CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

FALL 2015

PRINCE GEORGE'S COMMUNITY COLLEGE
Transforming lives.
Transform YOUR LIFE!

AFFORDABLE • CONVENIENT • FLEXIBLE

Prince George’s Community College is the center for community education, workforce training, and personal enrichment in Prince George’s County. Whether your interest is taking a computer course or exploring a new hobby, choose from hundreds of classes designed to transform your life.

Register today! Ongoing enrollment and varying start dates throughout the year.

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130+ Degree & Certificate Programs

1,600+ Course Offerings

40,000+ Students Served Yearly
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
1. Kent Hall
   - Administration
   - Workforce Development and Continuing Education
   - Human Resources

2. Accokeek Hall
   - eLearning Services
   - Library

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

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

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

6. Chesapeake Hall

7. Lanham Hall
   - Service Learning

8. Marlboro Hall
   - Career Services
   - Marlboro Gallery
   - Student Development Resource Center (SDRC)
   - Student Support Services (TRiO)
   - Vocational Support Services (VSS)

9. Queen Anne Fine Arts
   - Hallam Theatre

10. Novak Field House

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

12. Continuing Education Building (classrooms only)

13. Steel Building

14. Annex A

15. Facilities Management Building
    - Campus Police

16. Track/Practice Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Offices Building TO

28. Temporary Classrooms Building TZ

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

30. Center for Health Studies
    - International Education Center
    - Marvelous Market

31. Temporary 3

32. Main Soccer Field
Parking Lots .................
A–H  Students
Staff  Staff & Faculty only
V  Visitors only
Accessibility  Handicapped only

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
REGISTER ONLINE
To register online you must have an e-mail address and you must pay with a credit card when you register.

TO ACCESS OWL LINK

NEW STUDENTS
1. Go to www.pgcc.edu.
   1. Select Owl Link.
   3. Select Enroll and Register for courses.
   4. Click on Create a student account.
      Fill out all of the demographic information (required fields are noted by a red * ) and check the box at the bottom of the page before hitting the SUBMIT button.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct. If not, DO NOT check the check box at the bottom of the page. Just click the SUBMIT button. This will return you to the previous page to make the necessary corrections.
   6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.
   7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.
   8. After retrieving this information, select the Login prompt. If you know your UserID and password information, select the Login prompt. If you have previously enrolled in a course at Prince George's Community College, you will be required to login to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link
   9. This time, Click on Login to Owl Link.
      Login using the information provided to you in your e-mail. On the next screen you will immediately be prompted to change your password to one of your choosing.
II. Select the Workforce Development & Cont. Ed. Students menu again.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the Course Code number box (e.g., ENR-317) and SUBMIT. This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      You will be asked what type of credit card you will be using (Discover, Master Card, VISA).
      Choose the appropriate one and SUBMIT.
   8. You will be prompted for your credit card information.
   9. Fill out all the necessary information and SUBMIT.
III. After submitting you will see a confirmation screen. Print this out for your records.
That's it! You're officially registered! We hope you enjoy your educational experience with Prince George's Community College.

RETURNING STUDENTS
If you have previously enrolled in a course at Prince George's Community College, you will be required to login to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link
I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your login information and press SUBMIT to login.
   2. If you do not know your login information, follow the appropriate links on the login screen to retrieve your UserID and/or password.
II. Once you have successfully logged in to Owl Link, select the Workforce Development & Cont. Ed. Students menu.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the Course Code number box (e.g. ENR-317). This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, MasterCard, VISA).
      • Choose the appropriate one and SUBMIT.
   8. You will be prompted for your credit card information.
   9. Fill out all the necessary information and click SUBMIT.
III. After submitting you will see a confirmation screen. Print this out for your records.
That's it! You're officially registered! We hope you enjoy your educational experience with Prince George's Community College.

REGISTER IN PERSON
In-person registration takes place on a continuous basis at the Admissions and Records department located in Bladen Hall, Room 126.
Hours
Mon.-Thurs. 8:30 a.m.-8 p.m.
Fri. 8:30 a.m.-5 p.m.

REGISTER BY MAIL
Complete the registration form on the inside back cover and mail it along with your check or money order (payable to Prince George's Community College) to
Cashier's Office
Prince George's Community College
301 Largo Road
Largo, MD 20774

All mail-in registrations should be post-marked two weeks in advance of the class start date.
CONSTRUCTION AND SKILLED TRADES

GENERAL/OTHER CONSTRUCTION SKILLS

Continuing Education Certificate in Building Maintenance Engineer
A Certificate of Completion as a Building Maintenance Engineer I is awarded upon completion of:

- OCU-322 Building Maintenance Engineer, Level 1
- OCU-324 Building Maintenance Engineer, Level 2

OCU-327 Overview of Industrial Maintenance Careers
Whether you are considering a career in industrial maintenance or currently working in the field, this course provides an excellent overview of both the job opportunities and the skills needed for a rewarding career in industrial maintenance.

1 session, $99* plus $10 materials fee

OCU-322 Building Maintenance Engineer, Level 1
4.2 CEUs
This course introduces the basic knowledge needed for an entry-level position in building maintenance. This course will provide an overview of hand tools, estimating cost and materials, building structure, materials, fasteners and safety and preventive maintenance procedures. Textbook required. Instructor: Tyrone Talton.

14 sessions, $420*

WHAT YOU NEED TO KNOW TO GET STARTED

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

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

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

4. Now, you’re ready to register!

HOW TO FIND YOUR LARGO CAMPUS CLASSROOM

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

1. Go to www.pgcc.edu.

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


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

5. Click SUBMIT and the Largo building and classroom will be displayed.

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

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
TUITION (SUBJECT TO CHANGE)

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

(Example: Tuition for First Aid is $50 for Prince George’s County residents, $55 for residents of other Maryland counties and $60 for residents of other states or the District of Columbia.)

TUITION WAIVER

Senior Citizens
Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not registration fees and special instructional fees.

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

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

Maryland Disabled Persons
Any Maryland resident who is out of the workforce because of a permanent disability may be eligible for a waiver of tuition, but not fees, for continuing education instruction designed to lead to employment, including life skills instruction.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-546-7422.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $20 registration fee will be added to your bill, for standard 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 $75 registration fee per term. The $75 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior citizen or Maryland Disabled Person who enrolls in a $25 course that is marked with an asterisk is still responsible for the $75 registration fee.

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

- Spring: Jan. 1–Apr. 30
- Summer: May 1–Aug. 26
- Fall: Aug. 27–Dec. 31

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

Note: Senior citizens and Maryland Disabled Persons are responsible for the registration fee even if some of their courses are canceled. For example, if you pay the registration fee and enroll in three courses, and two are canceled, you are still responsible for the $75 registration fee 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 Admissions and Records Office in Bladen Hall, Room 120 between 9 a.m. and 7 p.m., Monday–Thursday or on Friday between 9 a.m. and 4 p.m. and present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

Step 3: The college will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.

RETURNED CHECKS

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

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

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

REFUNDS

Individuals who withdraw from a course 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.

Please contact 301-546-0688 with any questions regarding a refund.
ELIGIBILITY

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

BOOKSTORE

The PGCC Bookstore at the Main Largo Campus is located at Prince George’s Community College on the first floor of the Largo Student Center. The Largo Bookstore offers textbooks for rent or purchase, as well as a wide selection of school supplies, electronics, collegiate merchandise, snacks, and more.

The PGCC Bookstore at the University Town Center is located on the lower level of the UTC extension center. The UTC Bookstore only offers textbooks for rent or purchase for UTC courses, as well as school supplies, electronics and collegiate merchandise.

Textbooks can also be rented or purchased online at www.pgcccbookstore.com and can be picked up in store, shipped via FedEx, USPS, or sent via PGCC campus courier to University Town Center, Laurel College Center or Joint Base Andrews.

The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express. Financial Aid is also accepted during a limited time period at the beginning of each semester.

Phone

LARGO BOOKSTORE
301-546-0912 or 301-546-0913

UTC BOOKSTORE
301-546-8150

Store Hours

PGCC Bookstore hours are subject to change and may be extended at the beginning and end of each semester. Current store hours are posted in-store and online.

LARGO

- 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.
- Saturday 10 a.m.–4 p.m.
- Sunday Closed

UNIVERSITY TOWN CENTER

Visit www.pgcccbookstore.com for UTC store hours.

HOLIDAYS

Courses will not be scheduled on the following dates:

Sept. 5-7 Labor
Oct. 27 College Enrichment Day (except LCC)
Nov. 26-29 Thanksgiving Break
Dec. 19-Jan. 3 Winter Break

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emerging information by signing up for Owl Alert. Notification can go directly to cell phones or to e-mail. This is a free service. Go to www.pgccc.edu/go/owlalert to subscribe to Owl Alert. It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, please check the college’s website at www.pgccc.edu, or local radio or TV stations, for information. You may also call 301-546-7422.

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

NONDISCRIMINATION INFORMATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and
other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-546-0170, 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, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall or on the Web at www.pgcc.edu scroll to the bottom of the page to Campus Police and select Annual Security Reports.

**FERPA**

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

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

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

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

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

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

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

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

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

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

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

**SERVICE MEMBERS OPPORTUNITY COLLEGE**

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

**DRUG AND ALCOHOL PREVENTION**

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

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

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

**ALUMNI ASSOCIATION**

The Prince George’s Community College Alumni Association is open to all persons who have attended Prince George’s Community College and attained 12 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discounted use of the Natatorium. Alumni Association members who have received a degree from Prince George’s Community College are welcome to use Job Services. Call 301-546-0858 for more information.

**DISABLED STUDENTS**

If you require special services (e.g., interpreters, recorded materials), you must register and pay for your course one month or more before the start of your class. Call 301-546-0838, (TTY/TDD) 301-546-0122 for more information. Disability documentation required.

