters 1 and 2 and complete workbook assignments prior to the first class
• purchase required uniform and footwear

To continue to HES-519, students must:
• be at least 18 years of age
• have successfully completed HES-690 and HES-344
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

To register for HES-519, students who have not completed HES-690 must:
• obtain a score of 65 or above on the college’s reading placement test
• have a high school diploma or equivalent
• Per state requirements, have 3 months (300 hours) full-time employment in a clinical setting in a dental office (Pathway 1) OR
• be employed in a dental office for direct clinical supervision (Pathway 2)
• provide an Employer Work Experience Statement signed by the employing dentist verifying employment and a commitment to your direct clinical supervision
• provide proof of completion of a basic dental assisting course
• have a working knowledge of basic oral anatomy, basic infection control and basic dental terminology
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

For more information or to take the placement tests:
Please see our contact information above. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126.

HES-690 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. Lab practice conducted on site.
16 sessions, $800* (includes a $275 lab fee)
27675 MW 1/22-3/26 5:30-8:30 p.m. CHS-2103
2968 TTh 2/20-4/19 5:30-8:30 p.m. CHS-2103

HES-519 Introduction to Dental Assisting: Part 2 Radiology
This course provides the knowledge and skills necessary to perform a variety of dental radiologic procedures. Students will be taught to apply these principles to clinical radiography in preparation for the DANB Dental Radiation Health and Safety Certification exam. Topics include ionizing radiation, basic principles of X-Ray generation, Dental X-Ray machine, image formation and receptors, biologic effects, Personal Protective measures, film processing, infection control, and disease. Prerequisites: HES-344 CPR/AED. Textbook and Radiation badge required.
12 sessions, $850* (includes a $325 lab fee)
27676 MW 4/9-5/16 5:30-8:30 p.m. CHS-2103
2969 TTh 5/1-6/7 5:30-8:30 p.m. CHS-2103

HES-491 Dental Assistant Externship 6.0 CEUs
This course provides dental assisting students with 60 hours of hands-on experience in a dental office working under the supervision of a dentist, which is required for program completion. Students will apply the knowledge and skills gained in the dental assisting training program and clinical skills lab. Topics include infection control procedures, four-handed dentistry, radiology techniques, effective communication skills, and preparing patients for treatment.
20 sessions, $150* (includes a $75 lab fee)
30680 MTWThF 1/8-2/16 TBA.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

### PGCC CERTIFICATE

#### PHARMACY TECHNICIAN

**Program Information**

This program prepares participants to perform pharmacy technician duties in a variety of healthcare settings. The state of Maryland requires that pharmacy technicians be certified. This five-month training program and exam, approved by the Maryland Board of Pharmacy and VA-approved, includes in-class and online instruction and 160 hours of on-site pharmacy clinical training. The program also prepares students for the National Pharmacy Technician Certification Exam.

**Coursework**

Students who successfully complete the following courses and pass a background check will be eligible to register with the Maryland Board of Pharmacy (must be taken in this order):

- HES-332 Pharmacy Technician
- HES-529 Pharmacy Technician Clinical: Part 1
- HES-530 Pharmacy Technician Clinical: Part 2

The clinical coordinator will assist each student with placement.

**Program requirements**

To register for this program, participants must:

- be at least 18 years of age
- not have a criminal background
- have a high school diploma or equivalent
- have a valid social security number or passport
- have access to the Internet and a working e-mail address
- have a college Owl Link account (visit the Help Desk in Bladen Hall Room 106 or call 301-546-0637)
- obtain a score of 65 or above on the college's reading placement test OR demonstrate completion of college English 101
- obtain a score of 82 or above on the college's algebraic math placement test OR demonstrate earned college credits in math within the last two years OR demonstrate completion of HES-577, Medical Math, with a final grade of at least 75%
- purchase the required textbooks (available at the college bookstore, www.pgccbookstore.com), read chapters 1 and 2 and complete the exercises prior to the first class
- complete background check and drug screening ten days prior to starting the clinical class.

For more information or to take the placement test:

Please contact us at 301-546-0795 or www.pgcc.edu/go/pharmtek. Placement tests are free of charge. Pick up a Placement Test Referral Form in the Center for Health Studies, Room 2401, or at Bladen Hall, Room 126. For information on the National Pharmacy Technician Certification Exam, visit www.ptcb.org.

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### HES-689 Dental Radiology Recertification and Refresher

**0.8 CEU**

This course provides continuing education and review training in radiation health and safety, exposure, radiation protection for the patient and operator, history, techniques, and dental radiology applications.

**1 session, $160**

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### HES-332 Pharmacy Technician

**9.0 CEUs**

The Pharmacy Technician program trains students for state and national certification. Approved by the Maryland Board of Pharmacy, the program includes classroom, online, and 160 hours of clinical practice. Topics include drug regulation and control, terminology, calculations, routes and formulations, compounding, inventory, aseptic techniques, and pharmacology. **30 sessions, $1045** (includes a $300 lab fee)

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### 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. **20 sessions, $137**

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### HES-530 Pharmacy Technician Clinical: Part 2

**8.0 CEUs**

Continuation of Pharmacy Technician Clinical Part 1. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. **20 sessions, $137**

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### 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**

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<td>5-6 p.m.</td>
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</table>
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, $150* (includes a $75 lab fee)

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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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 negative TB Skin test (PPD) and tetanus immunization maybe required.

3 sessions, $420* (includes a $60 lab fee)

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<th>End Date</th>
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PHYSICAL THERAPY AIDE
301-546-0795 or www.pgcc.edu/go/pta
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, $150* (includes a $75 lab fee)

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CNA/GNA
301-546-5215 or www.pgcc.edu/go/cna
MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT
Program Information
Prepare for a career as a nursing assistant. Work in a variety of health care settings. This 136 course-hour program is approved by the Maryland Board of Nursing. Complete quality CNA/GNA training in as little as 8 weeks and become eligible to sit for the Maryland GNA state exam. Part-time, day or evenings schedules are available. Choose from 3 locations for your convenience: Largo, Hyattsville, and Laurel.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate and to sit for the Maryland Board of Nursing GNA exam:
• HES-544 Certified Nursing Assistant Theory
• HES-417 Certified Nursing Assistant Clinical

Program requirements
To register for this program, participants must:
• be at least 18 years of age
• obtain a score of 45 or above on the college’s reading comprehension placement test
• be computer literate and have access to the Internet
• be able to speak and understand standard American English at a functional level
• purchase the required textbook and workbook (available at the college bookstore, www.pgccbookstore.com)

Before attending the clinical portion of the class, individuals must also:
• obtain a criminal background check
• obtain CPR for Health Professionals certification (course HES-344 is available at PGCC)
• have a negative TB skin test (PPD) or chest x-ray
• present documentation of immunizations or titer tests (blood test for proof of immunizations)

For more information
Please see our contact information above.
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, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion.
21 sessions, $825* (includes a $50 lab fee)

HES-417 Certified Nursing Assistant: Clinical
This class will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52 hours of clinical must be taken with HES-544 to complete the program. 6 sessions, $525*.

HES-666 Medicine Aide Theory
This course is designed to provide upgrade training to geriatric nursing assistants to prepare them for Maryland State certification as Certified Medicine Aides. Topics include: medicine aide roles, drug administration and classification, rights of medication administration, parenteral and non-parenteral medications and disorders medications.
13 sessions, $580* (includes a $50 lab fee)

HES-667 Medicine Aide Clinical
This course is designed to provide practical clinical experience to Medicine Aide students in Prince George’s County nursing homes. This course must be taken with Medicine Aide Theory (HES-666) to complete the program. 4 sessions, $390*

HES-365 Nursing Home Medicine Aide Update
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). 1 session, $105*.

MARYLAND CERTIFICATION + PGCC CERTIFICATE
CERTIFIED MEDICINE AIDE
Program Information
In this 80 course-hour program, geriatric nursing assistants learn advanced skills to prepare for work as a Certified Medicine Aide in Maryland. Learn to recognize, prepare, administer and chart specific medications to clients in Maryland long-term care facilities. Complete quality CMA training in as little as 8 weeks. Part-time, day or evening schedules are available.

Coursework
Students who successful complete the following courses will be eligible to receive the certificate and be listed on the Maryland Board of Nursing's registry as a CMA:
• HES-666 Medicine Aide Theory
• HES-667 Medicine Aide Clinical

Program requirements
To register for this program, participants must:
• present a letter of recommendation from current Director of Nursing
• present documentation of employment in an agency during the required practice (employment in an agency does not meet this requirement)
• be in good standing with Maryland Board of Nursing

Before attending the clinical portion of the class, individuals must also:
• obtain a criminal background check
• obtain CPR for Health Professionals certification (course HES-344 is available at PGCC)
• have a negative TB skin test (PPD) or chest x-ray
• present documentation of immunizations or titer tests (blood test for proof of immunizations)

Note: This program is not for Medication Technicians.

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PATIENT CARE TECH
301-546-5215
wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION + PGCC CERTIFICATE
PATIENT CARE TECHNICIAN

Program Information
Certified Nursing Assistants will learn advanced skills training and basic knowledge in the maintenance of the ill or long-term patient in this 88 course-hour program. Complete quality PCT training in as little as 12 weeks. Part-time, day or evening schedules are available. This program prepares students to work in a hospital setting.

Coursework
Students who successfully complete HES-584 will be eligible to receive the certificate and to sit for the National Healthcareer Association’s PCT national exam.

Program requirements
To register for this program, participants must:
• be a Certified Nursing Assistant in good standing on the Maryland registry
• have worked or trained as a CNA in the last 2 years
• have valid CPR for Healthcare Providers certification
• purchase the required textbook and workbook (available at the college bookstore, www.pgccbookstore.com)
• be computer literate and have access to the Internet
• be at least 18 years of age
• obtain a score of 55 or above on the college’s reading comprehension placement test

For more information
Please see our contact information above.

HES-584 Patient Care Technician
301-546-5215 or wdcehealthcare@pgcc.edu

22 sessions, $1150*
(includes a $100 lab fee)

EKG
301-546-5215 or wdcehealthcare@pgcc.edu

NATIONAL CERTIFICATION + PGCC CERTIFICATE
EKG FOR HEALTH PROFESSIONALS

Program Information
Have you always wanted to work in a health care environment? Maybe the EKG technician program is for you. EKG techs perform diagnostic tests to help doctors identify and treat cardiovascular problems in patients. They attach electrodes to a patient’s body, ensure the machine is attached properly and in working order and monitor the readings. This 50 course-hour program prepares students to work as an EKG technician in a healthcare setting. Complete quality EKG training in as little as 10 weeks. Weekend classes are available.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate and to sit for the National Healthcareer Association’s EKG national exam:
• HES-663   EKG for Health Professionals
• HES-691   EKG for Health Professionals Part 2

Program requirements
To register for this program, participants must:
• have a high school diploma, GED certificate, or healthcare professional license
• obtain a score of 60 or above on the college’s reading comprehension placement test
• hold active CPR certification
• speak and understand standard American English at a functional level
• purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)

For more information
Please see our contact information above.
HES-663 EKG for Health Professionals

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.

7 sessions, $400* (includes a $50 lab fee)

27511 S 2/3-3/24 8:30 a.m.-2 p.m.  CHS-2215

HES-691 EKG for Health Professionals, Part 2

This second part of the EKG for Health Professionals course provides extensive lab skills training. Topics include EKG waves, equipment, lead placement, and electrodes.

3 sessions, $150* (includes a $100 lab fee)

27515 S 3/31-4/14 8:30 a.m.-2 p.m.  CHS-2215

MEDICAL BILLING

This program includes an overview of medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training prepare students as physician's office personnel.

Coursework

Students who successfully complete the following courses will be eligible to receive the certificate and to take the AAPC Certified Professional Biller exam:

- HES-357 OR HES-354 Medical Terminology
- HES-554 Basic Human Anatomy and Physiology
- HES-409 Introduction to Medical Billing
- HES-553 Computerized Medical Billing
- HES-321 Physician Office Billing
- HES-563 Advanced Medical Billing

Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements

To register for this program, participants must:

- Obtain a score of 65 or above on the college's reading comprehension placement test OR provide proof of proof of college credits and strong computer and word processing skills
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com) before the start of class

For more information

Please see our contact information above. For information on a career in medical coding, contact the Academic Health Sciences office at 301-546-0733 to ask about the Health Information Management Medical Coder/Billing Specialist Program.
HES-684 Advanced Medical Billing 4.2 CEUs
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, $610* (includes a $20 lab fee)
2723 TTh 4/10-5/24 9 a.m.-12 p.m. CHS-1233
2722 MW 4/11-5/30 6:30-9:30 p.m. CHS-1233

HES-533 ICD-10-CM/PCS Coding Principles and Application 4.8 CEUs
This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. 14 sessions, $560* 
2779 MW 2/12-4/4 6:30-9:30 p.m. Largo

HES-354 Medical Terminology: Word Association Approach 2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course.
12 sessions, $150* (includes a $75 lab fee)
2824 WF 1/17-3/9 online E260
2825 WF 2/14-4/6 online E260
2826 WF 3/14-5/4 online E260
2827 WF 4/11-6/1 online E260

HES-357 Basic Medical Terminology 2.4 CEUs
Effectively communicate, write, and interpret medical terms in the workplace. Topics include organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Textbook (required at first class).
6 sessions, $335*
29179 TTh 1/9-1/25 6-10 p.m. Largo
29180 TTh 4/10-4/26 6:50-10 p.m. Largo

HES-693 Medical Terminology 2: A Focus on Human Disease 2.4 CEUs
Learn medical terminology related to 11 of the body’s organ systems, with an emphasis on human disease, diagnostic procedures and treatment techniques.
12 sessions, $150* (includes a $75 lab fee)
28237 WF 1/17-3/9 online E260
28238 WF 2/14-4/6 online E260
28239 WF 3/14-5/4 online E260
28240 WF 4/11-6/1 online E260

HES-554 Human Anatomy and Physiology: Part 1 2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies.
12 sessions, $150* (includes a $75 lab fee)
28228 WF 1/17-3/9 online E260
28230 WF 2/14-4/6 online E260
28231 WF 3/14-5/4 online E260
28232 WF 4/11-6/1 online E260

MEDICAL OFFICE ASSISTANT
301-546-0796 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE + NATIONAL CERTIFICATION MEDICAL OFFICE ASSISTANT
Program Information
Want to work in a physician’s office? Learn the administrative and basic clinical duties performed in a physician’s office, clinic or similar health care setting. Gain the skills you need to sit for the National Healthcareer Association certification exam to become a certified Medical Administrative Assistant!