**ACCESSIBLE TRANSPORTATION**

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

**DISCLAIMER**

The provisions of this publication are not to be regarded as a contract between the student and Prince George’s Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Academic Advising
301-546-0151
Bladen Hall, Room 124
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.

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.

Bookstore
Largo
301-546-0912 or 301-546-0913
Largo Student Center

University Town Center (UTC) 301-546-8150

Lower Level, UTC
The PGCC Bookstore offers textbooks for rent or for purchase. Textbooks can also be rented or purchased 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.

Store Hours
PGCC Bookstore hours are subject to change and may be extended at the beginning and end of each semester. Current store hours are posted in-store and online.

Largo
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

University Town Center
Visit www.pgccbookstore.com for UTC store hours.

Career/Job Services
Marlboro Hall, Room 2102
Career Advising and Job Placement
Mon.-Thurs.: 8:30 a.m.–8 p.m. Fri.: 8:30 a.m.–5 p.m.

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.

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

Continuing Education
301-546-0159
Kent Hall, Room 227
Mon.-Fri.: 9 a.m.–5 p.m.

Disability Support Services
301-546-0838
301-546-0122 (TTY/TTD)
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
Federal grants and loans, scholarships, work-study, financial aid transcripts. 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.–9 p.m. Fri.: 8:30 a.m.–6 p.m. Sat.: 9 a.m.–1 p.m.

Help Desk (Owl Link)
301-546-0637
Bladen Hall, Room 106
Mon.-Fri.: 8 a.m.–8 p.m. Sat.: 10 a.m.–5 p.m.

ID Card Services
Please bring proof of registration for Spring and another picture ID with you to obtain a card. Bring your current PGCC ID card to obtain a validation sticker.

Largo Hall
Mon.-Thurs.: 8:30 a.m.–7:30 p.m. Fri.: 8:30 a.m.–4:30 p.m.

Library
301-546-0476
Bladen Hall, Room 126
Mon.-Thurs.: 9:30 a.m.–5 p.m. Fri.: 9:30 a.m.–4:30 p.m. Sat.: 10:30 a.m.–2:30 p.m.

Lost and Found
301-546-0853
Largo Student Center, Room 149
Mon.-Thurs.: 8:30 a.m.–8 p.m. Fri.: 8:30 a.m.–5 p.m.

Police (Campus)
301-546-0666
Bladen Hall, Sub-station
Available 24 hours: 7 days a week

Records/Registration
301-546-7422
Bladen Hall, Room 126
Transcripts, graduation certification, evaluation of transfer credit, in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service. 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 the placement tests. Mon.-Thurs.: 8:30 a.m.–7 p.m. Fri.: 8:30 a.m.–4 p.m.

Veteran Services
301-546-5282
Bladen Hall, Room 124
Certification of educational benefits
Mon.-Thurs.: 9 a.m.–7 p.m. Fri.: 9 a.m.–5 p.m.

Web Registration
www.pgcc.edu
Also available weekends and holidays. Mon.-Sun.: 7 a.m.–midnight

Other Numbers Not Listed
301-546-7422
Mon.-Thurs.: 8:30 a.m.–9 p.m. Fri.: 8:30 a.m.–6 p.m. Sat.: 9 a.m.–1 p.m.
CLASS LOCATION ABBREVIATIONS (SEE CAMPUS MAP PAGE 3)

LARGO CAMPUS
AH . . . . . . . . Accokeek Hall
AB . . . . . . . . Auto Bay-Facilities Building
BH . . . . . . . . Bladen Hall
CAT . . . . . . . . Center for Advanced Technology (Formerly High Technology Center)
CE . . . . . . . . Continuing Education Building
CH . . . . . . . . Chesapeake Hall
CHS . . . . . . . . Center for Health Studies
LH . . . . . . . . Lanham Hall
LSC . . . . . . Largo Student Center
MH . . . . . . . . Marlboro Hall
NAT . . . . . . . . Natatorium
NH . . . . . . . . Novak Field House
QA . . . . . . . . Queen Anne Fine Arts Building
TM1 . . . . . . Temporary Building (behind the running track near Campus Police Station)
TO, TS and TZ . . . . Temporary Buildings (behind Lanham Hall)
TBA . . . . . . To Be Arranged
EXTENSION CENTERS
LCC . . . . . . . . Laurel College Center in Laurel
STC . . . . . . . . Skilled Trades Center
UTC . . . . . . . . University Town Center in Hyattsville
WTC . . . . . . . . Westphalia Training Center
OFF CAMPUS
ABAR . . . . . . Authentic Bartending School
AYTI . . . . . . . . AYTI Institute
AYT3 . . . . . . . . AYT3 Clinic
BLHS . . . . . . Bladensburg High School
CHCF . . . . . . Cherry Hill Composting Facility
CRHS . . . . . . Crossland High School
ECOS . . . . . . Eco City Farm
FTWM . . . . . Fort Washington Marina
GTSV . . . . . . Greenbelt Travel Services
HVS . . . . . . . . Hyattsville Vacuum Service
JHES . . . . . John Eager Howard Elementary School
LDS . . . . . . Linnef Driving School
QBLI . . . . . . QuBall
SHS . . . . . . . . Suitland High School
UMD . . . . . . University of Maryland
UPHI . . . . . U-Photo

OTHER (DESIGNATES AN ONLINE COURSE)
Blackboard . . . . . See page 88
ed2go . . . . . . . . See page 88
ProTrain . . . . . . . See page 88
HYLAG Largo . . . . See page 88
HYLCC Laurel . . . . See page 88

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

ACCOUNTING AND BOOKKEEPING

ACCOUNTING
301-546-8340 or 301-546-3019

OFC-350 Accounting Fundamentals 2.4 CEUs
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics from writing checks to preparing an income statement and closing out accounts. 12 sessions, $140* (includes a $65 lab fee)

98144 WF 9/16–11/6 online E2GO
98145 WF 10/14–12/4 online E2GO
98146 WF 11/11–1/1 online E2GO
98147 WF 12/9–1/29 online E2GO

OFC-354 Accounting Fundamentals: Part 2 2.4 CEUs
This course continues to build fundamental knowledge and will provide a solid understanding of corporate accounting practices. You will analyze transactions and prepare various corporate financial reports. You’ll gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, retained earnings, stockholders’ equity, and more. 12 sessions, $140* (includes a $65 lab fee)

98148 WF 9/16–11/6 online E2GO
98156 WF 10/14–12/4 online E2GO
98158 WF 11/11–1/1 online E2GO
98160 WF 12/9–1/29 online E2GO

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. Text required. 5 sessions, $150*

97882 T 8/25–9/22 6 a.m.–8:50 p.m. BH-211

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 will include income statement, owner’s equity, economic measurement, realty depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Text required. 5 sessions, $150*

97884 T 11/10–12/8 6–8:50 p.m. Largo

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. Text required. 5 sessions, $150*

97887 T 11/9–12/5 6–8:50 p.m. Largo

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

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.  6 sessions, $180*

97879 F  9/18-10/23  6-8:30 p.m.  BH-215

QUICKBOOKS

301-546-8340 or 301-546-3019

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 to enter this class. Meets concurrently with credit course ACC-1070. Text required.  5 sessions, $180*

97876 W  8/26-9/23  6-8:50 p.m.  BH-223

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 QuickBooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Text required.  5 sessions, $180*

97877 W  9/30-10/28  6-8:50 p.m.  BH-223

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. Text required.  5 sessions, $180*

97878 W  11/4-12/9  6-8:50 p.m.  BH-223

AGRICULTURE

AGR-304 Urban Storm Water Management  3.0 CEUs
This course explains the Prince George's County requirements for permits, planning, design, construction, and maintenance of Best Management Practices (BMP's) and information on procurement, business growth and promotion of the County Bases Business program. Course topics include low impact development, bio retention basics, permeable pavers, cisterns, rain barrels, pavement removal, green roofs, tree canopy, construction or Low Impact Development (LID), design, construction and maintenance of the seven green storm water practices used for the Rain Check Rebate Program. Textbook: Mathematics for the Green Industry: essential Calculations for Horticulture and Landscape Professionals. 6 sessions, $275* (includes a $200 lab fee)

97886 M  9/14-10/19  6-9:30 p.m.  Largo

AQUATICS

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

SWIMMING

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

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

Fees are available at the Natatorium. Schedule and class descriptions may also be found at the e-mail above.

BUSINESS MANAGEMENT SKILLS

EVENT PLANNING MANAGEMENT

CONTINUING EDUCATION CERTIFICATE

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.

EVENT PLANNING

301-546-0797 or 301-546-5299

BUS-576 Party Planning in a Pinch

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

Instructor: Shakira Sturdivant. 1 session, $35

98079 $  10/3-10/3  10 a.m.-1 p.m.  Largo

98080 $  11/21-11/21  10 a.m.-1 p.m.  Largo

Prince George's Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
Advancing Local, Small and Minority Business Enterprises

A catalyst for the County’s growing economy, the Center for Entrepreneurial Development (CED) prepares local entrepreneurs to take full advantage of business opportunities in Prince George’s County and throughout the Washington Metropolitan region.