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to take the National Healthcareer Association Medical Administrative Assistant certification exam:
• HES-357 Basic Medical Terminology
• HES-354 Medical Terminology Word Association Approach (online)
• HES-586 Professionalism in Healthcare
• HES-396 Medical Administrative Assistant
• HES-344 CPR for Health Professionals American Heart Association
• HES-322 Medical Office Assistant: Practical Applications

Program Requirements
To register for this program, participants must:
• Obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits.

For more information
Please see our contact information above.
HES-586 Professionalism in Healthcare  
2.0 CEUs  
This course is designed for prospective or current professionals in the healthcare field and provides instruction on the key elements of professionalism. Professionalism in a healthcare setting is explored through discussions, activities, presentations, and assignments. Topics include HIPAA, work ethics and performance, written and verbal communication, personal traits and behaviors, accountability, and career development.  
12 sessions, $530* (includes a $25 lab fee)  

28934 T 1/25-4/19 6-9 p.m.  CHS-1233

HES-396 Medical Administrative Assistant  
6.6 CEUs  
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (3) access to the Internet and an Owl Link account; and (4) strong computer skills. Please contact our Help Desk at 301-546-0637 for assistance setting up the account. Textbook (required at first class).  
21 sessions, $1025* (includes a $105 lab fee)

28931 T 1/30-4/9 online HYLAG

HES-322 Medical Office Assistant:  
Practical Applications  
3.6 CEUs  
In this practical applications course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-396 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card.  
12 sessions, $550* (includes a $25 lab fee)

28933 Th 4/24-5/31 6-9 p.m.  CHS-2229

HES-546 Spanish for Medical Professionals  
2.4 CEUs  
Learn medical Spanish and bridge the communication gap. Discover how to ask about pain, symptoms, medical histories, insurance and patients' feelings. You will also be taught how to talk about body parts, diets, and medical care and treatment.  
12 sessions, $150* (includes a $75 lab fee)  

28220 WF 1/17-3/9 online E2GO

28221 WF 2/14-4/6 online E2GO

28222 WF 3/14-5/4 online E2GO

28225 WF 4/11-6/1 online E2GO

HES-599 Explore a Career in Medical Transcription  
2.4 CEUs  
This course is designed for individuals pursuing entry-level career training in medical transcription and provides instruction on transcribing common medical records. Topics include a review of grammar, main report types, formatting requirements, how reports are used in the medical setting and hands-on exercises.  
12 sessions, $150* (includes a $75 lab fee)  

28235 WF 1/17-3/9 online E2GO

28234 WF 2/14-4/6 online E2GO

28235 WF 3/14-5/4 online E2GO

28236 WF 4/11-6/1 online E2GO

HES-545 HIPAA Compliance  
2.4 CEUs  
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, $150* (includes a $75 lab fee)  

28224 WF 1/17-3/9 online E2GO

28225 WF 2/14-4/6 online E2GO

28226 WF 3/14-5/4 online E2GO

28227 WF 4/11-6/1 online E2GO

ELECTRONIC HEALTH RECORDS

NATIONAL CERTIFICATION
ELECTRONIC HEALTH RECORDS
Program Information
This program is for healthcare professionals (Medical Office Assistant or Medical Assistant) who are interested in increasing their proficiency with electronic health records. Students learn the components of an electronic health record, laws and regulations, and meaningful use standards. This is a hands-on electronic health records software.

Coursework
Students who successfully complete HES 692 are prepared for the National Health-care Association’s Electronic Health Records Specialist Certification exam, with the potential to earn the Certified Electronic Health Records Specialist (CEHRS™) credential.

Program requirements
To register for this program, participants must:
- obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits and strong computer and word processing skills
- have successfully completed a Medical Office Assistant program OR have a minimum of one year work experience in a healthcare setting and approval from the program coordinator
- purchase the required textbook (available at the college bookstore, www.pgccbookstore.com)
- have access to a computer and a 4G flash drive

For more information
Please see our contact information above.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PHLEBOTOMY
301-546-0796 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE + NATIONAL CERTIFICATION
PHLEBOTOMY TECHNICIAN

Program Information
This 200 course-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 employment opportunities. Skills training will include using a practice arm and drawing on each other. Gain the skills you need to sit for the National Phlebotomy Association certification exam and become a certified Phlebotomy Technologist.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion, and to sit for the National Phlebotomy Association certification exam (for which there is a separate fee of $130):
• HES-418 Phlebotomy Technician
• HES-444 CPR for Health Professionals
• HES-469 Phlebotomy Technician Clinical Pt. 1
• HES-470 Phlebotomy Technician Clinical Pt. 2

Program requirements
To register for this program, participants must:
• be a health care professional or have permission from the program coordinator
• obtain a score of 65 or above on the college’s reading placement test OR provide proof of college credits
• CPR/AED certification card
• provide proof of immunizations prior to participating in clinical course

For more information
Please see our contact information above.

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

26 sessions, $1120* (includes a $160 lab fee)

HES-469 Phlebotomy Technician
Clinical: Part 1
6.0 CEUs
This course 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, $135*

HES-470 Phlebotomy Technician
Clinical: Part 2
6.0 CEUs
Continuation of Part 1. This course fulfills the additional 60 hours of the 120 hours of on-site clinical experience required for certification. Prerequisites: successful completion of HES-418, 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, $135*

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 the 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, $450* (includes a $50 lab fee)

HOSPITALITY

CULINARY ARTS
warewd@pgcc.edu

HSM-655 ServSafe
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Required textbook: ServSafe Essentials (5th edition) with exam, English. Please call Prince George’s Community College bookstore at 301-546-0912 for more information. 2 sessions, $150*

29055 S 1/27-2/3 8:30 a.m.-5 p.m. Largo
29056 S 2/17-2/24 8:30 a.m.-5 p.m. Largo
29057 S 3/3-3/10 8:30 a.m.-5 p.m. Largo
29058 S 4/14-4/21 8:30 a.m.-5 p.m. Largo
EVENT PLANNING
warewd@pgcc.edu

BUS-422 Conference Planning Management 0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M. 1 session, $75*

27746 Th 2/22-2/22 6:30-9:30 p.m.   LARL-205
30911 Th 2/15-2/22 6:30-9:30 p.m.   LARL-205
Litsinger, C.M.
1 session, $75*

BUS-460 Site Selection/Unique Venues
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, $45

27785 M 2/5-2/5 6:30-9:30 p.m.   LARL-205
30912 M 3/5-3/19 6:30-9:30 p.m.   Largo

BUS-466 Crash Course in Event Planning 0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. 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, $75*

30917 T 1/30-2/6 6:30-9:30 p.m.   Largo

BUS-467 Audio visual Concepts for Meeting Planners/Staging and Lighting
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. 2 sessions, $45

30916 S 2/10-2/10 9 a.m.-4 p.m.   LARL-205

BUS-347 Working with Hotels and Creating and RFP
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, $45

30908 S 1/27-1/27 9 a.m.-3 p.m.   LARL-205
27784 Th 2/15-2/22 6:30-9:30 p.m.   LARL-205

BUS-371 Marketing Your Meetings and Exhibits
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $45

27747 Th 3/22-3/22 6:30-9:30 p.m.   LARL-205

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. Instructor: Beverly Litsinger C.M.P. 1 session, $45

27745 Th 2/8-2/18 6:30-9:30 p.m.   LARL-205

BUS-447 Food and Beverage/Wowing Your Guest
Is it the taste or the cost that matters? It's both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Renee Maxwell. 2 sessions, $35

30913 S 3/3-3/10 9:30 a.m.-2 p.m.   Largo

BUS-516 Parties for Every Occasion
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy at your next dinner event. Instructor: Jennifer Saul. 1 session, $45

30916 S 1/17-1/17 9 a.m.-4 p.m.   LARL-205

BUS-525 Etiquette Do's and Don't's for Event Planners
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, $75*

27746 Th 2/8-2/15 6:30-9:30 p.m.   Largo

BUS-410 Starting Your Meeting Planning Company 0.6 CEU

27745 Th 2/8-2/8 6:30-9:30 p.m.   LARL-205

BUS-410 Starting Your Meeting Planning Company 0.6 CEU
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, $75*

30918 Th 2/8-2/15 6:30-9:30 p.m.   Largo

BUS-516 Parties for Every Occasion
This course demonstrates how to plan colorful and fun filled parties and highlights several party styles, touching on most walks of life. To guarantee planning success, “party time” is a guide on using proven best practices for children's parties, holiday gatherings, themed festivities, destination affairs, cocktail and dinner receptions and many other socials. Instructor: Jennifer Saul. 1 session, $45

30908 S 1/27-1/27 9 a.m.-3 p.m.   LARL-205

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, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.  
12 sessions, $150 (includes a $75 lab fee)

BUS-598 Beginner’s Backdrops - Pipe and Drape
This course will teach you the necessary Backdrop - Pipe and Drape techniques to start or expand your business in the event decorating industry. You will develop a keen eye for detail and spot flaws and get better at utilizing spaces with the best decoration techniques. With over 15 years of experience in the events field, Lily Whittaker will help you achieve the “upscale” look for a great event. Have fun transforming event venues into beautiful spaces. $25 materials fee payable to the instructor: Lily Whittaker.  
1 session, $35

BUS-597 Legal Issues That Face Meeting Managers
This course will review legal issues from the perspective of a meeting manager, but not meant as legal advice. The problem topics to be discussed include music performance licensing fees, attrition, cancellation clauses, force majeure, union issues, ADA requirements and other pitfalls to avoid. Remember to always consult an attorney with legal questions. Instructor: Beverly Litsinger.  
1 session, $35

COM-349 Discover Sign Language  
2.4 CEUs
This course will introduce students to the graceful, expressive language to communicate with deaf people. Students will learn to create the signs for numbers and the alphabet to finger spell proper names. Develop signing skills to sign phrases and expand to complete sentences. Topics include lip reading, baby signs, and the career of interpreting. Note: Starts every month upon request. Contact e-mail above.  
12 sessions, $150* (includes a $75 lab fee)

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): The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill.) 8 sessions, $196*

COM-341 Sign Language for the Family: Bring One Teach Two (Adult Section)  
SPECIAL! Bring One, Teach Two! This course is an introduction to American Sign Language (ASL). It provides the opportunity for parents and children to work together comfortably in a learning environment. Topics include: finger spelling, sending and receiving signs, and background information on deafness to better support the entire family. Adults should register for this class; children ages 8-15 should enroll in YTH-466 below. Instructor: Laverne Stevens.  
8 sessions, $160

PGCC CERTIFICATE  
AMERICAN SIGN LANGUAGE

Program information
ASL is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. It is the primary language of many North Americans who are deaf and is one of several communication options used by people who are hearing-impaired. PGCC has a robust program in American Sign Language, including levels 1-5 and beyond. Our courses are appropriate for a broad range of community applications, from personal interaction to public communication, and in the workplace. As diversity in our community grows, ASL skills are a great benefit in many settings, including education, health care, and faith-based organizations. PGCC is a great place to start exploring, expanding or practicing ASL skills - from beginners with no exposure to those with advanced vocabularies and fluent ASL conversational skills.

Coursework
Students who successfully complete 60 hours of coursework in this area, including ASL or other language courses, will be eligible to receive a certificate.

For more information
Please see our contact information above.

Languages

Program information
American Sign Language (ASL) is the language of the Deaf community and is a complete, complex visual system of communication. ASL is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body. It is the primary language of many North Americans who are deaf and is one of several communication options used by people who are hearing-impaired. PGCC has a robust program in American Sign Language, including levels 1-5 and beyond. Our courses are appropriate for a broad range of community applications, from personal interaction to public communication, and in the workplace. As diversity in our community grows, ASL skills are a great benefit in many settings, including education, health care, and faith-based organizations. PGCC is a great place to start exploring, expanding or practicing ASL skills - from beginners with no exposure to those with advanced vocabularies and fluent ASL conversational skills.

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For more information
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Languages

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For more information
Please see our contact information above.

Languages

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Languages

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Coursework
Students who successfully complete 60 hours of coursework in this area, including ASL or other language courses, will be eligible to receive a certificate.