Take your business to the next level.
301-546-0964
ced@pgcc.edu | pgcc.edu/go/CED

Center for Entrepreneurial Development
Prince George’s Community College
University Town Center
6505 Belcrest Road • Hyattsville, Maryland • 20782
BUS-579 Cutting Edge Tricks & Technologies for Successful Event Businesses
Want to work smarter and avoid costly planning/design mistakes. This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whittaker. 1 session, $35
97802 T 10/27-10/27 6:30-9:30 p.m. LCC-205

BUS-578 Creative Design for Wedding Professionals
Use your ideas to create an experience instead of duplicating. Design a signature wedding, something unique that no one else has. Learn how to implement a wide range of elements into your design concept including flowers, furniture, lighting, branded accents, entertainment, technology and others. Identify opportunities for creating custom fabricated pieces that can be unique focal points for guests, within budget, which helps to set yourself apart from others. Topics include design principles, themes, color, draping, vision boards, 3D rendering software and more. Instructor: Lilly Whittaker. 1 session, $35
97801 T 11/10-11/10 6:30-9:30 p.m. Largo

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.P. 1 session, $65*
97384 Th 10/15-10/15 6:30-9:30 p.m. LCC-205

BUS-467 Creating an RFP (Request for Proposal) 0.6 CEU
A Request for Proposal (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company company history and the company's offer, including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. 1 session, $65*
97382 S 11/7-11/7 9 a.m.-4 p.m. Largo

BUS-301 Ethics and the Professional Meeting Planner
Should I? Should I not? What should I do? Meeting planners regularly face decisions that include making ethical judgments. This session will present tips for planners on bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $35
97218 S 11/14-11/14 10 a.m.-1 p.m. Largo

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. Instructor: Beverly Litsinger C.M.P. 1 session, $35
97380 Th 12/3-12/3 6:30-9:30 p.m. LCC-205

BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating a small elegant dinner for two or hosting a conference for hundreds, here are ways to determine if a museum or historic site is suitable for you, your clients and your attendees. Instructor: Renee Maxwell. 1 session, $35
97807 M 10/19-10/19 6:30-9:30 p.m. Largo

BUS-569 Food and Beverage Costly Choice
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. 1 session, $35
98078 T 10/6-10/6 6:30-9:30 p.m. Largo

BUS-366 The Building Blocks of Retreat Planning 0.5 CEU
This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and other retreats for both women and men. Topics will include site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright. 1 session, $60*
97219 S 10/17-10/17 10 a.m.-4 p.m. Largo

BUS-371 Marketing Your Meetings
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, identify and understand your competition and monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $35
97385 S 10/10-10/10 9 a.m.-4 p.m. LCC-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, $65*
97381 Th 11/19-11/19 6:30-9:30 p.m. LCC-205

BUS-471 Audiovisual Concepts for Meeting Planners
This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include: visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $35
98223 M 11/2-11/2 6:30-9:30 p.m. Largo

BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include writing a request for proposal (RFP), developing a meeting resume and preparing an addend that will protect the organization. Instructor: Beverly Litsinger. 1 session, $35
97381 Th 11/19-11/19 6:30-9:30 p.m. LCC-205
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, $140 (includes a $65 lab fee)

97221 WF 10/14-12/4 online E2GO
97220 WF 10/14-12/4 online E2GO

BUS-417 Fashion Show Production 0.6 CEUs
This course is designed to help produce a fashion show. It will cover planning and organizing a mini trunk show or fashion show, selecting the venue, casting the models and behind the scenes - hair, make-up, clothing and assistants. Students will experience what goes on at New York Fashion Week. Instructor: Jenine Jones. 1 session, $65*

98138 WF 11/11-12/6 online E2GO
98137 WF 10/14-12/4 online E2GO
98136 WF 9/16-11/6 online E2GO

BUS-549 Non-profit Fundraisers/Events 6 sessions, $275*
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run, and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. Instructor: Ivy Pendleton. 1 session, $35*

98637 WF 10/14-12/4 online E2GO
98638 WF 10/14-12/4 online E2GO
98639 WF 11/14-1/1 online E2GO
98640 WF 12/9-1/29 online E2GO

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

FINANCIAL SERVICES

FIN-367 Registered Tax Return Preparer Course
This course will give you a solid foundation in individual tax preparation, enabling you to complete all of the standard returns. This course focuses on the majority of tax forms needed to complete tax returns for yourself and the general public. In the course you should acquire the knowledge and skills necessary to complete federal income tax returns and research tax issues. Because "practice makes perfect", the course will supply tax case scenarios to prepare. 6 sessions, $275* (includes a $75 lab fee)

96798 S 9/12-10/17 9 a.m.-1 p.m. Largo
96799 S 10/31-12/12 9 a.m.-1 p.m. Largo

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

98136 WF 9/16-1/6 online E2GO
98137 WF 10/14-1/4 online E2GO
98138 WF 11/14-1/1 online E2GO
98139 WF 12/9-1/29 online E2GO

OFC-340 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, $130* (includes a $65 lab fee)

98637 WF 9/16-1/6 online E2GO
98638 WF 10/14-12/4 online E2GO
98639 WF 11/14-1/1 online E2GO
98640 WF 12/9-1/29 online E2GO

GENERAL BUSINESS SKILLS

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

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

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, $60*

96825 W 9/30-10/7 6:30-9 p.m. Largo

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*

96824 W 10/14-10/21 6:30-9:30 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
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, $60* 96826 W 10/28–11/4 6:30–9 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of leadership styles and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions. Text required: Leadership: Essential Steps Every Manager Needs to Know, (3rd or latest edition) (Prentice Hall). 4 sessions, $160* 97871 W 10/7–10/28 6:30–9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, supervisors and managers need a thorough understanding of personnel management and human resource functions. Course topics will include staffing, interviewing, training, motivation, performance appraisal, and employee services. Textbook: Human Resource Management DeMystified, (McGraw Hill), paperback, (1st. edition), by Robert DelCampo. 4 sessions, $160* 97872 W 1/4–1/2 6:30–9:30 p.m. Largo

OFC-322 Fundamentals of Supervision and Management: Part 1 2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you'll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered. 12 sessions, $140* (includes a $65 lab fee) 98132 W 9/16–11/6 online Ed2go 98133 W 10/14–12/4 online Ed2go 98134 W 11/1–1/1 online Ed2go 98135 W 12/9–1/29 online Ed2go

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. 16 sessions, $499* 97873 W 8/26–12/16 7–10 p.m. UTC

MGT-597 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. 12 sessions, $140* (includes a $65 lab fee) 97713 W 9/16–11/6 online Ed2go 97714 W 10/14–12/4 online Ed2go 97715 W 11/1–1/1 online Ed2go 97716 W 12/9–1/29 online Ed2go

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: Kim Rhim. 2 sessions, $65* 96818 Th 11/5–11/12 6:30–9:30 p.m. Largo

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
VOL-335 Introduction to Nonprofit Organizations and Fundraising  
This course focuses on writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton.  
1 session, $65*

VOL-313 Writing Grant Proposals  
0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization's capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton.  
1 session, $65*

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

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, $65*

VOL-400 Winning Strategies for the Faith-Based Community  
Whether your mission is to do outreach locally, nationally, or internationally, there are cutting-edge strategies that exist to help you tell your story and bring your message to the masses. Learn how to communicate well with cost-effective tools, build a strong reputation and maintain visibility among your target audience(s). These winning strategies will help you connect, engage, and expand your reach like never before! Instructor: Karen Checks.  
1 session, $35

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

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

GEN-307 Notary Public Procedures  
0.5 CEU
For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructors: Elaine Wright and Frederick Harris.  
1 session, $55*

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

GEN-363 Advanced Notarial Procedures  
0.5 CEU
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to the three most common notarizations (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers. Instructor: Elaine Wright.  
1 session, $55*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREPARATION COURSE
301-546-8340 or 301-546-3019

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

- MGT-316 Professional Project Management Framework and Introduction, 12 PDUs
- MGT-317 Project Time, Cost, Budget and Quality Management, 12 PDUs
- MGT-318 Project Human Resources, Communications and Risk Management, 12 PDUs
- MGT-319 Project Procurement and Stakeholder Management and PMP Exam Review, 12 PDUs

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

MGT-742 Project Management Professional: Exam Preparation 4.8 CEUs
This course includes material from the Project Management Body of Knowledge (PMBOK Guide, 5th edition). The segments are: 1) Professional Project Management Framework and Introduction; 2) Project Time, Cost, Budget and Quality Management; 3) Project Human Resources, Communications and Risk Management and 4) Project Procurement and Stakeholder Management and PMP Exam Review. All four segments must be successfully completed to receive a certificate. Visit the Project Management Institute website at www.pmi.org for exam registration.

16 sessions, $1495* (includes $65 lab fee)

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

97901 WF 9/16-11/6 online E260
97902 WF 10/14-12/4 online E260
97903 WF 11/11-1/1 online E260
97904 WF 12/9-1/29 online E260
MGT-623 Project Management Professional Certification: Prep 1 2.4 CEUs
Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5th or latest edition. Find out about the project management knowledge areas, five process groups, and 47 project management processes. 12 sessions, $180* (includes a $85 lab fee)

MGT-624 Project Management Professional Certification: Prep 2 2.4 CEUs
Prepare to take-and pass-the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge. Learn all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $180* (includes a $85 lab fee)

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

PROPERTY MANAGEMENT
RES-333 Introduction to Property Management
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. Text required at first class session. Note: HYO1 is a hybrid section with 8 on-campus meetings: 8/25, 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, & 12/1. Visit www.pgconline.com for details. 20 sessions, $495* (includes a $160 lab fee)

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

BUS-427 Accounting and Recordkeeping for Today and Tomorrow
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. 1 session, $65*

BUS-435 Basic Federal Tax Information for Small Business
LAW-630 Workers' Compensation
A workers' compensation case is one of the most common types of lawsuits in the United States. Paralegals are far more likely to be involved with workers' compensation than any other area of law. This course will introduce you to workers' compensation law and provide you with a skill set that will help you gain employment in this fast-growing legal field. 12 sessions, $140* (includes a $65 lab fee)

BUS-441 Financial Aspects of Your Business
BUS-440 Marketing Strategies for Today and Tomorrow

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
**BUS-414 Legal Issues for Business Owners**  
0.6 CEU  
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include a business owner’s rights and liability under the law, what to do if sued, how to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq.  
2 sessions, $65*  
98400 M 10/19-10/26 6:30-9:30 p.m. Largo

**BUS-435 Basic Federal Tax Information for Small Businesses**  
0.6 CEU  
This course provides guidelines for new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) who specializes in start-up businesses.  
1 session, $65*  
97614 S 10/3-10/3 9 a.m.-4 p.m. LCC-205  
97615 S 11/21-11/21 9 a.m.-4 p.m. Largo

**BUS-418 Business Plan: Blueprint for Success**  
0.6 CEU  
Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Workbook available payable to instructor: Karlene Sinclair-Robinson.  
1 session, $65*  
98403 S 10/24-10/24 9 a.m.-4 p.m. Largo  
98404 S 12/5-12/5 9 a.m.-4 p.m. Largo

**BUS-411 Financial Aspects of Your Business**  
0.6 CEU  
Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Workbooks available payable to instructor: Karlene Sinclair-Robinson.  
1 session, $65*  
98402 S 10/14-11/14 9 a.m.-4 p.m. Largo

**BUS-440 Marketing Strategies for Today and Tomorrow**  
0.6 CEU  
Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood.  
1 session, $65*  
98535 S 10/17-10/17 9 a.m.-4 p.m. Largo

**BUS-546 Networking Works!**  
Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood.  
1 session, $35  
98534 Th 11/8-11/8 6:30-9:30 p.m. Largo

**BUS-311 Successful Business Start-Ups**  
This workshop will provide hints, information, and guidance on the selection of a product or service and the associated legal and business issues important to understand before starting a new business. Instructor: Rudy Coleman.  
1 session, $30  
97610 T 9/29-9/29 6:30-8:30 p.m. Largo

**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, $35  
97608 T 10/20-10/20 6:30-9:30 p.m. LCC-205  
97609 T 11/17-11/17 6:30-9:30 p.m. Largo

**BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing**  
Everything your business develops should remain your exclusive asset, including company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents for your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq.  
1 session, $35  
98560 W 10/7-10/7 6:30-9:30 p.m. LCC-205  
98561 W 11/18-11/18 6:30-9:30 p.m. LCC-205

**BUS-550 The Business of Home Staging**  
Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTV) or Arts and Entertainment (A&E)? Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course will provide you with a high-level overview of the concepts and principles involved in home staging and how to start a home staging business.  
Instructor: Nicci Parrish, ASP.  
1 session, $65*  
98401 S 10/10-10/10 9 a.m.-4 p.m. Largo

**BUS-547 Entrepreneurship a Second Career**  
Are you retired and discovering that you weren’t really ready to retire, or dissatisfied with your current career? You might want to consider some form of entrepreneurship as your next move. This course takes you through the various pathways to business ownership, starting a business from scratch, buying an existing independent business and buying a franchise. You will get an overview of the steps necessary to pursue these options and various coaching and mentoring resources. Instructor: David Buck.  
1 session, $35  
98564 M 10/5-10/5 6:30-9:30 p.m. LCC-205
BUS-585 Starting Your Own Beauty or Barber Business
This course will provide you with the information you need to start your own beauty and barber business. In this class, you will discuss the type of salon or shop to open (home, standalone, multi-chair), furnishings, locations, insurance, and set-up. You will discover the secrets that separate the successful entrepreneurs from the struggling ones. 1 session, $35
9767 M 10/5–10/5 6:30–9:30 p.m. Largo

BUS-432 Virtual Assistant Business
A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $65
98538 S 11/1–11/7 9 a.m.–4 p.m. Largo

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business and there are tried and true methods. Topics will include employee relations, inventory control, management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis (“The Bush Doctor”). 1 session, $35
98536 M 11/6–11/16 6:30–9:30 p.m. Largo

CED-301 Strategic Positioning
0.8 CEU
This course is intended to give students an overview of strategic positioning and associated marketing concepts that will enable them to develop a sound marketing plan to establish or grow their business. Upon completion of the course, students will walk away with a well-thought out, executable plan to move their business forward. 4 sessions, $150 (includes a $50 lab fee)
99324 MW 9/14–9/23 6–8 p.m. WTC

BUS-424 Start Your Own Cleaning Business
0.6 CEU
Learn how to start a janitorial or house cleaning business with minimal start-up money. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get low-cost advertising, and walk away with a successful business. Instructor: Ron Rhine. 2 sessions, $65
97739 T 11/10–11/17 6:30–9:30 p.m. HV5V

BUS-353 Making Money in Mystery Shopping
Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do—shop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car; do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Iesha Fields. 1 session, $35
98399 W 10/21–10/21 6:30–9:30 p.m. Largo

BUS-355 Start and Operate Your Own Home-Based Business
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. 12 sessions, $140 (includes a $65 lab fee)
97226 W 12/9–12/29 online E2GO

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. 12 sessions, $140 (includes a $65 lab fee)
97227 WF 10/14–12/4 online E2GO

BUS-531 How to Find, Select, and Finance an Affordable Franchise
Take control of your future and own your business through franchising. In this new economy find out how you can select the right franchise. Topics to be discussed include pros and cons of franchising, franchising vs. independent start-ups, researching franchise opportunities, fundamentals of purchasing a new or existing franchise, the Offering Circular and the Franchise Agreement. Create your own possibilities! Instructor: David Buck. 1 session, $35
98655 Th 11/5–11/5 6:30–9:30 p.m. Largo

BUS-476 Starting a Fashion Boutique
You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty; CEO & Lead Stylist. 1 session, $65
98936 S 9/19–9/19 9 a.m.–4 p.m. LCC-205

BUS-500 Insurance for the Small Business
Small business owners have enormous decisions to make when it comes to selecting insurance -- property, casualty and health -- and the consequences are huge. This course is taught by members of the Maryland Insurance Administration, the agency that regulates insurance companies and the individuals that sell insurance. They will help you determine what coverage you need for your particular business. 1 session, FREE
97203 M 9/14–9/14 6:30–8:30 p.m. Largo

BUS-309 Your Business and the SBA
A representative from the US Small Business Administration (SBA) will present an overview of the products and services offered by this federal agency, such as guaranteed loans, management assistance, education and counseling, 8a programs, federal procurement, and regulation updates. Participants will be encouraged to share their ideas, problems, and needs in a group discussion. 1 session, FREE
98623 Th 9/17–9/17 6:30–9:30 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### BUS-565 Ask the Experts: Small Business Panel
With our economy’s current position, more individuals are creating their own opportunities. Many are returning to the classroom to gain more knowledge and skills to start or better manage their businesses. Starting or operating a business is not easy. There are many areas of responsibility when managing a business, including marketing, financials, personnel, regulatory and more. If you could ask an ‘expert’ any question, what would it be? Write them down! Save the date! Don’t miss this event. We will have experts from various sectors including bestselling author, financing expert and small business advocate, Karlene Sinclair Robinson. **1 session, FREE**

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### 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, $35**

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### BUS-570 Understanding Public Relations: The Basics for Small Business Owners
Did you know that public relations can be used to grow your business? This course will explain what public relations is, offer simple strategies for small businesses and provide cost-effective methods to raise awareness of your organization. The interactive discussion will touch on press releases, media relations, social media, branding, and message development and communication strategy. Instructor: Karen Cheeks. **1 session, $35**

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### BUS-571 Blogging for Business
Want to expand your business? Need to develop an online plan to grow your business? Start here. This session is for those seeking to understand the concept of blogging. It will give you an overview of blogging and how to use it for business. Now you are ready to register for the upcoming full-day training. Instructor: Karlene Sinclair Robinson **1 session, $30**

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### BUS-586 Blogging for Business Training
Do you want to start a blog to enhance your business presence and bottom line? Do you have a website that is not getting any traffic? Think you don’t have time or what it takes to blog? Want to learn what this blogging craze is all about but don’t know where to start? Well, this class is for you! Learn the “why, when, where, what, and how” of blogging, and how to position your blog for exposure, drive web traffic, and build relationships. This class includes hands-on training, blog set-up, content creation, strategies and more. $15 workbook payable to the instructor, Karlene Sinclair Robinson. **1 session, $65**

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<td>98644</td>
<td>10/31-10/31 9 a.m.-4 p.m.</td>
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### BUS-535 Creating a Successful Business Plan
2.4 CEUs
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. **12 sessions, $140* (includes a $65 lab fee)**

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<tr>
<td>97395</td>
<td>11/1-1/1 online</td>
<td>E2GO</td>
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### 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, $35**

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<td>98533</td>
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### BUS-577 Making Webinars Work for Your Business
Webinars are an efficient way to transmit and share information. Webinars save time and money because there is no transportation involved! Your webinar can be a presentation, discussion, demonstration, or instructional session. Looking for help with webinar basics, wish to make them more effective, become a confident presenter, or have them help with lead generation for your business? This course is here to help you prepare, promote, and deliver your webinar! Instructor: Monica Bounds. **1 session, $35**

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<td>96737</td>
<td>10/13-10/13 6:30-9:30 p.m.</td>
<td>Largo</td>
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### BUS-582 Life after Your Business Launch: Webinar
You have launched your business, now what? This webinar will focus on how to develop a “team ten” and establish your own management team (subject matter experts in other industries) to brainstorm ideas and help grow and assist you in business. This course will also discuss time saving methods when planning your projects, workload and much more. Instructor: Monica Bounds. **2 sessions, $35**

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<td>96738</td>
<td>10/20-10/26 online</td>
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### BUS-583 Business Owners: How to Prepare for Your First Date: Webinar
This webinar will focus on how to prepare for the first meeting with a client including checklists, resources, and more, for that “wow factor” to win them over. Instructor: Monica Bounds. **2 sessions, $35**

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<td>96739</td>
<td>10/27-11/2 online</td>
<td>BLBD</td>
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### BUS-584 Having a “Likeable” Business: Webinar
Are you a “solepreneur” or do you have a team working with you and want to keep your customers coming back for more? This webinar will focus on how to create a winning customer service environment, market your business and provide great customer service. This course will also include discovering what it is in it for the customer and how to go the extra mile. Instructor: Monica Bounds. **2 sessions, $35**

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<td>96740</td>
<td>11/3-11/9 online</td>
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### CED-300 Small Biz Safety CEO
2.0 CEUs
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. **6 sessions, $250* (includes a $100 lab fee)**

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<tr>
<td>98322</td>
<td>10/22-12/3 6-9:30 p.m.</td>
<td>WTC</td>
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</table>
The Children’s Developmental Clinic is a community service program conducted by the Workforce Development and Community Partnerships division at Prince George’s Community College and the School of Public Health at the University of Maryland. The clinic provides services to children who are experiencing various developmental difficulties such as learning problems, language delays, emotional problems, or orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in the language, reading or social skills programs at the clinic.