For more information
Please see our contact information above.
YTH-466 Sign Language for the Family: Bring One-Teach Two
This course offers an introduction to American Sign Language (ASL), including finger spelling, sending and receiving signs, and background information on deafness. In order to register for this section, students must be accompanied by a paying parent in the adult section and be at least 8 years of age. Given the special pricing for this family course, a paid adult must accompany no more than two youth. Instructor: Laverne Stevens. 8 sessions, $80
28728  S  2/10-4/14  1-4 p.m.  Largo

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. Required textbook: The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $196*
28699  M  4/9-6/4  6:30-9:30 p.m.  Largo
28700  M  4/9-6/4  6:30-9:30 p.m.  Largo
28701  S  4/21-6/16  9 a.m.-12 p.m.  Largo

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. Textbook: The American Sign Language Phrase Book by B. Fant, B. Miller, L. Fant (McGraw Hill). 8 sessions, $196*
28702  S  2/10-4/14  9 a.m.-12 p.m.  Largo

COM-331 Sign Language 4  2.4 CEUs
Building toward the advanced level, students will continue to expand the grammatical features of American Sign Language with its own rules for pronunciation, word order, and complex grammar. Emphasis will be placed on increasing vocabulary, conversational skills, and the nuances of interaction with the deaf community. 8 sessions, $196*
28703  M  4/16-6/11  6:30-9:30 p.m.  Largo
28704  S  4/16-6/16  9 a.m.-12 p.m.  Largo

COM-526 Sign Language 5  2.4 CEUs
Students will continue to develop and practice skills in American Sign Language with a focus on fluid conversation, vocabulary building, and interaction with the deaf community. Prerequisites: COM-331 or equivalent. 8 sessions, $196*
28713  W  3/21-5/9  6:30-9:30 p.m.  LARL-205

COM-377 ASL Storytelling  1.8 CEUs
For those proficient in ASL, this course will assist practitioners in developing the ability to use ASL in creative and expressive ways. Its focus will be on building skills to tell an effective idiomatic, visually pleasing, and grammatically accurate story with emphasis on sign production clarity and will include the use of mouthing morphemes, classifiers, and role shifting. Whether as entertainment, conversation or a formal presentation, storytelling in the deaf community is historically, culturally, and linguistically significant. 6 sessions, $150
28705  M  1/22-3/5  6:30-9:30 p.m.  Largo

COM-378 ASL Vocabulary Building  2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Dr. Raymont Anderson. 8 sessions, $196*
28706  M  3/19-5/1  6:30-9:30 p.m.  Largo

COM-379 ASL Conversation 1  2.4 CEUs
Conversational courses serve the purpose of applying knowledge of American Sign Language (ASL) grammar and vocabulary as learned in Levels 1 - 4, to the description of increasingly complex constructs, processes and situations. Students incorporate multiple character role shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This is an excellent course for anyone seeking to take “the American Sign Language Proficiency Interview (ASLPI).” Instructor: Rev. Dr. Raymont Anderson 8 sessions, $165
28712  W  1/10-2/26  6:30-9:30 p.m.  LARL-205

SPANISH LANGUAGE
richejl@pgcc.edu

LGE-370 Spanish: Part 1  2.0 CEUs
This introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. Textbook required. 8 sessions, $196*
28715  Th  1/10-2/28  6:30-9:30 p.m.  LARL-205
28707  S  1/13-3/3  9:30 a.m.-12:30 p.m.  Largo
30767  T  3/6-5/1  6:30-9:30 p.m.  LARL-205

LGE-328 Spanish: Part 2  2.0 CEUs
Continuing students will focus on increasing their vocabulary and comprehension through dialogue and role-play. Prerequisite: LGE-370: Spanish 1. Textbook required. Instructor: Rolando Dealvarez. 8 sessions, $196*
28708  S  3/31-5/19  9:30 a.m.-12:30 p.m.  Largo

LGE-345 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, $196*
28709  S  3/31-5/19  9:30 a.m.-12:30 p.m.  Largo

LGE-521 Group “Speed” Spanish 1  2.4 CEUs
If you’re in a hurry to learn Spanish, this course gets results pronto. You’ll focus on the vocabulary you need in real life – while traveling, at restaurants, on the phone, in emergencies. Then, you’ll learn six easy recipes for gluing Spanish words together to form basic sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and communicate! ¡Qué Bueno! Starts each month upon request. 12 sessions, $150* (includes a $75 lab fee)
28646  W/F  4/11-6/1  online  E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
LGE-522 Speed Spanish 2  2.4 CEUs
Would you like to be able to have an actual adult conversation Spanish-speaking people? You will expand your vocabulary by hearing new words pronounced properly and have opportunities to practice your own pronunciation. You’ll learn new recipes to help you glue words together into sentences, complete thoughts, and finally into a whole conversation. You’ll see an immediate improvement in fluency from the very first lesson. Starts each month upon request.
12 sessions, $150* (includes a $75 lab fee)
28953  WF  4/11-6/1  online  E2GO

LGE-523 Speed Spanish 3  2.4 CEUs
Master your ability to speak, understand, and read Spanish by taking the final installment in this series. In this advanced-level course, you’ll learn the final recipes that serve as templates to create almost any sentence. Guided practice will include new vocabulary, pronunciation, grammar, and speed drills. This series has not just taught you how to speak Spanish, but to speak Spanish spontaneously! Starts each month upon request.
12 sessions, $150* (includes a $75 lab fee)
28954  WF  4/11-6/1  online  E2GO

LGE-330 Spanish Conversation 1.6 CEUs
Intended for those who already have a basic speaking knowledge of Spanish. This course focuses on the development of listening and speaking skills through vocabulary development, a variety of speaking activities and group and individual projects. The course includes reading, vocabulary acquisition, written work and conversation and comprehension activities. A variety of sources will be used in conjunction with the textbook.
6 sessions, $130*
28709  S  1/20-3/5  9:30 a.m.-12:30 p.m.  Largo
(7 sessions)
28710  M  1/22-3/5  6:30-9:30 p.m.  Largo

LGE-527 Discover Japanese  2.4 CEUs
Whether you want to learn conversational Japanese for travel or just for fun, you will find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. You will practice drills, interactive exercises, and conversational phrases to a specific area of travel. By the end of this course, you will have acquired basic conversational skills that enable you to travel around the country easily.
12 sessions, $150* (includes a $75 lab fee)
28961  WF  4/11-6/1  online  E2GO

LGE-307 Discover French
Parlez Francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Textbook required.
12 sessions, $150* (includes a $75 lab fee)
28963  WF  4/11-6/1  online  E2GO

LGE-519 Discover Italian  2.4 CEUs
This dynamic course makes learning Italian fun and surprisingly easy. You will learn how to ask directions, book a room, order a meal, and much more in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy.
Benissimo!
12 sessions, $150* (includes a $75 lab fee)
28969  WF  4/11-6/1  online  E2GO

LGE-533 Biblical Greek, Level 2  2.0 CEUs
This is a Level 2 language class — not a study of religion. Having learned the fundamentals of Koine Greek in the “primer,” this course continues study of the language in which the New Testament was originally written. Its focus is to further develop an understanding of the Greek richness of phrase, context of history, and the First Century hermeneutics - a culture that cannot otherwise be matched.
10 sessions, $196
30730  M  1/22-4/9  7-9 p.m.  LCC-205
### MEDIATION
301-546-8340 or parknx@pgcc.edu

**PGCC CERTIFICATE BASIC MEDIATION**  
**Program Information**  
Start a new career or enhance the one you have; become a professional mediator and help disputing parties resolve personal/business/legal arguments. If you are a counselor, coach, attorney, or business professional seeking to increase your ability to lead others to settlement, this program is for you. Mediation skills are taught through lectures, role plays, videos, and group discussions; a balance of theory and practice is designed to give participants a thorough understanding of the mediator's role and the ability to implement a five-step mediation process. This program meets the State of Maryland's requirement to practice as a mediator.

**Coursework**  
Students who successfully complete LAW-510, Basic Mediation Training, will be eligible to receive the certificate.

**Program requirements**  
To register for this program, participants must be confident in their ability to speak, understand and read English.

For more information  
Please see our contact information above.

### 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: The Guided Method of Mediation: A Return to the Original Ideals of ADR. (2nd. edition). by Mary K. Hope.  
7 sessions, $475* (includes a $325 lab fee)

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<tr>
<th>Course Code</th>
<th>Section</th>
<th>Dates</th>
<th>Times</th>
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<tr>
<td>28480</td>
<td>F</td>
<td>3/23-5/4</td>
<td>6-10 p.m.</td>
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<td>3/24-5/5</td>
<td>9 a.m.-4:30 p.m.</td>
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### LAW-518 Mediator Ethics  
0.4 CEU  
This focused review of the ethical standards of mediator practices satisfies the requirements of the Maryland Program for Mediator Excellence Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students should complete the 40-hour Basic Mediation Training prior to attending this class. A certificate of completion will be issued upon successful completion of the course.  
**1 session, $60**

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<td>28488</td>
<td>S</td>
<td>2/10-2/10</td>
<td>9 a.m.-1 p.m.</td>
<td>Largo</td>
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### LAW-512 Divorce Mediation Training  
2.0 CEUs  
This 20-hour course will cover conflict resolution; identifying and screening for domestic violence; property and financial issues; asset and debt distribution; insurance; spousal support; tax consequences; and business valuations. The class includes lectures, videos, and role plays. Prerequisite: successful completion of LAW-510, Basic Mediation, is required before taking this training.  
**4 sessions, $200* (includes a $150 lab fee)**

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<tr>
<td>28495</td>
<td>M</td>
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<td>6-10 p.m.</td>
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### MOTORCYCLES  
301-546-0650 or tdi@pgcc.edu

**PGCC CERTIFICATE MOTORCYCLE MECHANICS AND REPAIR**  
**Program Information**  
Our program will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today's motorcycles and their components. Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program.

**Coursework**  
Students who successfully complete the following courses will be eligible to receive the certificate:  
- OCC-354 Basic Motorcycle Maintenance  
- OCC-376 Motorcycle Mechanics and Repair

**Program requirements**  
To register for this program, participants must be 16 years of age or older.

For more information  
Please see our contact information above.

### 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, $85**

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<td>27584</td>
<td>WTh</td>
<td>4/4-4/5</td>
<td>6-9 p.m.</td>
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**OCC-376 Motorcycle Mechanics & Repair** 2.4 CEUs
This is an entry level, motorcycle technician course designed to teach students the fundamentals of motorcycle maintenance and repair. Students will be shown how to inspect a motorcycle and conduct light repairs such as replacing head bearings, wheel bearings, chains and clutch. Also, lubrication and coolant system service, tire replacement and electrical diagnoses and repair. Required textbook: *Modern Motorcycle Technology*, 3rd edition. Edward Abdo ISBN-13: 978-1-305-49745-0 (See instructor on first day of class). 8 sessions, $340* (includes a $40 lab fee)

**OCC-361 Basic Rider Course (BRC)**
A beginner licensing course for those 16, years of age and older. Under age 18 requires a parent or guardian, signed waiver. Equipment and Motorcycle is provided by the college. Students learn: clutch-throttle control, starting and stopping the motorcycle, turning, and crash avoidance skills. Riders must complete an MVA required e-Course and pass the riding and knowledge test. Participants must achieve minimum performance standards in order to continue in the course. *Note: Actual class time may vary.*
3 sessions, $275* (includes a $35 lab fee)

**Program Information**
Quality training for over 30 years! Our Class-M license program is designed for beginner or experienced riders. Instructors are trained and certified by Maryland Motor Vehicle Administration and the Motorcycle Safety Foundation.

**Coursework**
Maryland licensed drivers who successfully complete either one of the following courses will receive an MVA certificate and completion card:
- OCC-361 Basic Rider Course OR
- OCC-419 Alternate Basic Rider Course
Maryland residents should take the certificate to the MVA to get the M Endorsement (MVA fees apply) in order to legally ride on public roads. D.C. residents will receive the MVA completion care and must pass the D.C. motorcycle knowledge exam to obtain the license.

**Program requirements**
To successfully complete the program, participants must:
- complete a Motorcycle Safety Foundation online course (information will be provided on the first day of class)
- provide a valid e-mail address at registration
- present state-issued photo identification to the instructor
- report to all classes on time. Failure to do so will result in dismissal from the program without refund.
- if under the age of 18, have completed a 36 hour Driver Education course (see SKB-600). Parental permission may be required.
Per college policy, no refunds are issued after a class starts. Those counseled out of the class who wish to re-take it may do so at a reduced fee.

**Related Coursework**
To get the maximum benefit from our Motorcycle Safety program, sign up for our Basic Motorcycle Maintenance (OCC-354) and Motorcycle Mechanics and Repair (OCC-376) classes.