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

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

96752 S 8/22–8/29 8:30 a.m.–12:30 p.m. Largo
96753 S 9/2–9/9 8:30 a.m.–12:30 p.m. UMD

OCC-327 Children’s Developmental Clinic: Clinician Training
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 language 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

96754 S 9/12–11/14 8:30 a.m.–12:30 p.m. Largo
96755 S 9/26–11/21 8:30 a.m.–12:30 p.m. UMD

CHOICES AND PATHWAYS
301-546-0519 or schabmh@pgcc.edu

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

- Be 16 years of age or older
- Have a minimum reading level of second grade
- Have basic conversational skills
- Have Independent self-help skills

For more information or to request an application, contact us at the e-mail or the number above.

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

SPP-352 Social Communication Skills
This course addresses effective communication and social skills needed for social competence. Topics covered include greeting others, conversational skills and nonverbal communication. Participants learn skills needed for self-advocacy, reading social cues and practicing job interview skills through strategies such as role-play scripts and group activities. Instructor: Helen Mezzomo, Ph.D. 14 sessions, $308

98121 S 8/22–11/12 1:30–3:30 p.m. Largo

SPP-353 Reading Essentials
This course will integrate reading, writing, spelling, vocabulary, grammar, and spoken English. Each student comes to this class with a unique set of skills and needs. Students will be expected to work to meet the objectives of the class, beginning at their current level and progressing at their individual pace. Students will practice these skills through a sequential reading program. Writing skills will be taught using various writing activities that emphasize grammar, punctuation, capitalization and spelling. Instructor: Marie Schablein. 19 sessions, $314

SPP-356 Banking and Money Math
This course is designed to teach and reinforce functional and consumer math skills. Students will work on increasing their skills in basic math operations, focusing primarily on money. Students will also develop an understanding of how math is used in their daily lives. Instruction will be individualized based on students’ needs and current skill levels. Additionally, differentiated instruction will be utilized to address students’ various learning styles. Required text is available for purchase at the campus bookstore. Instructor: Marie Schablein. 20 sessions, $330*

98666 MW 8/24–11/2 10:30 a.m. Largo

SPP-358 Job Readiness
Students are taught ethical behaviors and career research, job acquisition, workplace communication, self-awareness, self-advocacy, customer service and life skills. This comprehensive individualized program is designed to prepare students for a style of living that will require a minimum dependence on family. The course is geared to meet the needs of the students as they prepare to enter employment and emphasizes developing interpersonal skills, following directions, working independently, completing a task and developing self-advocacy and other community living skills. 20 sessions, $330*

(18th edition), Vanhuss (Package) Pro 9 CD

COURSES AND ACTIVITIES

COMPUTERS AND INFORMATION TECHNOLOGY

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

OFC-314 Introduction to Keyboarding
1.8 CEUs

Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. On the last night of class students will complete a diagnostic test that determines what their NWAM (Net Words a Minute) which will determine their overall proficiency. Textbook required: College Keyboarding Lessons 1-25 (Package) Pro 9 CD (18th edition). Vanhuss Forde Wodo ISBN: 9780-3217-41332.

6 sessions, $160* (includes a $80 lab fee)

98226 T 9/15–10/20 6:30–9:30 p.m. LCC-205
### BEGINNERS

301-546-0873 or itcerts@pgcc.edu

### CONTINUING EDUCATION CERTIFICATES BASIC COMPUTER SKILLS FOR BUSINESS APPLICATIONS

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

**Requirements include successful completion of the following courses:**

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

**Entry-Level Administrative Assistant**

This five-course certificate program is designed to recognize a student’s achievement in the areas of Microsoft Office and, office procedures, and practices. You will be learning how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

**Requirements include successful completion of the following courses:**

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

Once a student has completed all of the requirements for either of these programs, he/she should contact the office at the number or e-mail above for verification and to request a certificate.

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

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

<table>
<thead>
<tr>
<th>DPR-714 Introduction to Personal Computers</th>
<th>1.2 CEUs</th>
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<tbody>
<tr>
<td><em><em>This course is essential for those without any computer experience, and is an introduction to the fundamentals of using a personal computer. Topics include becoming familiar with keyboarding and creating, editing and saving documents on flash drives. No prerequisites are required. Students should bring a USB-compatible flash drive to each class. Textbook required: Introduction to Personal Computers using Windows: (ISBN: 978-1-4246-1389-2). 4 sessions, $195</em> (includes a $95 lab fee)</em>*</td>
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<td>95327 TTh 9/1-9/10 6:30-10:30 p.m. CAT-105</td>
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<td>95328 TTh 10/13-10/22 6:30-9:30 p.m. CAT-105</td>
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<thead>
<tr>
<th>DPR-778 Applied Office Skills</th>
<th>0.9 CEUs</th>
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<tr>
<td><em><em>Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class. 3 sessions, $140</em> (includes a $20 lab fee)</em>*</td>
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<td>95329 MWF 9/28-10/2 6:30-9:30 p.m. CAT-135</td>
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<td>95330 MWF 11/9-11/13 6:30-9:30 p.m. CAT-135</td>
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<tr>
<th>DPR-604 Introduction to the Internet and E-mail Basics</th>
<th>1.2 CEUs</th>
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<td><em><em>This course provides students with an overview of the basic features of the Internet’s www and e-mail usage. Topics include up-to-date online and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more. 4 sessions, $160</em> (includes a $60 lab fee)</em>*</td>
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<tr>
<td>95318 F 10/2-10/23 6-9 p.m. CAT-105</td>
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<tr>
<th>DPR-331 Windows</th>
<th>0.6 CEU</th>
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<td><em><em>This class addresses the features of Windows for use on personal computers. Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to each class on which to store data. 1 session, $110</em> (includes a $50 lab fee)</em>*</td>
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<td>95317 S 9/12-9/13 9 a.m.-4 p.m. CAT-105</td>
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<th>DPR-753 Introduction to Windows 7</th>
<th>0.9 CEU</th>
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<td><em><em>This hand-on class introduces students to Windows 7 features that let them personalize their screens. Students will be taught how to type and edit text, create documents, save and organize their work, search the Web like an expert, and how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Student should be familiar with using personal computers and have a mouse and keyboard. Text: Microsoft Windows 7: Level 1 ISBN: 9781-4246-12833. 3 sessions, $165</em> (includes a $55 lab fee)</em>*</td>
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<td>95320 MWF 11/9-11/13 6:30-9:30 p.m. Largo</td>
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<tr>
<th>DPR-774 Introduction to Laptops and Peripherals</th>
<th>1.8 CEUs</th>
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<td><em><em>This course will go into the pros and cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $160</em> (includes a $40 lab fee)</em>*</td>
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<tr>
<td>95319 S 10/31-12/12 9 a.m.-12 p.m. Largo</td>
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MICROSOFT OFFICE
301-546-0873 or itcerts@pgcc.edu

Are you looking for Career Advancement?
Advance your career by passing the Microsoft Office Specialist (MOS) exams. Prince George’s Community College offers classes in Microsoft Office Suite versions 2013.

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

DPR-816 Introduction to Microsoft Outlook 2013 1.8 CEUs
This course is designed to provide training to students on using the 2013 version of Microsoft Outlook. Topics include creating folders, archiving messages, organizing contacts, utilizing the calendar and alert features, and Outlook customizations. 6 sessions, $195* (includes a $95 lab fee)

96329 M 10/12–11/19 6–9:15 p.m. Largo

DPR-807 Career Track: MS-Word 2013 3.6 CEUs
This course provides instruction on using Microsoft Word 2013 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, proofing tools, creating tables, page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles, auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, and automating actions with macros. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Office Word 2013: Books for Level 1, 2, 3. 6 sessions, $470* (includes a $150 lab fee)

96355 S 10/13–12/12 9 a.m.–4 p.m. Largo

DPR-786 Introduction to Microsoft Office 2013 3.6 CEUs
This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2013. 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. Text: Microsoft Excel 2013: Level 1, Microsoft Office PowerPoint 2013: Level 1 and Microsoft Office Word 2013: Level 1. 6 sessions, $470* (includes a $150 lab fee)

96334 S 9/12–10/17 9 a.m.–4 p.m. Largo

DPR-790 Introduction to Microsoft Word 2013: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include: how to create, edit, format and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Word 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

96336 TTh 9/1–9/17 6:30–9:30 p.m. CAT-135

DPR-791 Introduction to Microsoft Word 2013: Level 2 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2013. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisite: Introduction to Microsoft Word 2013: Level 1. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft Word 2013, Level 2. 6 sessions, $250* (includes a $90 lab fee)

96342 MW 11/23–12/14 6:30–9:30 p.m. CAT-135

DPR-814 Microsoft Excel 2013: Level 1 1.2 CEUs
Learn to create, modify, print, and format worksheets, use templates, styles and Auto-Formats, and find and replace data. Prerequisite: Working with Windows or equivalent. 4 sessions, $215* (includes a $120 lab fee)

98667 TTh 10/13–10/22 6:30–9:30 p.m. LCC-205

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. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Excel 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

96340 TTh 9/22–10/8 6:30–9:30 p.m. CAT-135

DPR-783 Intermediate Microsoft Excel 2013: Level 2 1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2013. Topics include how to 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. Students should bring a USB-compatible flash drive to each class. Prerequisite: Introduction to Microsoft Excel 2013: Level 1 Text required: Microsoft Excel 2013. 6 sessions, $250* (includes a $90 lab fee)

96338 TTh 11/3–11/19 6:30–9:30 p.m. CAT-135

DPR-785 Introduction to Microsoft Access 2013 1.8 CEUs
This course introduces the Microsoft Access 2013 database program. The program enables one to design and create databases that allow for presentation, analysis, and sharing of data. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Access 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

96341 MW 10/12–10/28 6:30–9:30 p.m. CAT-135

DPR-787 Introduction to PowerPoint 2013 0.6 CEU
This class covers the introductory functions of the presentation software, Microsoft PowerPoint. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft PowerPoint 2013, Level 1. 2 sessions, $110* (includes a $50 lab fee)

96337 S 9/19–9/26 9 a.m.–12 p.m. CAT-135

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HELP DESK
301-546-0873 or itcerts@pgcc.edu

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

Students in this program should have a strong interest in and understanding of customer service and a working knowledge of IT technologies including Windows (version XP or higher), the Internet, and a basic understanding of Microsoft Word and/or Excel.