**For more information**
Please contact us at 301-546-0062 or tdi@pgcc.edu.
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 riding skills and knowledge tests. Those under 18 must take OCC-361.
Note: Actual class time may vary.
1 session, $150* (includes a $20 lab fee)
27633 S 4/28-4/28 7:45 a.m.-5 p.m. CE-124
27634 S 5/5-5/5 7:45 a.m.-5 p.m. CE-124
27635 S 5/12-5/12 7:45 a.m.-5 p.m. CE-124
27636 S 5/19-5/19 7:45 a.m.-5 p.m. CE-124

OCC-365 Experienced Rider Course (BRC2)
This 6-Hr. course is for licensed motorcyclists who want to improve or refresh their skills. Riders use their own street legal motorcycles which must be in good operating condition. Riders provide their own gear including: a DOT certified helmet that fully covers the ears, eye protection, long sleeve shirt or jacket, gloves, long leg pants and sturdy over-the-ankle footwear. Riders who successfully complete the skills test will receive a Maryland Motorcycle Safety Program, Completion Card. Riders use their own street legal motorcycles which must be in good operating condition. Riders provide their own gear including: a DOT certified helmet that fully covers the ears, eye protection, long sleeve shirt or jacket, gloves, long leg pants and sturdy over-the-ankle footwear. Riders who successfully complete the skills test will receive a Maryland Motorcycle Safety Program, Completion Card.
Note: Actual class time may vary.
1 session, $225* (includes a $35 lab fee)
27633 M 4/30-4/30 6:30-8:30 p.m. CE-124
27634 S 5/6-5/6 7:45 a.m.-4 p.m. CE-124
27635 M 5/7-5/7 6:30-8:30 p.m. CE-124
27636 S 5/13-5/13 7:45 a.m.-4 p.m. CE-124

OCC-418 Introduction to Motorcycle Touring
This course will set you off with a wealth of knowledge that will help you make your rides more enjoyable and as safe as possible. Topics will include print and on-line touring resources, styles of touring, equipment to enhance your riding enjoyment, lodging options and effective route planning. While the target audience is the touring novice, all students will come away with valuable information and find this a fun forum for sharing his/her experiences others. 2 sessions, $85
27635 M 4/3-4/3 6:30-9:30 p.m. CE-124
27636 WTh 4/4-4/5 6:30-9:30 p.m. CE-124

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

NOTARY PUBLIC
richejl@pgcc.edu

PGCC CERTIFICATE + MARYLAND CREDENTIAL NOTARY PUBLIC

Program information
Today's Notary Public is on the front line of defense against fraud. Notaries act as “trust agents” to affirm and acknowledge the authentication of the many documents required for commercial and/or personal use before they can be used or officially recorded for any legal effect. Consequently, Notaries Public must be solidly grounded in the education needed to understand their role, be able to perform both basic and challenging notarial duties, and learn new skills and certifications in preparation for new opportunities. Becoming a notary can enhance your job skills and add value to your resume, or allow you to open a mobile notary or notary signing agent business as an independent contractor, earning money by handling mortgage signings, notarizing trust documents and performing many other tasks.

Coursework
Students who successfully complete the following core courses will be eligible to receive the certificate:

- GEN-307 Notary Public Procedures
- GEN-339 Applied Notary Practices and Procedures
- GEN-363 Advanced Notarial Procedures

Additional post-certificate courses are available to help build, market, and grow your own notarial business. Classes fill quickly; please register for all 3 core courses early to guarantee a seat.

Program requirements
To qualify for this program, participants must:

- be at least 18 years of age
- live or work in Maryland
- be known to be of good character, integrity, and abilities

For more information
- Please see our contact information above.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>GEN-307</td>
<td>2/24-2/24</td>
<td>10 a.m.-4 p.m.</td>
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<td>GEN-339</td>
<td>3/24-3/24</td>
<td>10 a.m.-4 p.m.</td>
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<td>GEN-363</td>
<td>2/10-2/10</td>
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<td>GEN-369</td>
<td>3/19-4/22</td>
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<td>3/5-4/23</td>
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<td>GEN-372</td>
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<td>GEN-307</td>
<td>3/14-5/4</td>
<td>10 a.m.-6 p.m.</td>
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<td>JCL-359</td>
<td>4/11-6/1</td>
<td>12 sessions</td>
<td>$150 (includes a $75 lab fee)</td>
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FIN-345 Introduction to Stock Options 2.4 CEUs
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, $150* (includes a $75 lab fee)

FIN-347 Stocks, Bonds and Investing 2.4 CEUs
This class walks you through the fundamentals of investing and will make you capable to manage your personal finances, make wise investment decisions, and prepare adequately for your future. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. The instructor explains concepts in detail so you understand how and why things work in the investment world.
12 sessions, $150* (includes a $75 lab fee)

JCL-363 Twelve Steps to a Successful Job Search 2.4 CEUs
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will be taught how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.
12 sessions, $150* (includes a $75 lab fee)

Show your team spirit by attending one of our many athletic activities.
• men’s and women’s basketball
• men’s and women’s soccer
• men’s baseball and women’s softball
• men’s and women’s indoor track
• men’s and women’s outdoor track
• men’s and women’s cross-country

FIN-361 The Analysis and Valuation of Stock 2.4 CEUs
This comprehensive course is designed to show you how to research and value stocks. Topics covered in the course include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
12 sessions, $150* (includes a $75 lab fee)

FIN-348 Investing Real Estate 2.4 CEUs
In today’s dynamic economic climate, investing/divesting in real estate might be financially wise. How do you know, and where do you start? In this course, you’ll explore how to identify, finance and negotiate a deal and how to take advantage of lease options, foreclosures, quick flips, rehabs and mobile homes. You need a specific game plan, tailored to your individual goals to find your next investment. Starts every month upon request.
12 sessions, $150* (includes a $75 lab fee)

FIN-364 The Analysis and Valuation of Stocks 2.4 CEUs
This class will supply you with the knowledge and skills 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, $150* (includes a $75 lab fee)

FAM-392 Marriage and Relationships
Meeting the right person is important; knowing how to stay in love matters even more. Every relationship goes through stages, and it’s important to balance the needs of both individuals and the couple at every stage. Develop insights into the problems many couples encounter — disagreements over money, children, and relationship triangles. Explore the tools needed to identify problems and work toward resolution or even to decide it’s time for the end. Note: Start every month upon request. Contact e-mail above.

FAM-394 Be Assertive!
Tired of being intimidated and manipulated? Don’t get angry, get tough! Learn specific techniques to become more assertive in all aspects of your life. Understand passive, aggressive, and assertive behaviors and how it affects your interactions with others. Use facial expressions and body language to reinforce a more self-assured stance. Stand firm in the face of resistance and be more confident with family and friends, in the workplace and the community. It’s your turn to speak up!
Note: Starts every month upon request. Contact e-mail above.
12 sessions, $150 (includes a $75 lab fee)

FAM-393 Success With Difficult People
Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity. Note: Start every month upon request. Contact e-mail above.
12 sessions, $150 (includes a $75 lab fee)

FAM-399 Marriage and Relationships
Meeting the right person is important; knowing how to stay in love matters even more. Every relationship goes through stages, and it’s important to balance the needs of both individuals and the couple at every stage. Develop insights into the problems many couples encounter — disagreements over money, children, and relationship triangles. Explore the tools needed to identify problems and work toward resolution or even to decide it’s time for the end. Note: Start every month upon request. Contact e-mail above.

FAM-390 Key to Successful Money Management 2.4 CEUs
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed.
12 sessions, $150 (includes a $75 lab fee)

FAM-391 Twelve Steps to a Successful Job Search 2.4 CEUs
Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will be taught how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.
12 sessions, $150 (includes a $75 lab fee)

FAM-396 Assertiveness
Don’t get angry, get tough! Learn specific techniques to become more assertive in all aspects of your life. Understand passive, aggressive, and assertive behaviors and how it affects your interactions with others. Use facial expressions and body language to reinforce a more self-assured stance. Stand firm in the face of resistance and be more confident with family and friends, in the workplace and the community. It’s your turn to speak up!
Note: Starts every month upon request. Contact e-mail above.
12 sessions, $150 (includes a $75 lab fee)
FAM-390 Caring for Aging Parents
Growing older is a part of life - whether it’s your parents or another. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. Topics include the impact of retirement, choosing a nursing home, financial and legal considerations, special communication and observation methods, and coping mechanisms to ease the burden for everyone. Note: Starts every month upon request. Contact e-mail above. 12 sessions, $150 (includes a $75 lab fee)

ENR-465 The Family Newsletter
This workshop teaches the fundamentals of writing a family newsletter to share family information, post reunion news, and keep the lines of communication open between the generations. Topics will include using this document to share family history and genealogical finds, querying the family on genealogical road blocks, and corresponding via the internet in writing. Instructor: Nathania Branch-Miles. 1 session, $42

ENR-533 Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and explore ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $42

ENR-595 Introduction to Genealogy
Designed for beginning and intermediate family historians who want to trace their lineage to generate a family tree. Starting with your immediate family, learn what probing questions to ask to begin a research trail. Using both print and Internet data, learn where to locate important documents and how to assess their value and relevancy. Then, dig deeper. Grow a family tree to pass on to the next generations. 1 session, $42

ENR-542 Genealogy Basics 2.4 CEUs
Who will you discover? What new branch of your family will you find? If you’re a newcomer or an amateur genealogist, this course will help guide you to the most useful Websites where you can search for family names. Tracing your family’s history is a fascinating journey, as you will see through hands-on examples that help you dig deeper into your family’s past. The course explains in simple terms where to look, who to contact, and how to make your family history come alive. 12 sessions, $150* (includes a $75 lab fee)

COM-353 Speaking to a Group, Part 1 0.4 CEU
Have some fun while adding finesse to your style. Part 1 focuses on understanding your audience and planning a clear, focused and well organized presentation specifically targeted to them. Lots of encouragement and in a friendly environment lets you practice short presentations and speeches and will help you become more confident and comfortable speaking to a crowd. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations. 1 session, $72

COM-354 Speaking to a Group, Part 2 0.4 CEU
Having added fineses, this course gives you the sparkle and pizzazz. Part 2 continues building and refining the techniques to inform, persuade and entertain your audience. Whether speaking informally to friends or at a community-wide meeting, you’ll learn how to decrease distractions during your delivery and how to formulate impromptu remarks. Still in a friendly and relaxed style, Part 2 is packed with tips, practice exercises and inspiration without a demanding time commitment. 1 session, $64

GARDENING
richelj@pgcc.edu

AGR-316 Start Your Own Edible Garden 2.4 CEUs
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars’ worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product. 12 sessions, $150 (includes a $75 lab fee)
FLORAL
richejl@pgcc.edu

ENR-597 Basic Floral Design 1.6 CEUs
Learn the basic principles of fresh floral design while creating eight eye-catching arrangements. Current trends; color theory and effects; varieties of flowers, their usage and sourcing; as well as use of tools and how demonstrations will be included. Note: Students should bring wire cutters, a floral knife, and $300 for floral supplies payable to the instructor at the first class. 8 sessions, $175

28956 M 1/8-3/19 6:30-8:30 p.m. Largo

ENR-599 Intermediate Floral Design 1.6 CEUs
Take the next step in the fundamentals of fresh floral design by creating advanced arrangements that you can take home. Current trends will be used to keep the class fresh and up-to-date while building skills in creative and artistic interpretation using color, texture, proportion, balance, and unity. Note: Students should bring wire cutters, a floral knife, and $300 for floral supplies payable to the instructor at the first class. 8 sessions, $175

30860 M 4/2-5/21 6:30-8:30 p.m. Largo

HOME INTERIOR
richejl@pgcc.edu

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: Charisse Holder. 1 session, $42

29002 W 1/17-1/17 6:30-9:30 p.m. Largo

ENR-601 Color Sense in Your Home
Do you struggle with choosing paint colors and have made mistakes before? Would you like to go bolder but are too wary? Color theory and psychology, paint technologies, and matching will be explored. Utilizing a color deck, perceive color that is personally most comfortable in your home or work. See color concepts come to life in beautiful, photographed rooms. Be prepared to share challenges and dilemmas for in class consultation. 1 session, $42

30692 W 1/31-3/31 6:30-9:30 p.m. Largo
30694 Th 3/1-3/3 6:30-9:30 p.m. Largo

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

29003 W 1/24-1/24 6:30-9:30 p.m. Largo

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, $150* (includes a $75 lab fee)

28638 WF 4/11-6/1 online E2GO

ENR-602 Home Designer Secrets
You watch designer TV, wondering how professionals create those stunning spaces. See what they see and account for function, mood and personality. A successful design is more than just eye appeal. It’s a room that works for you and sets a tone with color and style. It includes the stamp of your personality with furnishings and accents. All of these are integral to a great design. You’ll never see a room in the same way again! 1 session, $42

30695 Th 3/22-3/22 6:30-9:30 p.m. Largo
30696 W 4/25-4/25 6:30-9:30 p.m. Largo

ENR-587 Basic Interior Design 1.6 CEUs
Learn about the business of decorating. Discover how to get started in the field, prepare a portfolio, and market yourself. We will analyze current trends and strategies. Note: A $75 lab fee is required. 8 sessions, $175

ENR-598 Interior Design Professional 0.6 CEU
Your mission: Transform plain living spaces into beautiful and functional rooms. This requires both natural talent and step-by-step know-how. You’ll delve into color theory, industry trends, spatial arrangements, traditional and modern design trends. You’ll investigate “green” sustainable design and how to modify your designs for special needs. This new knowledge and hands-on practice will give you the confidence needed to start creating beautiful residential interiors for yourself and others. 2 sessions, $72*

30215 W 1/3-1/7 6:30-9:30 p.m. Largo

ENR-578 Discovering the Styles of Decorating
Uncover the definition of a decorating style through a journey exploring nine styles and their characteristics: English Tudor, Early American, Chinese, Korean/Japanese, Georgian, Formal and French Country, American Southwest, Art Deco, and Contemporary. Discover your unique inclinations, at once, distinctively a part of your nature and ancient connections. Share how you would implement your personal style through materials, finishes, furnishings and color. Instructor: Bonnie Peet. 2 sessions, $72

30715 Th 1/19-1/26 6:30-9:30 p.m. Largo

LIFESTYLES
richejl@pgcc.edu

ENR-375 Develop Your Psychic Intuition
Could this be just intuitive ability, or is it really a psychic phenomenon? Does it matter as long as it can be directed and further developed to improve your insight of the world and your place in it? Learn how messages are received and how divination tools can be used to stimulate and magnify your premonitions. Connect to a universal energy through the techniques of guided meditation and visualization. Relax and grow in your intuitive sensitivity. 1 session, $42

29070 T 2/20-2/20 7-9 p.m. LARL-205

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ENR-427 Past Life Regression
Experience a firsthand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LSCW. Hypno-therapies, Psychics, Angel Messenger and Animal Communicator. 1 session, $42
29172 T 4/3-4/3 7-9 p.m. LARL-205

ENR-362 Interpreting Your Dreams
This seminar will offer easy guidance into the world of dream interpretation. Dreams are powerful indicators that provide us with insight about our lives. Learn the five basics to unlocking the meaning of your dreams and find out how to utilize your dream life to receive answers from your higher self. Instructor: Gena Wilson LCSW. 1 session, $42
29171 T 3/20-3/20 7-9 p.m. LARL-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
29173 T 5/1-5/1 7-9 p.m. LARL-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 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)
27710 S 2/3-2/3 10 a.m.-2 p.m. LCC-205

ENR-584 Introduction to Karmic Astrology
Focusing on the soul’s evolutionary path, this course examines life patterns that are rewarded or rebuked according to your deeds in past, present, and future incarnations. Fulfill your soul’s purpose! Live in alignment with your passion! Fulfill your life exactly as it is meant to be. Learn how to use Karmic Astrology to manifest qualities to integrate your mind, body and soul. Instructor, McIntosh Ewell, will help you differentiate between karmic patterns and karmic potential. 1 session, $42
29007 T 1/23-1/23 6:30-9:30 p.m. Largo
29009 T 3/20-3/20 6:30-9:30 p.m. Largo

ENR-596 Mystery Shopping That Pays
You can get paid to do things you love — shop in stores, restaurants, hotels and more. Mystery shopping is a service provided to businesses to give them feedback on the quality of their products and services. A shopper might purchase or return a product, ask questions, or behave in a certain way. Then, they report their experiences back to the business. Companies spend millions for product development and marketing costs, what they need is YOUR opinion! 1 session, $42
28812 W 4/25-4/25 6:30-9:30 p.m. Largo

ENR-591 Life Balance Coaching
You’re an adult and well into your career, but you’re asking: “What do I want to do when I grow up?” Your long hours at work don’t satisfy you emotionally, and you’re totally drained at day’s end. You need a lifestyle coach to help realign the personal and professional aspects of your life. Exercises in life mapping, deconstructing your values, and committing to whole-body wellness will help you achieve better balance. Bring your positive attitude and change your life. 7 sessions, $80
29004 S 1/13-2/7 online BLBD
S 1/20-2/3 online SKYP
29038 S 3/24-4/18 online BLBD
S 3/31-4/14 online SKYP

TEST PREPARATION
richejl@pgcc.edu

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, $150* (includes a $75 lab fee)
28729 WF 1/17-3/9 online $260
28730 WF 2/14-4/6 online $260
28731 WF 3/14-5/4 online $260
28732 WF 4/14-6/1 online $260

SKB-358 GRE Preparation-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, $150* (includes a $75 lab fee)
28733 WF 1/17-3/9 online $260
28734 WF 2/14-4/6 online $260
28735 WF 3/14-5/4 online $260
28736 WF 4/14-6/1 online $260

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, $150* (includes a $75 lab fee)
29010 WF 1/17-3/9 online $260
29011 WF 2/14-4/6 online $260
29012 WF 3/14-5/4 online $260
29013 WF 4/14-6/1 online $260
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, $150* (includes a $75 lab fee)

PERSONAL TRAINER
301-546-0796

NATIONAL CERTIFICATION PERSONAL TRAINER
Program Information
Come join this fun profession and be a part of what Fortune Magazine and ABC NEWS.com state 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.), the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers Veterans Training and Education, the International Association for Continuing Education and Training, and others.

Coursework
Students who successfully complete HES-451 are eligible for level one and level two certification.
To earn a Level 1 Personal Trainer National Certificate (3.2 CEUs), students must:
• attend at least eight of nine class sessions
• hold active CPR/AED certification prior to taking the exams
• pass written and practical exams

To earn a Level 2 Personal Trainer National Certificate (3.0 CEUs), students must
• successfully complete Level 1, including passing both exams
• document proof of completion of a 30-hour internship at a fitness facility
• maintain active CPR/AED certification

Level 2 is included in our HES-451 course; there is no additional tuition. A list of area participating facilities is provided to students who complete Level 1 certification.

Program requirements
To register for this program, participants must:
• be at least 18 years of age
• obtain a score of 45 or above on the college's reading comprehension placement test
• speak, read and understand standard American English
• purchase the required textbook (1-888-330-9487 or www.witseducation.com) and begin reading before the start of class

For more information
Please see our contact information above.

HES-451 Personal Trainer  6.0 CEUs
This 62-hour course includes 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship. Topics include: biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge.
6 sessions, $798* (includes a $499 lab fee)
PHOTOGRAPHY
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE
DIGITAL PHOTOGRAPHY

Program information
This program is designed to cover the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building technical skills and enhancing your creativity.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- PHO-300 Digital Photography: The Basics
- PHO-346 and PHO-347 Adobe Photoshop Elements 15: Part 1 and Part 2 (PC users) OR
- PHO-343 and PHO-344 Introduction to Photoshop CC and Advanced Photoshop CC (MAC users)
- PHO-315 Light—the Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographs

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
Students should bring a USB compatible flash drive to all class sessions.

For more information
Please see our contact information above.

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. Note: $20 fee for printed materials (payable to the instructor).
6 sessions, $270* (includes a $135 lab fee)
27272 Th 1/3-2/15 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)
27777 M/W 4/30-5/16 6:30-9:30 p.m. CAT-105

PHO-346 Adobe Photoshop Elements 15, Part 1 1.5 CEUs
This is the first of a three-part series, that provides an understanding of how to create extraordinary photos and share your memories in online albums or print unique 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).
5 sessions, $240* (includes a $100 lab fee)
27774 M/W 2/21-3/7 6:30-9:30 p.m. CAT-105

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, $100* (includes a $15 lab fee)
27771 S 2/24-2/24 9:30 a.m.-3:30 p.m. CAT-105
27773 S 4/7-4/7 9:30 a.m.-3:30 p.m. CAT-105

PHO-350 Photoshop CC for the Digital Photographer II 2.4 CEUs
Adobe’s Photoshop CC is the industry standard professional photo editing software for digital photographers and graphic artists, now available through the Creative Cloud. If you already know the basics of this powerful program and want to build upon your skills that you potentially took in the level I course, this course will teach you advanced techniques that include layering, working with multiple selections, applying type masks and special effects as well as using filters to enhance images.
12 sessions, $150* (includes a $75 lab fee)
29199 WF 1/17-3/9 online E260
29160 WF 2/14-4/6 online E260
29161 WF 3/14-5/4 online E260
29162 WF 4/11-6/1 online E260

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
PHO-347 Adobe Photoshop Elements 15, Part 2  
This is the second course in the three-part series on Adobe Photoshop Elements 15. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. 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).  
5 sessions, $240* (includes a $100 lab fee)

PHO-348 Adobe Photoshop Elements 15, Part 3  
This is the third course in the three-part series on Adobe Photoshop Elements 15. This course will take your photography to the next level while creating results for your business. Get creative using tools such as color fills, gradients, patterns, and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of your image. 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).  
5 sessions, $240* (includes a $100 lab fee)

PHO-343 Introduction to Photoshop Creative Cloud  
This course is designed for professional standard Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. Topics include working with image selections and layers, adjusting, retouching, resizing and preparing finished images for Web and print use.  
8 sessions, $325* (includes a $135 lab fee)

PHO-344 Advanced Photoshop Creative Cloud  
This is the second of a two-part series on Adobe Photoshop Creative Cloud using the format MAC, 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.  
8 sessions, $325* (includes a $135 lab fee)

PHO-315 Light-The Essence of Photography  
Light establishes mood, defines character, and creates a setting. Discover how professional photographers manipulate natural and artificial light sources to enhance and strengthen an image. Prerequisite: PHO-300: Digital Photography: The Basics. Textbook: $5 fee (payable to the instructor at first class).  
2 sessions, $160* (includes a $40 lab fee)

PHO-316 Using Lighting to Create Spectacular Portraits  
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. Prerequisite: PHO-300: Digital Photography The Basics. Textbook required: a ($5 fee payable to the instructor.)  
1 session, $100* (includes a $40 lab fee)

PHO-317 Presentation and Display Techniques for Photographs  
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, $100* (includes a $40 lab fee)
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, $150* (includes a $75 lab fee)

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 scrapbooks, or do original artwork.
12 sessions, $150* (includes a $75 lab fee)

PHO-304 Introduction to Photoshop Creative Cloud 2.4 CEUs
This course is designed for professional standards Adobe Photoshop Creative Cloud using the format MAC. This is the first course in a two-part series designed for professional photographers or those hobbyists that want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class.
12 sessions, $150* (includes a $75 lab fee)

Invest in a student’s future.
Donate to one of these worthy Workforce Development and Continuing Education scholarship programs.
No donation is too small!
Thank you for helping to develop our workforce in the following areas:

- Health Care
- Hospitality
- Information Technology and Business Services
- Construction, Energy and Transportation
- Education
- CNA Program Fund

Make your check payable to: PGCC Foundation, Inc.,
Mail to: PGCC Foundation, 301 Largo Road, Largo, Maryland 20774.
PUBLIC SAFETY & SECURITY
301-546-0175 or policeacademy@pgcc.edu

MARYLAND CERTIFICATION POLICE ACADEMY
Program Information
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.

Program requirements
To be a candidate for this program, participants must:
• be at least 21 years old upon graduation from the academy
• be a U.S. citizen
• be a high school graduate or equivalent recognized by the State of Maryland
• be of good moral character and have a police record clear of felony or serious misdemeanor convictions
• have a driving record with no more than three points and no serious or repeated traffic offenses
• pass a physical examination and a drug screening test
• authorize a complete background investigation
• present three letters of reference

In addition, the candidate must be able to:
• pay a $190 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 $4,675
• successfully complete all physical training requirements
• attend the academy program in its entirety

Financial aid
Financial aid may be available for qualified applicants. The academy is approved for veterans' benefits.

PGCC CERTIFICATE SECURITY OFFICER TRAINING
Program information
This intensive 80 hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed.

Program requirements
To register for this program, participants must:
• be at least 18 years of age
• authorize a criminal record check
• provide a copy of birth certificate or naturalization papers or Employment Authorization Card (as applicable)
• provide copies of Social Security Card and of photo ID

For more information
Please see our contact information above.

SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through classroom lectures and hands-on experience in all major topic areas. Topics include professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling is provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of $68 for screening and processing, plus $265 tuition for in-county residents. For information call the Security Officer Training Academy at 301-546-0175 to receive an application. Required textbook: Practical Security Strategies and Emerging Trends”.
E-mail: policeacademy@pgcc.edu.
20 sessions, $353* (includes a $68 lab fee)
27741 MTWTh 2/5-3/8 5:30-9:30 p.m. CE-115

REAL ESTATE AND INSURANCE

INSURANCE
301-546-8340

INS-349 Property & Casualty Insurance
Property and casualty insurance is a diverse field requiring an approved course of study leading to a state licensing examination. This course is highly intensive and designed for students who study well on their own. It includes 20 hours of classroom instruction and 20 hours of home study. Topics to be covered include both general concepts and specific policy requirements. Text required.
3 sessions, $250* (includes a $25 lab fee)
28503 S 2/24-3/10 9 a.m.-5 p.m. Largo

INS-350 Life and Health Insurance Prelicensing
This 40-hour class, (20 classroom and 20 self-study hours) provides the knowledge to take and pass the Maryland State Insurance Exam to obtain a Life and Health Insurance License. This course is offered in partnership with 1st ABC Professionals/Bryant Langham, the Maryland Insurance Administration approved course provider. The license enables the individual to sell and service all types of life and health Insurance.
3 sessions, $250* (includes a $25 lab fee)
28506 S 3/24-4/7 9 a.m.-5 p.m. Largo
REAL ESTATE LICENSURE
301-546-8340 or parknx@pgcc.edu

CERTIFICATION PREPARATION
REAL ESTATE LICENSURE AND RENEWAL

Program Information
A real estate career is an opportunity for you to run your own business and be your own boss. If you are interested in a successful career as a real estate broker, your first step is our training program to prepare you for your licensing exam. This 60-hour course provides the hours of instruction required by the Maryland Real Estate Commission to be eligible to take the real estate licensing exam and build the foundation for your successful career. Licensing exams are administered by PSI Examination Services located in Baltimore, College Park, Salisbury, Hagerstown, Lanham, and Crofton.

Coursework
Students who successfully complete RES-305, Real Estate Principles and Practices for Salespersons, will be eligible to sit for the Maryland Real Estate Salesperson licensing exam.

The Maryland Real Estate Commission requires students to attend 100% of course hours. A student who arrives late, leaves early or misses a session will be required to make up the time in 3-hour time blocks.