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

- Two courses in MS-Office products (any version) such as Word, Excel, PowerPoint, or Access
- Desk Technology: Part 1
- Help Desk Technology: Part 2
- Troubleshooting: Window
- Troubleshooting: MS-Word
- Troubleshooting: MS-Access
- or Troubleshoot Excel: Help Desk

Once a student has completed these requirements, he/she should contact the office at the number or email above for verification and to request a certificate.

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

96339  S  10/17-10/24 9 a.m.-12 p.m.  CAT-135

DPR-788 Introduction to Microsoft Project 2013: Level 1
1.8 CEUs
This course is designed to teach the basic features of Microsoft Project 2013. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships, create, assign, and manage resources, work with views and tables; finalize a task plan; and more. Students should bring a USB-compatible flash drive to each class. Text required: Microsoft Project 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

95309  TTh  9/5-10/1 6:30-9:30 p.m.  CAT-105

DPR-789 Introduction to Microsoft Project 2013: Level 2
1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2013 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish; evaluating individual tasks and assigned schedules, analyzing project progress; analyzing critical paths and costs and overall project success; and more. Prerequisite: DPR-788 Introduction to Microsoft Project 2013. Text required: Microsoft Project 2013, Level 1. 6 sessions, $250* (includes a $90 lab fee)

95310  TTh  11/3-11/19 6:30-9:30 p.m.  CAT-105

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)

95312  S  11/7-11/21 9 a.m.-12 p.m.  CAT-135

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

95313  W  11/18-12/9 6:30-9:30 p.m.  Largo

DPR-835 Help Desk Technology: Part 1
0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: basic understanding of the personal computer, the network environment and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)

95315  TTh  9/8-9/10 6:30-9:30 p.m.  Largo

DPR-836 Help Desk Technology: Part 2
0.6 CEU
This is a continuation of Help Desk Technology Part 1, in which help desk software will be introduced. Prerequisites: a basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No text required. 2 sessions, $110* (includes a $50 lab fee)

95314  TTh  9/22-9/24 6:30-9:30 p.m.  Largo
### DPR-809 Troubleshooting MS-Word for Help Desk Technology 0.9 CEU
In this hands-on class, students will explore typical Windows and Microsoft Word error messages and see how to resolve them as well as other ways to keep the personal computer operating at its peak capacity. **3 sessions, $150* (includes a $50 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>DPR-809</td>
<td>W</td>
<td>9/10–10/14</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
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### DPR-776 Troubleshooting MS-Windows 7 0.9 CEU
This course is part of the Computer Help Desk Technology program. In this hands-on class the student will be shown the common MS-Windows software error messages how to solve them and other ways to keep the computer drives clear and software running right in order to protect the PC and its data. **3 sessions, $150* (includes a $50 lab fee)**

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tr>
<td>DPR-776</td>
<td>W</td>
<td>9/30–10/14</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
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</table>

### DPR-820 Introduction to Cloud Computing Technologies 1.6 CEUs
This introductory course provides the training and knowledge required to effectively evaluate and assess the business and technical benefits of cloud computing and analyze cloud application use for your organization. Cloud Computing provides a simple way to access servers, storage, databases and a broad set of application services over the Internet. **4 sessions, $240* (includes a $80 lab fee)**

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<tr>
<th>Course Code</th>
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<th>Times</th>
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<td>8/26–9/26</td>
<td>9 a.m.–1:15 p.m.</td>
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</table>
CONTINUING EDUCATION CERTIFICATE, INTERNET WEBMASTER

The eight-course Internet webmaster certificate program is now available either online or as a hybrid in combination with traditional classroom-taught courses!

This certificate program is devised to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. To start this program, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have at least an intermediate knowledge of the Internet. Consequently, courses that provide an introduction to Windows or the Internet do not qualify as fulfilling program requirements.

Coursework cannot be used to fulfill requirements in multiple certificate programs.

Online Program Delivery. For additional courses please go to www.ed2go.com/pgcc.

• DPR-741 Introduction to Creating WordPress Web Sites
• DPR-766 Creating WordPress Websites 2
• DPR-393 Designing Effective Websites
• DPR-485 Creating Web Pages: Part 1
• DPR-409 Achieving Top Search Engine Positions for Your Website
• DPR-651 Intermediate Java Programming
• DPR-340 Introduction to PHP and MySQL
• DPR-672 Introduction to CSS and XHTML
• DPR-717 Introduction to Dreamweaver CS6
• DPR-718 Introduction to Flash CS6
• DPR-329 Java for the Beginner
• DPR-651 Intermediate Java Programming
• DPR-780 Introduction to InDesign CS6
• DPR-724 Introduction to Google Analytics
• DPR-479 C++ for the Absolute Beginner
• DPR-779 Introduction to Illustrator CS6

*Others can be substituted by exploring the ed2go website at www.ed2go.com/pgcc.

CONTINUING EDUCATION CERTIFICATE, WEB DESIGN AND MANAGEMENT

Requirements for the eight-course Hybrid Program Delivery include successful completion of the following core knowledge and elective courses, qualifying the student for a certificate in Web Design and Management.

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

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

DPR-767 Web Design: Part I  1.5 CEUs

In this first course in the series Students use all hands-on activities that require no prior knowledge of hypertext markup language (HTML) to create web pages using different layouts, images with rounded corners, etc. Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser.


5 sessions, $240* (includes a $100 lab fee)
DPR-768 Web Design: Part 2  1.5 CEUs
The second course in this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embedded multimedia (audio or video) files. Prerequisite: Web Design: Part 1. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 9781111526443. 5 sessions, $240* (includes a $100 lab fee)

96332 MW 11/2-11/16 6-9 p.m. Largo

DPR-769 Web Design: Part 3  1.5 CEUs
The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 9781111526443. 5 sessions, $240* (includes a $100 lab fee)

96333 MW 11/30-12/14 6-9 p.m. Largo

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

APP-432 Ipad: The Basics  0.3 CEU
This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed. 1 session, $50

95292 S 10/24-10/24 9:30 a.m.-12:30 p.m. CAT-137
95293 S 11/21-11/21 9:30 a.m.-12:30 p.m. CAT-137

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

APP-300 Quick Guide: Using the Mac: Part 1  0.6 CEU
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. 2 sessions, $65* (includes a $25 lab fee)

95288 S 9/2-9/9 9:30 a.m.-12:30 p.m. CAT-137

APP-301 Quick Guide: Using the Mac: Part 2  0.6 CEU
This class begins with a quick review of e-mail, iCal and iChat, including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser, see how to use the Digital Video Disc (DVD) player and iTunes, and find out how to install Boot Camp. Recommended: completion of APP-300 or experience with topics from that class. 2 sessions, $65* (includes a $25 lab fee)

95289 S 10/3-10/10 9:30 a.m.-12:30 p.m. CAT-137

DPR-794 Ethical Hacking and Network Defense I  5.3 CEUs
This course provides in-depth understanding of how to effectively protect computer networks. Students will learn 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 is DPR-702 or Security + at another institution. Call the Prince George’s Community College Bookstore for text requirements. 15 sessions, $380* (includes a $150 lab fee)

98297 TTh 8/25-10/13 6-10 p.m. Largo
98296 TTh 8/25-12/10 11 a.m.-12:40 p.m. Largo (30 sessions)

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, learn federal and state computer crime laws, and penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: DPR-702 and DPR-794 or Security + at another institution. This class meets concurrently with credit course INT-2680. Call the Prince George’s Community College Bookstore for text requirements. 15 sessions, $380* (includes a $150 lab fee)

98301 TTh 10/15-12/10 6-9:40 p.m. CAT-315
98304 M 8/24-12/7 6-9:40 p.m. CAT-215
98299 MW 8/24-12/9 2-3:40 p.m. CAT-107 (30 sessions)
98300 TTh 8/25-12/10 11 a.m.-12:40 p.m. Largo (30 sessions)

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 $50 lab fee)

96328 S 10/10-10/31 9 a.m.-1 p.m. CAT-105

George’s Community College Bookstore

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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. Call the Prince George's Community College bookstore for textbook requirements. (a separate purchase.)  
15 sessions, $380* (includes a $150 lab fee)

98317 MW 8/24-10/14  6-9:40 p.m.  CAT-107  
98318 Th 8/25-12/10  1-2:40 p.m.  CAT-107  
98319 F 8/28-12/11  12-3:40 p.m.  CAT-107  
98320 MW 10/19-12/2  6-9:40 p.m.  CAT-107

DPR-703 CISSP Preparation  
4.5 CEUs

This course explores and reviews all ten 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-1620. Call the Prince George's Community College Bookstore for textbook requirements.  
15 sessions, $442* (includes a $114 lab fee)