Prince George's Community College also offers courses approved by the Maryland Real Estate Commission for continuing education credits needed to renew real estate licenses.

Program requirements
To register for this program, participants must:
• be confident in their ability to speak, understand and read English
• obtain the required textbooks: Modern Real Estate Practice, 19th ed., Maryland Real Estate Practice and Law, 14th ed.

For more information
Please see our contact information above or contact the Real Estate Commission at 410-230-6230 or www.dllr.state.md.us/license.

RES-305 Real Estate Principles and Practices Sales
6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Textbook (required at first class).

20 sessions, $615* (includes a $100 lab fee)

28541 S 1/27-4/28 9 a.m.-1:40 p.m. Largo
28542 Th 1/30-4/12 6:30-9:30 p.m. Largo

RES-373 Fair Housing
This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

28785 S 3/24-3/24 10-11:30 a.m. Largo

RES-359 2012-2014 Real Estate Legislative Update
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35

28786 S 3/24-3/24 12-3 p.m. Largo
28545 S 4/7-4/7 10 a.m.-1 p.m. Largo

RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include definition of ethics, predatory lending, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

28544 S 2/17-2/17 12-3 p.m. Largo

RES-454 MREC Agency-Residential
This course meets the new Maryland agency requirement. Approved for 3.0 hours for Real Estate Continuing Education Renewal.
1 session, $35

28551 S 4/7-4/7 2-5 p.m. Largo

RES-457 Supervision
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours. 1 session, $35

28555 S 3/3-3/3 2-5 p.m. Largo

RES-360 Negotiation Techniques
Upon completion of this course the student will have gained knowledge of basic negotiation techniques to improve their skills to conclude their real estate transactions successfully. The licensee will also recognize the importance of determining the needs (not wants) of their clients to better serve them. Becoming aware of the standard rules of negotiation will enhance the licensee’s knowledge to achieve a “win/win” strategy with their clients. 1 session, $35

28557 S 3/3-3/3 10 a.m.-1 p.m. Largo

RES-414 Homeowners Association: RE Licensees Responsibilities to Clients
This course will familiarize the Licensee with the necessary information to compile prior to listing or showing a property located in an HOA. This will enable the licensee to fulfill his or her duties of “care” and thus avoid the possibility of misrepresentation.
1 session, $25

28545 S 4/28-4/28 10 a.m.-1 p.m. Largo
REAL ESTATE APPRAISAL
301-546-8340 or parknx@pgcc.edu

RES-403 Appraisal Principles and Procedures 6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts and characteristics, legal considerations, influences on real estate values, real estate markets and analysis, property description, and an overview of approaches to value. The course meets for 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required. If you wish to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series.

15 sessions, $730* (includes a $100 lab fee)

SAGE
301-546-0923 or sage@pgcc.edu

SAGE SENIORS PROGRAM

Program information
SAGE is Seasoned Adults Growing Educationally, a tuition-free program of stimulating courses for Maryland residents aged 60 and older. Classes take place in over 24 convenient, community-based venues throughout Prince George’s County.

Courses
SAGE classes are designed to help you keep both mind and body active and engaged. Our creative, competent and caring faculty enrich your classroom experience and the camaraderie of like-minded peers is both stimulating and supportive. SAGE courses can include art, creative writing, literature, Tai Chi, yoga, aerobics, weights, ballroom dancing, American history, Spanish, Italian, American Sign Language, music appreciation, current issues, computers, design and production of crafts, therapeutic aquatic exercise and French.

The reasonable fee structure makes it financially possible to schedule the classes you desire; an $85 registration fee is charged per trimester for Maryland residents who are 60 and above. The registration fee covers an unlimited number of classes which are state-approved and have no time conflicts. Other fees, e.g. lab, computer and supplies are not covered by the registration fee.

Program requirements
Upon registration, tuition for SAGE courses is waived for Maryland residents who are 60 years old or older at the start of the credit semester. Prince George’s County residents under 60 years old and others who are not eligible for the tuition waiver may register for any SAGE class by paying the tuition, unless the class is held at a site with age restrictions.

To see our options and to register
Check out our current class schedule at www.pgcc.edu, or see our contact information above to request a hard copy of the schedule. To register, please visit us at www.pgcc.edu/sage.

SPORTS AND LEISURE

BILLIARDS
richejl@pgcc.edu

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. Note: Bring $24 on the (first day of class), which covers your table fees for both sessions. Ladies are welcomed. 2 sessions, $45

28786 S 2/10-2/17 1-3 p.m. QBL1
28788 S 3/24-3/31 1-3 p.m. QBL1

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 for both sessions. Ladies are welcomed. 2 sessions, $45

28787 S 2/24-3/3 1-3 p.m. QBL1
28789 S 4/21-4/28 1-3 p.m. QBL1

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
VETERINARY ASSISTING
301-546-0878 or wdcehealthcare@pgcc.edu

PGCC CERTIFICATE
VETERINARY ASSISTANT

Program Information
If you love working with animals, take the next step towards a new career. This four-month program includes five courses and 50 hours of clinical training with live animals. This program will prepare you to work in an entry-level position in a veterinary hospital, zoo, etc. Our Veterinary Assistant training program has been reviewed and supported by the Maryland Veterinary Medical Association.

Coursework
Students who successfully complete the following courses will be eligible to receive the PGCC Certificate of Completion:

- 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
- VET 316 Veterinary Assistant Clinical

Program requirements
To register for this program, participants must:

- be 18 years of age before the start of the program
- obtain a score of 65 or above on the college reading comprehension placement test OR provide proof of college credits

Additional note
The Veterinary Assistant program uses live animals for teaching purposes. Prince George's Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George's Community College does not provide medical insurance for any injury sustained.

For more information
Please see our contact information above.

VET-315 Basic Skills for the Veterinary Assistant Training 1.2 CEUs
This course provides instruction in basic skills to prepare students who want to work in veterinary medicine for successful completion of the veterinary assistant course series. Topics include problem solving skills, written and verbal communication, math for medications, confidentiality, professionalism, ethics, and classroom and clinical conduct.
4 sessions, $144*
28930 1Th 1/9-1/18 6:30-9:30 p.m. CE-104

VET-316 Veterinary Assistant Clinical 5.0 CEUs
Students will gain experience at an on-site clinical setting at a local veterinary clinic, humane society or animal shelter. Each student will complete 50 hours of clinical experience. Students are required to wear scrubs to clinical. 10 sessions, $250*
28945 MTWThF 1/25-4/24 TBA

VET-300 Veterinary Assistant, Part 1: Outpatient Care 3.0 CEUs
This course includes an overview of the veterinary field, office procedures, client relations, history taking, and exam room procedures, anatomy and physiology. This course will include classroom competencies that must be successfully demonstrated prior to clinical placement. Prerequisites: Successful completion of VET-315.
7 sessions, $370* (includes a $75 lab fee)
28936 1Th 1/25-2/15 6:30-9:30 p.m. CE-104

VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Workbook are included. Prerequisite: VET-300.
5 sessions, $255* (includes a $75 lab fee)
28940 1Th 2/20-3/6 6:30-9:30 p.m. CE-104

VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course includes inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301.
6 sessions, $325* (includes a $75 lab fee)
28935 1Th 3/20-4/5 6:30-9:30 p.m. CE-104

VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course includes anesthesia, surgery, emergency medicine, and critical care. Workbook included. Prerequisite: VET-310.
4 sessions, $270* (includes a $50 lab fee)
28938 1Th 4/10-4/24 6:30-9:30 p.m. CE-104
VIDEOPHOTOGRAPHY
301-546-0873 or itcerts@pgcc.edu

PGCC CERTIFICATE VIDEOGRAPHY
Program information
Document your achievement in producing videos. This program includes the selection of subject to be presented, the capabilities of available equipment and, in the current market, non-linear video editing (software) skills. As technology advances and prices fall into more affordable ranges, video presentations are becoming more popular in many professions, including teaching, government, traditional photography, real estate, marketing, medicine, and the ministry. For work, for fun, or for home videos, this program can help enhance your skills.

Coursework
Students who successfully complete the following courses will be eligible to receive the certificate:
- VID-308 Videography: Part 1
- VID-329 Videography: Part 2
- Any Final Cut Pro, Motion 5 or Adobe Premiere Pro course

Students who have completed program requirements should contact program staff (above) to verify completion and request a certificate.

Program requirements
Students should bring a USB-compatible flash drive to all class sessions. Required textbooks are available at the college bookstore (www.pgccbookstore.com).

For more information Please see our contact information above.

VID-308 Videography: Part 1  2.1 CEUs
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will 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.
3 sessions, $285* (includes a $75 lab fee)
27723 M 1/29-3/26 6-9 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. Prerequisite: VID-308.
7 sessions, $285* (includes a $75 lab fee)
27766 M 4/2-5/14 6-9 p.m.  CAT-137

VID-332 Video Production Techniques  2.8 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, to production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Text required: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. (3rd edition). Ascher & Edward Pincus.
7 sessions, $285* (includes a $75 lab fee)
27767 W 3/28-5/9 6-9 p.m.  CAT-137

VID-336 Digital Storytelling  1.8 CEUs
This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. Participants will be e-mailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips.
3 sessions, $240* (includes a $80 lab fee)
31112 S 4/14-4/28 9:30 a.m.-4 p.m.  CAT-137

APP-351 will receive an Apple Certificate of Completion.

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)
27720 TTh 1/30-3/8 6:30-9:30 p.m.  CAT-137

INDUSTRY CERTIFICATION
APPLE FINAL CUT PRO X
Program information
This one-course program prepares you to become an Apple Certified Pro—recognized as a highly-skilled user of Final Cut Pro X. Differentiate yourself to employers as a certified professional to promote your career growth. Gain recognition for technical competency, build credibility with clients and employers, increase your visibility, and enhance your reputation in a competitive marketplace. Publicize your certification on the Apple Certified Professionals Registry, and display your personalized certificate and a logo that distinguishes you as an Apple Certified professional.

PGCC is an Apple Authorized Training Center for Education, offering training at all levels by Apple Certified Instructors, state-of-the-art equipment, up-to-date software, certification exams on site, and affordable classes. PGCC is the only community college in Maryland to offer an Apple Authorized Training Center.

Coursework
Students who successfully complete APP-351 will receive an Apple Certificate of Completion.

Program requirements
Students should bring a USB compatible flash drive to all class sessions.

For more information Please contact us at 301-546-0873 or itcerts@pgcc.edu.

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

**WLB-304 Healing Environments for Body, Mind**

The design of your home, public facilities, and health care services can contribute greatly to the well-being of individuals on physical, social, psychological, and spiritual levels. You'll learn how to create environments that foster healing using color, light, sound, art, and nature while providing a sense of connection and reducing emotional stress in a sustainable, healing manner.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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### WLB-306 Holistic Health, Part 1

The concepts of alternative, holistic, and integrative medicine have their roots in the healing traditions of the past and are gaining attention today as more practitioners recognize the benefits of combining traditional Western medicine with the nonphysical exploration of healing. Part 1 covers holistic stress management, the healing effects of physical activity and movement, nutrition, and place and space healing environments.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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### WLB-307 Holistic Health, Part 2

Designed for both health care practitioners and consumers, this course continues the introduction to fundamental topics of person-centered alternative health care. Part 2 examines some of the key areas of study in holistic medicine, including the healing systems of Ayurvedic and traditional Chinese medicine, the connection between health and the human spirit, and the ancient and diverse practices of meditation.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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<thead>
<tr>
<th>Course Code</th>
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### WLB-308 Holistic Health, Part 3

Continuing the study of the benefits of combining traditional medicine with the nonphysical exploration of healing. Part 3 covers humor and health, music therapy and sound healing, energy healing, therapeutic massage, and other bodywork healing therapies.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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### WLB-301 Energy Medicine

There is increasing scientific evidence that humans have an energetic biofield that is highly integrated with the physical body, emotions, and spiritual aspects of individuals. Consequently, practitioners and consumers are increasingly incorporating methods of energy healing with modern health care. Learn how the biofield provides the foundation for energy medicine, including meditation, therapeutic touch, reflexology, and craniosacral therapy, as well as the essentials of Qigong and acupuncture.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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### WLB-302 Global Healing Systems

Global healing traditions date back thousands of years and today provide the primary form of health care for the majority of the world’s population. Starting with an overview of how these practices differ from conventional medicine, this course will explore India’s Ayurvedic practices, the indigenous medicines of Central and South America, native North American and African healing traditions, traditional Chinese medicine, and the Unani medicine of Eastern Europe - each reflecting the unique characteristics of their regions.