98321 W 8/26-12/9  6-9:40 p.m.  CAT-325

DPR-735 CompTIA Network+ Certification Preparation  
5.0 CEUs

This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Call the Prince George's Community College Bookstore for textbook requirements.  
15 sessions, $380* (includes a $140 lab fee)

98271 S 8/22-12/12  9:00 a.m.-12:30 p.m.  CAT-315  
98270 M 8/24-12/9  6-9:30 p.m.  CAT-315  
98268 M 8/24-12/7  1-4:30 p.m.  CAT-315  
98266 M/W 8/24-12/9  10 a.m.-2:05 p.m.  CAT-315  
(30 sessions)

CNT-445 CCNA 1: Introduction to Cisco Networking  
6.0 CEUs

This is the first of a four-course sequence preparing for the 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. Text required: call Prince George's Community College bookstore.  
15 sessions, $660* (includes a $220 lab fee)

98287 TTh 8/25-10/13  5-9:30 p.m.  CAT-323  
98288 TTh 8/25-10/13  5:30-9:30 p.m.  CAT-323  
98289 TTh 8/25-10/13  5:30-9:30 p.m.  CAT-303

CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE

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

CCNA Routing and Switching Certification

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

CompTia Certifications—A+, Network+, Security+

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

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

Prince George's Community College(PGCC) is pleased to announce that we have become a public Pearson VUE testing center. A Pearson VUE testing center delivers computer-based certification and licensure tests for various testing programs in secure test centers. PGCC has joined with the world's largest network of test centers in 175 countries across the world. PGCC will be offering over a wide variety of tests such as GED®, A+, Net+, Security+ and any other tests found at www.pearsonvue.com. The testing center can be found in the Center for Advanced Technology in Room CAT-139.

PGCC will now be able to offer our students classes and then the ability to take their exam in their own “comfortable” environment. This will also give PGCC the ability to work with our students and help them to pursue their dreams even further. Each student will be able to become nationally certified in many different areas of study.
CNT-446 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. Text required: call Prince George's Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)
98291 TTh 10/15–12/10 5:30–9:30 p.m. CAT-323
98292 Th 10/15–12/10 5:30–9:30 p.m. CAT-323

CNT-447 CCNA 3: Scaling 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. Text required: call Prince George's Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)
98294 MW 8/24-10/14 5:30–9:30 p.m. CAT-323
98295 MW 8/24-10/14 1–5 p.m. CAT-323

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. Text required: call Prince George's Community College bookstore.
15 sessions, $660* (includes a $220 lab fee)
98327 MW 10/19–12/9 5:30–9:30 p.m. CAT-323
98326 MW 10/19–12/9 1–5 p.m. CAT-323

DPR-800 Linux Operating System I 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, $360* (includes a $150 lab fee)
98324 MW 8/24-12/9 9:10-10:40 a.m. CAT-213 (30 sessions)
98325 MW 8/24-10/14 6:9-9:40 p.m. Largo

DPR-801 Linux Operating System II 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 I. 15 sessions, $360* (includes a $150 lab fee)
98328 MW 10/19–12/9 6:9-9:40 p.m. Largo

DPR-320 Repair and Maintenance of Personal Computers 1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will include basic safety tips and the care and feeding of the hard disk drive. Text and tool kit required as specified in first class. Prerequisite: experience in personal computer hardware, operating systems, networking and troubleshooting. Topics covered include basic software packages, troubleshooting common computer components, and troubleshooting common computer components. 4 sessions, $210* (includes a $55 lab fee)
95334 F 9/11–10/2 6-9 p.m. Largo
95335 F 11/6–12/4 6-9 p.m. Largo

DPR-303 Build Your Own Computer 1.8 CEUs
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class. 4 sessions, $185* (includes a $45 lab fee)
98344 F 10/9–10/30 6:30–9:30 p.m. Largo

DPR-805 IT Fundamentals 6.0 CEUs
This course is designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Text required: Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, (4th edition) (Exams 220-801 & 220-802) (paperback). 22 sessions, $650* (includes a $150 lab fee)
95333 MWTh 10/19–12/10 6:30–9:45 p.m. Largo

DPR-697 CompTIA A+ Certification Preparation: Part 1 6.5 CEUs
This course is the first of a two part series designed to train those who want to become CompTIA A+ certified 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. Text required: Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, (4th edition) (Exams 220-801 & 220-802) (paperback). 22 sessions, $650* (includes a $150 lab fee)
95332 MWTh 8/31–10/15 6:30–9:45 p.m. Largo

DPR-805 IT Fundamentals 6.0 CEUs
This course is designed for individuals pursuing professional development training in information technology (IT) 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. 20 sessions, $500* (includes a $125 lab fee)
96330 WF 9/16–11/20 6-9 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
ONLINE TRAINING
301-546-0873 or itcerts@pgcc.edu

COMPUTER ONLINE TRAINING
All students registering for online course(s) with the ed2go delivery format (indicated by “E2GO”) must have Internet access, an Internet browser (Internet Explorer), and a working e-mail account. Please see the registration instructions and other important information for online students under the “eLearning@PGCC” section (at the end of this Schedule).

No refunds are issued after the start of class. Students taking online ed2go courses first should visit the ed2go Online Instruction Center at www.ed2go.com/pgcc. The ed2go Online Instruction Center provides a comprehensive checklist of the system requirements necessary to successfully perform each online course. The checklist for a specific course can be accessed at the ed2go site: www.ed2go.com/pgcc. The “eLearning@PGCC” section (at the end of this Schedule) contains a list of Frequently Asked Questions and the college’s policies regarding registration, refund, and other procedures. All students registering for online course(s) with the ed2go delivery format (indicated by “E2GO”) must have Internet access, an Internet browser (Internet Explorer), and a working e-mail account. Please see the registration instructions and other important information for online students under the “eLearning@PGCC” section (at the end of this Schedule).

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

98243 WF 9/16–11/6 online E2GO
98244 WF 10/14–12/4 online E2GO
98246 WF 11/1–1/1 online E2GO
98247 WF 12/9–1/29 online E2GO

DPR-393 Designing Effective Websites 2.4 CEUs
Creating a Web site is so easy almost anyone can do it. You need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! 12 sessions, $140* (includes a $65 lab fee)

98252 WF 9/16–11/6 online E2GO
98254 WF 10/14–12/4 online E2GO
98255 WF 11/1–1/1 online E2GO
98258 WF 12/9–1/29 online E2GO

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

98248 WF 9/16–11/6 online E2GO
98249 WF 10/14–12/4 online E2GO
98250 WF 11/1–1/1 online E2GO
98251 WF 12/9–1/29 online E2GO

DPR-649 Wireless Networking 2.4 CEUs
In this course you’ll be shown how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain from www.adobe.com/downloads by clicking on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft-Windows ’95 or higher.

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

98260 WF 9/16–11/6 online E2GO
98262 WF 10/14–12/4 online E2GO
98263 WF 11/1–1/1 online E2GO
98265 WF 12/9–1/29 online E2GO

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

98438 WF 9/16–11/6 online E2GO
98439 WF 10/14–12/4 online E2GO
98441 WF 11/1–1/1 online E2GO
98442 WF 12/9–1/29 online E2GO

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 and completion of Introduction to Networking.

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

98443 WF 9/16–11/6 online E2GO
98444 WF 10/14–12/4 online E2GO
98445 WF 11/1–1/1 online E2GO
98446 WF 12/9–1/29 online E2GO
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<td>97575</td>
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<td>97607</td>
<td>WF</td>
<td>12/9–1/29</td>
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<td>97570</td>
<td>WF</td>
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<td>97576</td>
<td>WF</td>
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<td>DPR-710 Introduction to Microsoft Excel 2010</td>
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</table>
DPR-717 Introduction to Dreamweaver CS6 2.4 CEUs
In this course, you will be taught how to use Dreamweaver's intuitive toolset to structure text, and investigate the myriad formatting options CSS provides. You will work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. 12 sessions, $140* (includes a $65 lab fee)

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DPR-718 Introduction to Flash CS6 2.4 CEUs
In this course, learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We will start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie-how to use the Flash timeline, layers and frames to detail at the anatomy of a Flash movie-how to animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie-how to use the Flash timeline, layers and frames to. By the time we're done, you'll be comfortable with Java programming and ready for more. 12 sessions, $140* (includes a $65 lab fee)

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

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

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

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DPR-671 Advanced Personal Computer Security
This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. 12 sessions, $140* (includes a $65 lab fee)

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

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</table>
DPR-741 Introduction to Creating WordPress Web Sites  
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, $140* (includes a $65 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, $140* (includes a $65 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. You will create your own Android, Blackberry, and Windows Phone apps.  
12 sessions, $140 (includes a $65 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, $140* (includes a $65 lab fee)

CONSTRUCTION MANAGEMENT

CONSTRUCTION 301-546-3075

CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION MANAGEMENT

This seven-course program was developed by the nationally recognized Construction Education Committee to meet the needs of the construction industry. The first three courses may be taken in any order, then the next two in the order shown. Elective courses may be taken at any time during the program.

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

Two elective courses; these may be selected from the full list of courses under Construction Management in any of the college's continuing education schedules.