*Earlier start dates are available. E-mail richejl@pgcc.edu for information*

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<tr>
<td>WLB-305</td>
<td>Healthy Aging</td>
<td>Time stops for no one. Whether it’s you, a family member, or a friend, there are many ways to support the aging process and maintain quality of life. You’ll see how scientific, medical, and social interest helps us understand the relationships between aging and nutrition, cognitive function, and physical activity that can enhance well-being and support longevity. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLB-303</td>
<td>Happy and Healthy Pregnancy</td>
<td>Expecting? Yes, but not sure what to expect? The goal of this class is to help you feel more confident and calm in the many choices you have throughout your pregnancy and birthing time. It can sometimes feel overwhelming as you prepare for the many changes you’ll face. By learning all about pregnancy, childbirth, and the basics of newborn care, you’ll feel better prepared and ready for the challenges ahead. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-304</td>
<td>Spirituality, Health &amp; Healing</td>
<td>Spirituality, religion, and culture play an important role in our physical and mental health as well as our overall sense of well-being. Always growing and changing, our diverse population needs family, community, and healthcare specialists who have an unbiased understanding of the broad range of values, beliefs, and practices that shape lives. Topics will include the characteristics of spirituality, the impact of healing places and rituals, and the special spiritual needs of children and the aging. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-303</td>
<td>Meditation Validated</td>
<td>Many forms of meditation have been used for millennia by cultures worldwide, but all share a unifying characteristic: training one’s concentration on the mind-body connection to promote healing and wellness. Today, the benefits of meditation have been scientifically confirmed. This class will survey its Eastern roots and show how meditation has evolved in the modern world. Learn to apply these techniques regardless of faith or religion. Discover your potential for increased mindfulness, reduced stress, better pain management and a more satisfying life. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-302</td>
<td>Living Mindfully</td>
<td>Mindfulness is a state of active, open attention on the present moment. When you are mindful, you observe your thoughts and feelings without judging them. You stop blaming yesterday, and stop worrying about tomorrow. Today, scientists and healthcare practitioners can see measureable physical and emotional improvement in their patients who practice mindfulness, and you can too! Reduce anxiety, sleep better, increases in physical activity, enhanced personal and professional relationships, increased productivity, and a happier you. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-305</td>
<td>Stress Management</td>
<td>Stress is at epidemic levels today. It affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches and stomach ailments to heart disease and even death. This course examines the physiological, social, and psychological impacts of stress and how to get stress under control through a healthy lifestyle, therapeutic treatment, and self-help strategies to counteract its negative impact. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-306</td>
<td>Understanding End of Life</td>
<td>Not just a health care issue, this course is for patients, family members, and friends facing the challenges and dilemmas as life’s end approaches. Its objective is to gain insight into the feelings associated with dying, build a deeper understanding of the process, and how others view and approach it. It provides a multidisciplinary experience that addresses ethical and cultural considerations, the issues of end-of-life caregiving, hospice and palliative care options, and coping with grief. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</td>
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<tr>
<td>WLM-301</td>
<td>Food, Nutrition, and Health</td>
<td>Food and nutrition have profound impacts on our well-being. Yet, many of us don’t know what to eat for a healthy diet. Learn about the consequences that food choices have on your health and that of the planet, the impact of stress and the obesity crisis. You’ll also learn tips to change your habits for more healthful outcomes, including swapping out processed sugar, adding probiotics to your diet, and harnessing the healing effect of herbs. “Earlier start dates are available. E-mail <a href="mailto:richejl@pgcc.edu">richejl@pgcc.edu</a> for information”</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
WLN-302 Lose Weight and Keep It Off
This is NOT calorie counting! In this comprehensive course, you’ll learn how to establish a healthy approach to weight loss and how to set, achieve, and maintain weight-loss goals that make sense for your lifestyle. Topics will include food composition and preparation, portion control, navigating the social elements of eating, and finding exercise that’s enjoyable. Uncover the negative thought patterns that block your success to weight loss and change them! "Earlier start dates are available. E-mail richejl@pgcc.edu for information.”
12 sessions, $150 (includes a $75 lab fee)

JCL-525 Youth At Work Part: 1 2.4 CEUs
This course is designed to provide youthful job seekers with the skills needed to retain employment. The course focuses on seven basic skills that enhance ethical performance in the workplace. There is an emphasis on the following skills: attitude, appearance, appreciation, accountability, attendance, ambition, and acceptance. Students in this course must also complete blackboard training. Visit www.pgcc.edu/go/youthatwork to reserve your seat. 6 sessions.

JCL-529 Youth@Work/SYEP Portfolio Development 2.4 CEUs
This course provides students with an opportunity to document their knowledge, skills, and experiences in the form of a professional portfolio. Students receive guidance, support, and feedback. 10 sessions
### 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 a password-protected classroom with access to course content, chat, discussion boards, and other course tools, using your computer or device at home or work, or a computer at the college.

Are you comfortable online, with access to 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. You'll come to campus at scheduled times during the semester to meet face-to-face with your instructor and fellow students. Other course work, assignments, and discussions are completed via the Internet. Our hybrid courses use the Blackboard delivery format. Hybrid courses are offered at both the Largo and Laurel College Center locations. Look for these codes in this schedule:

- **HYLCC** = a hybrid course that meets on the Largo campus
- **HYLAG** = a hybrid course that meets on the Laurel College Center

### What If I’m Not Really Technical?

PGCC eLearning Services offers orientation for online students, to help you learn to login to your online classroom and navigate your class. 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 e-mail above, or visit www.pgconline.com and click on Orientation.

### To Take Most Online Courses, You'll Need:

- Access to a Pentium class or Mac computer with at least 1 GB 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

### To Register for Ed2Go Classes:

To register for online courses that use Ed2go (courses with location E2GO in this schedule):

1. Find your course in this schedule, or go to www.ed2go.com/pgcc.
2. Browse the catalog by department or search for courses by keyword.
3. Select your course(s). You'll see a course description, start date and price.
4. Click the “Add To Cart” button and complete the Ed2go enrollment process.
5. Do not pay for the course at the ed2go website.
6. Make a note of the class section number*

To register and pay for your course:

1. Follow the instructions on the inside front cover of this schedule to register and pay.
2. If your course is NOT listed in Owl Link, then register and pay for the generic course EDG-300. Use Course Code Number 30103 for spring 2018 courses (courses beginning in Jan.-Apr. 2018)

For problems with registration, payment, and/or locating the course on PGCC’s Owl Link, e-mail us at ed2go@pgcc.edu.

To check hardware and software requirements:

1. Go to www.ed2go.com/pgcc
2. Click the “Help” tab and then “Compatibility”, under “Technical Issues”
3. Or, for a specific course, click on the course title, and then on “Requirements”.

To Start your Course:

1. Go to www.ed2go.com/pgcc
2. Click on “My Classroom”
3. Login to get started.
TO REGISTER FOR BLACKBOARD CLASSES:

To register for online courses that use Blackboard (courses with location BLBD in this schedule):

1. Select your course(s) from this schedule
2. Use the instructions on the inside front cover of this schedule to register and pay for your course.
3. Be sure to provide both a phone number and e-mail when you register so that we can contact you with instructions.
4. Activate your Owl Link account; you will need this to access your Blackboard course.
5. NOTE: A SKYP-formatted class indicates a real-time online consultation with the instructor on those days listed in the schedule. Meeting information on Owl Link will indicate the time to meet online. For example, ENR-591 has a “SKYP” (i.e. Skype-type) component and will meet in an online real-time (synchronous) format on 10 a.m.-12 p.m. Saturdays.

To check hardware and software requirements:
Take the “Browser Test” located at http://pgcconline.blackboard.com.

To Start Your Blackboard Course:
On the start date of your course, login at http://pgcconline.blackboard.com.

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

TO REGISTER FOR PROTRAIN CLASSES:

To register for online courses that use ProTrain (courses with location PTRN in this schedule):

2. Select a program area and then a course. You’ll see a course description, hours and price.
3. Do not enroll or pay for the course at the ProTrain website.
4. Call us for enrollment and payment instructions:
5. For Green and Renewable Energy or Tax Preparation courses call 301-546-8340
6. After you have registered and paid at PGCC, you will receive login instructions by e-mail from ProTrain shortly before the course begins.

MORE ONLINE E2GO COURSES: SPRING 2018

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!

ACCOUNTING AND FINANCE
Advanced Microsoft Excel 2010
Intermediate Microsoft Excel 2010
Intermediate QuickBooks 2014
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Performing Payroll in QuickBooks 2013

PERSONAL FINANCE
QuickBooks for Contractors 2014

BUSINESS
Achieving Success with Difficult People
Becoming a Grant Writing Consultant
Business Finance for Non-Finance Personnel
Fundamentals of Supervision and Management II
High Speed Project Management
Intermediate Microsoft Access 2010
Intermediate Microsoft Word 2010
Introduction to Business Analysis
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft Word 2007
Manufacturing Applications
Marketing Your Nonprofit
Professional Sales Skills
Six Sigma: Total Quality Applications
Start Your Own Arts and Crafts Business
Supply Chain Management Fundamentals
Writing Effective Grant Proposals

COLLEGE READINESS
Introduction to Statistics
SAT/ACT Prep Course - Part 2

COMPUTER APPLICATIONS
Intermediate Photoshop CS5
Introduction to Digital Scrapbooking

Introduction to Lightroom CC
Photoshop CC for the Digital Photographer II
Photoshop Elements 13 for the Digital Photographer

DESIGN AND COMPOSITION
Intermediate CSS and XHTML
Photographing People With Your Digital Camera

HEALTHCARE AND MEDICAL
Explore a Career in Medical Writing
Medical Terminology II: A Focus on Human Disease

LANGUAGE AND ARTS
An Introduction to Teaching ESL/EFL
Easy English I
Grammar for ESL
Teaching Writing: Grades 4-6
Teaching Writing: Grades K-3

PERSONAL DEVELOPMENT
Content Literacy: Grades 6-12
Happy and Healthy Pregnancy
Lose Weight and Keep It Off
Merrill Ream Speed Reading
Singapore Math Strategies: Model Drawing for Grades 1-6
Teaching Writing: Grades K-3

TEACHING AND EDUCATION
Differentiated Instruction in the Classroom
Guided Reading: Strategies for the Differentiated Classroom
Teaching High School Students
Teaching Writing: Grades 4-6
Using the Internet in the Classroom

TECHNOLOGY
Intermediate Oracle
Introduction to ASP.NET
Introduction to Python 3 Programming
Keyboarding for PC
Wireless Networking

WRITING AND PUBLISHING
Write and Publish Your Nonfiction Book
What careers are growing in the Washington D.C. metropolitan region?

A.

What degree do I need for the career I want?

Q.

Will employers be hiring in my field when I graduate?

How much do people make in various jobs?

A.

CAREER COACH

www.pgcc.edu/go/careercoach

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

Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.

Transforming lives.

PRINCE GEORGE’S COMMUNITY COLLEGE

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.

Center for Entrepreneurial Development
Prince George’s Community College, University Town Center 6505 Belcrest Road • Hyattsville, Maryland • 20782

Take your business to the next level.
301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED
GENERAL INFORMATION

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.

Cancellations may be viewed online on Owl Link as soon as they occur.

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms listed in this schedule will be assigned before classes begin. Classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes are available on Owl Link as soon as they are made. Check the Link prior to the start of your class for the latest room assignment.

Find your Largo 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 site coordinator.

HOLIDAYS

Courses will not be scheduled on the following dates:
- Jan. 15: Martin Luther King Jr. Day
- Feb. 19: Presidents Day
- March 12-18: Spring Break
- May 26-28: Memorial Day

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emergency information by text message or by e-mail by signing up for Owl Alert. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe.

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.pgcc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

In case of hazardous weather, classes at local public school locations will be canceled 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 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 policy applies to all on-campus 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.pgcc.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, race, age, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. This policy is consistent with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Title II of the Americans with Disabilities Act; and other applicable laws and regulations. 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.pgcc.edu. Scroll to the bottom of the page for Consumer Annual information.

ANNUAL SECURITY REPORT

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

Relative to the Campus Security Act of 1990, PGCC provides information regarding the safety and security of college community members. This information can be obtained from the College Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to College Police and Emergency Management, then select Annual Security Reports.

FERPA

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

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

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.
   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

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

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

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

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1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.
   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

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

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

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

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

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

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

FERPA

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

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

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.
   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.
   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

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

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

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

The college receives FERPA complaints from students and others. The college investigates complaints and responds to the United States Department of Education. The Student Complaint Form is available at the bottom of the college’s home page at www.pgcc.edu.

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

**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 purchase. Textbooks can also be purchased or rented online at www.pgccbookstore.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  

**Cashier**
301-546-0691  
Bladen Hall, Room 120  
Bill payment: cash, check, company voucher, Visa, MasterCard, and Discover  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.  

**College Life Services**
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.  

**Continuing Education Office**
301-546-0159  
Kent Hall, Room 227  
Mon.–Fri.: 9 a.m.–4:30 p.m.  
To view courses and schedules, visit www.pgcc.edu and click on Programs and Courses.  

**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.–3 p.m.  

**Help Desk (Owl Link)**
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.  

**Library**
301-546-0476  
Accokeek Hall  
Mon.–Thurs.: 8 a.m.–7 p.m.  
Fri.: 8 a.m.–4:30 p.m.  
Sat.: Closed  

**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  
Credit student applications.  
You must be in the office 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 a.m.–7 p.m.  
Fri.: 8 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.  

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Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
Prince George's Community College's degree and extension centers bring education closer to your neighborhood by offering courses at locations throughout the county.

**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 106.

**University Town Center**
6505 Belcrest Road, Suite 125
Hyattsville, MD 20782
301-546-8360
For course listings, see page 108.

**Skilled Trades Center**
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894
For course listings, see page 107.
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 109.
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 Dealer School**
7100 Oxon Hill Road
Oxon Hill MD 20745
warewd@pgcc.edu

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

2. Annex A
   Academy of Health Sciences
   Classrooms

3. Annex B
   Academy of Health Sciences
   Faculty/Staff Offices
   Owls Nest

4. Annex C
   Adult Education
   ESL
   GED/NEDP Programs
   Next Step Training and Education
   Youth@Work/SYEP Job Training
   PGCC Cares

5. Auto Bay

6. Bladen Hall (north)
   Admissions and Records
   Advising and Transfer Services
   Cashier
   Counseling Services
   Disability Support Services (DDS)
   Enrollment Services
   Financial Aid Office (FAO)
   Health Education Center (nurse)
   International Student Services
   Recruitment
   Registration
   Veterans Services
   Welcome Center

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

8. Center for Advanced Technology
   College Lab Services (computer labs)

9. Center for Health Studies
   International Education Center
   Marvelous Market

10. Chesapeake Hall

11. Continuing Education Building
    Classrooms

12. Culinary Arts

13. Facilities Management Building
    College Police

14. Kent Hall
    Administration
    Human Resources
    Workforce Development and
    Continuing Education Offices

15. Lanham Hall
    Closed for Renovations

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

17. Marlboro Hall
    Career Services
    Marlboro Gallery
    Student Development
    Resource Center (SDRC)
    Student Support Services (TRiO)
    Vocational Support Services (VSS)

18. Novak Field House

19. Picnic Grove

20. Queen Anne
    Closed for Renovations

21. Robert I. Bickford Natatorium
    Pool
    Racquetball Courts
    Weight Room

22. Steel Art Building

23. Storage

24. Temporary Building (T3)

25. Warehouse

**SPORTS**

S1. Track/Practice Soccer Field
S2. Golf Range
S3. Tennis Courts
S4. Racquetball Courts
S5. Baseball Diamond
S6. Softball Diamond
S7. Main Soccer Field
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

Largo Campus—Class Location Abbreviations

AH = Accokeek Hall
ANXC = Annex C
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

New Construction
- Queen Anne Fine Arts
- Lanham Hall
- Culinary Arts
These courses are offered at Laurel for the Spring 2018 semester. To locate the class description and schedule, please see the index on page 1 of this schedule.

LIST OF LAUREL CLASSES/LARL

Business Owners Success Series (Boss), Page 22
BUS-418 Business Plan: Blueprint for Success
BUS-427 Accounting and Record keeping for Small Business
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-414 Legal Issues for Business Owners

Non-Profit Management, Page 26
VOL-313 Writing Grant Proposals

Commercial Driver License, Page 30
CDL-315 Commercial Driver License: Learner’s Permit Preparation

Database Design, Page 36
DPR-706 SQL Fundamentals
DPR-864 SQL Fundamentals 2

Networking, Page 42
CNT-330 CCNP1: IP Routing
CNT-331 CCNP2: IP Switching

Hardware, Page 43
DPR-859 IT Fundamentals Certification

Construction, Page 52
CST-354 Construction Planning and Scheduling

ESL Teacher Training, Page 66
ESL-373 Grammar for English Language Learners

Nursing Assistant, Page 79
HES-544 Certified Nursing Assistant: Theory
Event Planning, Page 85
BUS-422 Conference Planning Management
BUS-460 Site Selection/Unique Venues
BUS-347 Working with Hotels and Creating and RFP
BUS-410 Starting Your Meeting Planning Company 0.6
BUS-371 Marketing Your Meetings and Exhibits
BUS-307 Developing Sponsorship Opportunities

American Sign Language (ASL), Page 87
COM-526 Sign Language 5
COM-379 ASL Conversation 1

Spanish Language, Page 87
LGE-370 Spanish: Part 1
LGE-328 Spanish: Part 2

Lifestyles, Page 95
ENR-375 Develop Your Psychic Intuition
ENR-427 Past Life Regression
ENR-362 Interpreting Your Dreams

LIST OF LAUREL CLASSES/LCC

Fine & Graphic Arts, Page 11
ART-402 Paper Frenzy

Music & Performance Arts, Page 11
COM-347 Voice-Overs: Now is Your Time

Makeup Artistry, Page 13
OCU-427 Polished Daytime Makeup
OCU-436 Bridal and Special Occasion Makeup
OCU-439 Personal Makeup for Beginners

Keyboarding, Page 32
OFC-314 Introduction to Keyboarding

Event Planning, Page 86
BUS-597 Legal Issues That Face Meeting Managers

Other Languages, Page 88
LGE-533 Biblical Greek, Level 2

Lifestyle, Page 96
ENR-556 Connect With Your Angels
ENR-571 Introduction Mindfulness Meditation

SKILLED TRADES CENTER

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.

Building Maintenance, Page 53
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2

Construction Core Skills, Page 56
OCU-410 Introductory Craft Skills (Core)
OCU-408 CORE: Introductory Craft Skills: Part 1
OCU-416 CORE: Introductory Craft Skills: Part 2

HVAC/R, Page 58
HVC-340 CFC Preparation and Certification
HVC-332 HVAC/R Level 1 Part 1
HVC-335 HVAC/R Level 2: Part 2
HVC-336 HVAC/R Level 2: Part 3

Residential Maintenance, Page 60
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.

Agriculture, Page 5
AGR-302 Intensive Introduction to Urban Commercial Agriculture

Business Owners Success Series (Boss), Page 22
BUS-328 Is Entrepreneurship Really for You?
BUS-592 Let's Do This! Moving From Business Idea to Execution
BUS-418 Business Plan: Blueprint for Success
BUS-411 Financial Aspects of Your Business
BUS-427 Accounting and Recordkeeping for Small Business

Branding and Marketing, Page 23
BUS-548 From Vision to Marketplace: Branding & Visual Strategies
CED-329 Creating Visuals to Brand Your Business
BUS-600 Branding Your Business for Success
BUS-575 Social Media Strategy
BUS-546 Networking Works!

Sales Series, Page 24
CED-330 Selling Made Simple
CED-306 Sustainable Sales Techniques
CED-318 Growing Your Business with Teaming Arrangements
CED-319 Using LinkedIn to Develop Your Business 1.0

Government, Page 25
BUS-326 Types of Government Contracts
BUS-461 Government Contracting: Marketing Business to Government
BUS-505 Government Contracting: Methods and Procedures
BUS-534 Writing Proposals for Government Contracts

Non-Profit Management, Page 26
BUS-401 Non-Profit Business Basics
BUS-590 Best Practices for Nonprofits
VOL-334 Public Relations and Communications
VOL-335 Introduction to Nonprofit Organizations and Fundraising

Microsoft Office, Page 35
DPR-787 Introduction to PowerPoint 2013
DPR-784 Advanced PowerPoint 2013
DPR-790 Introduction to Microsoft Word 2013: Level 1
DPR-782 Introduction to Microsoft Excel 2013: Level 1

Childhood Education, Page 63
DCR-303 Child Growth and Development: 45 Hours
DCR-531 Pre-School Curriculum/Activities 45 Hours

ESL Teacher Training, Page 67
ESL-628 ESL Teacher Training
ESL-385 Citizenship Test Prep
ESL-632 Intermediate Writing
ESL-385 Citizenship Test Prep
ESL-622 High-Intermediate Conversational English
ESL-621 Advanced Conversational English
ESL-633 Bridge to Academic ESL
ESL-629 Evidence-Based Best Practices for Teaching ESL
ESL-606 Experience Writing
ESL-386 English Composition
ESL-605 Listening and Speaking 3
ESL-614 Listening and Speaking 4

First Aid & CPR, Page 72
HES-344 CPR for Health Professionals

Nursing Assistant, Page 79
HES-544 Certified Nursing Assistant: Theory
HES-666 Medicine Aide Theory

Invest in a student’s future.

Donate to one of these worthy Workforce Development and Continuing Education scholarship programs.

No donation is too small!
Thank you for helping to develop our workforce in the following areas:

• Health Care
• Information Technology and Business Services
• Construction, Energy and Transportation
• Hospitality
• Education
• CNA Program Fund

Make your check payable to:
PGCC Foundation, Inc.,
Mail to:
PGCC Foundation,
301 Largo Road,
Largo, Maryland 20774.

Transforming lives.

PRINCE GEORGE’S
COMMUNITY COLLEGE
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.

Automotive, Page 12

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

Small Engine, Page 13

OCC-316 Small Gas Engine

Braiding, Page 13

OCU-432 Professional Braiding: Level 3
OCU-433 Professional Braiding: Level 4

Makeup Artistry, Page 14

OCU-422 Introduction to Makeup Artistry
OCU-423 Advanced Makeup Artistry
OCU-429 From Blah to Beautiful

Smallbiz Safety, Page 24

CED-316 SmallBiz Safety CEO
CST-422 OSHA 10
OCU-610 OSHA 30

Building Maintenance, Page 53

OCU-403 Ingeniero de Mantenimiento de Edificios

Construction Electrical, Page 57

ELC-301 Electrical: Level 1
ELC-308 Residential Wiring 1: Part 1
CST-437 NEC Update 2014

HVAC/R, Page 58

HVC-332 HVAC/R Level 1 Part 1
HVC-331 HVAC/R Level 1: Part 2

Locksmithing, Page 59

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

Welding, Page 60

OCU-450 Welding Fundamentals Level 1, Part 1
OCU-451 Welding Fundamentals Level 1: Part 2
WLD-300 Basic Arc Welding

Facility Management, Page 68

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

Forklift/Heavy Equip, Page 69

HEO-305 OSHA Forklift Operator Certification
HEO-307 Skid Steer Operator Certification
HEO-308 Backhoe Operator Certification

Motorcycle, Page 90

OCU-376 Motorcycle Mechanics & Repair

TEAM BUILDERS ACADEMY

TeamBuilders Academy is a FREE Workforce Development Program, designed to create access to training and certifications for Prince George's County residents who are unemployed and underemployed. Coupling employment readiness skills with occupational and technical training, students are prepared to meet today’s workforce demands.

TBA current offerings include:

• Professional Development Series
• Administrative Services (Microsoft Office Specialist/HR Generalist/Notary)
• Automotive (Service Technicians, Diagnostics, Vehicle Inspection)
• Construction and Energy (NCCER – Carpentry/Concrete, Electrical, HVAC)
• Hospitality Services
• Information Technology (Helpdesk Technician - A+)
• Developmental Disability Services (DDA)

16 week course
M-F • 9 a.m.–3:30 p.m.
301-546-0964
Shuttle available for students riding The Bus 20 and Metrobus J12.
1. AYTI—AYT Institute
5700 Kirby Road
Clinton, MD 20735

2. AYT3—AYT Auto Clinic
15005 Marlboro Pike
Upper Marlboro MD 20772

3. BLHS—Bladensburg High School
4200 57th Ave.
Bladensburg, MD 20710

4. CHCF—Cherry Hill Composting Facility
9330 Cherry Hill Road
College Park, MD 20740

5. CRHS—Crossland High School
6901 Temple Hills Road
Temple Hills, MD 20748

6. ECOF—ECO City Farms
4913 Crittenden Street
Edmonston, MD 20781

7. GTSV—Greenbelt Travel Services
6411 Ivy Lane
Greenbelt, MD 20770

8. JHES—John Eager Howard Elementary School
4400 Shell Street
Capital Heights, MD 20743

9. LCC—Laurel College Center
312 Marshall Avenue
Laurel, MD 20707

10. LDS—Linnel Driving School
1811 Bright Seat Road
Landover, MD 20785

11. Northwestern High School
7000 Adelphi Road
Hyattsville, MD 20782

12. QBL1—Q-Ball
7945 Central Avenue
Capital Heights, MD 20743

13. SHS—Suitland High School
5200 Silver Hill Road
District Heights, MD 20747

14. STC—Skilled Trades Center
(evenings only)
6400 Old Branch Avenue
Camp Springs, MD 20748

15. UMD—School of Public Health
Building 255
College Park, MD 20742

16. UPHI—U-Photo
5005 Garrett Avenue
Beltsville, MD 20705

17. UTC—University Town Center
6505 Belcrest Road
Hyattsville, MD 20782

18. WTC—Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
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 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 $25 registration fee will be added to your bill, for standard students, 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 $85 registration fee per term. The $85 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 $85 registration fee.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–Aug. 26</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 27–Dec. 31</td>
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</tbody>
</table>

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 that 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.

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 8 degrees and more than 150 courses right in your own backyard. 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 days, 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
Send check to:
Cashier's Office
Prince George's Community College
301 Largo Road, Largo, MD 20774

Workforce Development and Continuing Education
Continuing Education Student Registration

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
- Asian - Hispanic - Pacific Islander - Multiple
- Male - 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!

<table>
<thead>
<tr>
<th>Course</th>
<th>Synonym #</th>
<th>Start Date (mm/dd)</th>
<th>Course Name</th>
<th>Tuition</th>
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Fees All standard students add a registration fee of $25.00 unless your course specifies that it is “Tuition Free” $ 25

- 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 ___________________________
Prince George’s Community College, in partnership with the Prince George’s County Government, is offering **FREE job readiness training** for county residents ages 15–19 in 2018. PGCC is a great place for young job seekers to begin their professional journey. The course (JCL-525) focuses on the basic skills that employers value, and that youth need to retain employment. A safe educational environment is supported by a professional staff and educators. The goal of the program is to encourage the appreciation and practice of ethical workplace behaviors.

**Successful completers are eligible for employment preference in the Prince George’s County Summer Youth Enrichment Program for 2018. Youth may participate in Youth@Work twice.** See page 108 Career Pathway Options.

Registration for the 2018 program will open on December 1, 2017. Students may begin classes as early as January 1, 2018.

For more information on courses, see page 108. For registration instructions, see the inside front cover. [www.pgcc.edu/go/youthatwork](http://www.pgcc.edu/go/youthatwork).