CST-334 Construction Enterprise Project  
4.2 CEUs
This is a capstone class, drawing on the students' knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the "real life" every day workings of a construction company.  
15 sessions, $450* (includes a $135 lab fee)

CST-396 Construction Management 2  
4.2 CEUs
This course introduces the student to the overall contracting requirements of the construction project. Topics include the required contract documents, scope of work, and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CST-335.  
15 sessions, $450* (includes a $135 lab fee)

CST-317 Leadership in Construction  
4.2 CEUs
This course explores the principles of effective leadership as it applies to the construction industry, both in the field and in the office. Rather than using a lecture format, discussion is used to draw out the student's personal experience of high quality leadership. Directed towards all levels of responsibility from field foreman to upper management. Text required.  
15 sessions, $450* (includes a $135 lab fee)

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. Text required at first class.  
15 sessions, $450* (includes a $135 lab fee)
FALL 2015

CONTINUING EDUCATION

CONSTRUCTION SKILLED TRADES

BUILDING MAINTENANCE
301-546-0894

BUILDING MAINTENANCE
AND APARTMENT MAINTENANCE
TECHNICIANS CONTINUING
EDUCATION CERTIFICATES

General maintenance and repair workers are employed in almost every industry, in businesses, apartments, condominiums, and in other facilities. Technicians are required to perform a wide variety of general building maintenance repairs and services, and while on-the-job training is important, foundational training in a professional workforce development program is essential to success. Prince George’s Community College offers a Continuing Education Certificate in Building Maintenance Engineer upon completion of:

- OCU-404 Building Maintenance Engineer, Level 1
- OCU-402 Building Maintenance Engineer, Level 2

These courses are offered at PGCC’s Skilled Trades Center, located at 6400 Old Branch Ave in Camp Springs, MD. For more information contact the number above.

OCU-404 Building Maintenance Engineer: Level 1 4.5 CEUs

Covers basic knowledge needed for entry level positions in building maintenance. Should be taken concurrently with OCU-402. Topics include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair (e.g. locks, screens, blinds, window glass); hardware and fasteners; roofing, floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $540* (includes a $30 lab fee)

96217 W 9/30-1/27 5-8 p.m. STC
OUC-402 Building Maintenance Engineer: Level 2  4.5 CEUs
Provides hands-on training to coincide with the knowledge training provided in OUC-404. Should be taken concurrently with OUC-404. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden.  15 sessions, $570* (includes a $30 lab fee)

96218 Th 10/1-1/28 5-8 p.m. STC

BUILDING INFORMATION MODELING
301-546-8514 or jonesce@pgcc.edu

OUC-460 Introduction to Building Information Modeling  3.0 CEUs
This course is designed for individuals just getting started in accessing data built into 3D models and new to Building Information Modeling (BIM). Students will be introduced to the basics of BIM and the NWD file format. Students will be shown how to open new NWD and 3D DWF files, and view model hierarchy, object properties, and embedded review data. The class will discuss the main functionality and features of AutoDesk Navisworks Freedom navigation tools. This course will also require 19.5 hours of self-paced training to master course objectives.  3 sessions, $350* (includes a $100 lab fee)

99308 W 9/16-9/30 6-9:45 p.m. WTC

COMPUTER-AIDED DRAFT (AUTOCAD)
301-546-0774 or iterts@pgcc.edu

CST-435 AutoCAD Revit Architecture and BIM  6.3 CEUs
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. Course meets concurrently with credit course ENT-1680.  15 sessions, $420*

96684 M 8/24-12/7 6-9:20 p.m. CAT-313

CST-394 Introduction to Computer-Aided Drafting with AutoCAD  6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required.  30 sessions, $440*

96682 MW 8/24-12/9 1-2:40 p.m. CAT-313
96683 T 8/25-12/8 6-9:20 p.m. CAT-313

CONSTRUCTION INDUSTRY

OSHA-10
301-546-8514 or jonesce@pgcc.edu

CST-422 OSHA 10  1.0 CEUs
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, $175 (includes a $75 lab fee)

99323 Th/F 10/15-10/16 7:30 a.m.-12 p.m. WTC

OUC-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, $335* (includes a $100 lab fee)

99319 WF 8/26-9/4 9 a.m.-5 p.m. WTC

APARTMENT MAINTENANCE TECHNICIAN
301-546-0894

APARTMENT MAINTENANCE TECHNICIAN CERTIFICATE
This program is designed as an introduction for new maintenance professionals or as a refresher for the veteran employee, to give these professionals the knowledge and tools to run an effective maintenance program.

For more information, contact us at the number above.

CORE SKILLS
301-546-0894

CORE: INTRODUCTORY CRAFT SKILLS
A prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing.

Option 1
• OUC-410 Core: Introductory Craft Skills

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

OUC-410 Introductory Craft Skills (Core)  7.3 CEUs
A prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook and calculator required: NCCER Core Curriculum (4th edition).  10 sessions, $985* (includes a $40 lab fee)

96212 S 9/12-1/14 8:30 a.m.-5 p.m. STC
**ELECTRICITY AND ADVANCED ELECTRICAL**

301-546-8514 or jonesce@pgcc.edu

**CONTINUING EDUCATION CERTIFICATE, CONSTRUCTION ELECTRICIAN**

This Construction Electricity program is designed to meet the needs of students who seek employment or are working towards a career in the construction area of the electrical field. The certificate requires the student's satisfactory completion of the residential wiring and construction electricity programs. The Electrical Certification Program has expanded to include certificates in Electrical Levels 3 and 4.

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

**OCU-408 CORE: Introductory Craft Skills: Part 1**

Prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Textbook and calculator required at first class: *NCCER Core Curriculum* (4th edition). 13 sessions, $510* (includes a $20 lab fee)

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**OCU-416 CORE: Introductory Craft Skills: Part 2**

This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook required at first class: *NCCER Core Curriculum*, (4th edition). 13 sessions, $510* (includes a $20 lab fee)

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**ELC-312 Electrical: Level 2**

This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, grounding and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Prerequisite: ELC-322: Residential Wiring, Level 1, Part 3. Textbook and calculator required. 17 sessions, $760* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>96350</td>
<td>MW</td>
<td>8/24-10/21</td>
<td>6-9 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

**ELC-351 Electrical Level 4: Part 3**

This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 4 electrical curriculum. Topics will include motor operation and maintenance, medium voltage terminations/splines, special locations and fundamentals of crew leadership. Prerequisite: Electrical Level 4 part 2. Textbook: *NCCER Electrical Level 4*. 18 sessions, $855* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<td>80568</td>
<td>MW</td>
<td>8/24-10/28</td>
<td>6-9:30 p.m.</td>
<td>WTC</td>
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**ELC-323 Construction Electricity 2: Part 1**

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

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>96355</td>
<td>MW</td>
<td>11/2-12/6</td>
<td>6-9:30 p.m.</td>
<td>WTC</td>
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**CST-436 Grounding and Bonding Separately Derived Systems & Calculation**

1.0 CEUs

Students will gain an understanding of how to correctly ground separately derived systems, size conductors for different systems and correctly size equipment for the available fault current. We will study a transformer and a generator, and the NEC articles associated with them. Instructor will provide students with the local Prince George's County AHJ requirements. If time allows we will include a quick refresher on performing one basic residential and commercial calculation. However, this course will primarily focus on grounding and bonding, with PowerPoint slides and hands-on materials. 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)

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
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<td>FS</td>
<td>9/11-9/12</td>
<td>5-9:30 p.m.</td>
<td>WTC</td>
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</table>
HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION)
301-546-0894 (STC)
301-546-8514 (WTC)

CONTINUING EDUCATION CERTIFICATES, HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R) SYSTEM 1 AND 2

HVAC/R (HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION) systems are found in nearly all commercial, residential and industrial buildings in various forms and configurations. These systems require skilled technicians for installation, diagnostics, repair and maintenance to ensure proper temperature, humidity and total air quality of dwellings. A Continuing Education Certificate in HVAC/R System 1 recognizes completion of a series of courses consisting of the National Center of Construction Education and Research (NCCER) HVAC Level 1, Level 2 and Core Introductory Craft Skills curricula. A Certificate in HVAC/R Systems 2 consists of NCCER Level 3 and Level 4. Together these courses are designed to prepare HVAC/R students for entry and advancement in this growing industry.

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 to finalize the mailing list. Textbook required: EPA certification Exam Prep Manual (7th edition) Eco Institute. Note: students must read the entire textbook prior to the first class session. 2 sessions, $270* (includes a $40 lab fee)

98377 ThF 10/5-10/16 5-9 p.m. STC

HVC-332 HVAC/R Level 1: Part 1
This course is the first half of Level 1 of the National Center for Construction Education and Research (NCCER) Level 1 curriculum for HVAC/R students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Textbook required at first class: NCCER HVAC Level 1 (4th edition). 25 sessions, $940* (includes a $30 lab fee)

98371 TTh 10/29-2/9 5:45-9:30 p.m. STC

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

98368 ThF 11/1-1/16 5-9 p.m. STC

HVC-336 HVAC/R Level 2: Part 3
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include Basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Textbook required. 9 sessions, $335* (includes a $50 lab fee)

96343 MW 8/24-9/23 6-9:30 p.m. WTC

HVC-342 HVAC/R Level 2: Part 4
This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include Basic installation and maintenance practices, sheet metal, fiberglass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Textbook required. 25 sessions, $940* (includes a $30 lab fee)

98377 ThF 10/5-10/16 5-9 p.m. STC

HVC-341 HVAC/R Level 3: Part 1
This course introduces the National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include hardware, fasteners, troubleshooting control circuits/motors, and cooling. Prerequisites: HVAC/R Level 2, Textbook required at first class: NCCER HVAC Level 3 (4th edition). 18 sessions, $740* (includes a $30 lab fee)

96384 MW 10/14-12/6 6-9:30 p.m. STC

HVC-361 HVAC/R Level 3: Part 2
This course is a continuation of National Center for Construction Education and Research (NCCER) Level 3 curriculum for HVAC/R. Topics include ductless equipment, zone control systems, troubleshooting heat pumps, gas heating, oil heating, and accessories. Prerequisites: HVAC/R Level 2. Textbook required at first class: NCCER HVAC Level 3 (4th edition) 16 sessions, $660* (includes a $30 lab fee)

98395 MW 1/4-3/2 6-9:30 p.m. STC

GENERAL LOCKSMITHING
301-546-8514 or jonesce@pgcc.edu

CONTINUING EDUCATION CERTIFICATE, GENERAL LOCKSMITHING
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening. A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:

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

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

KEY-301 Locksmithing 102
4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $590* (includes a $100 lab fee)

96344 MW 10/14-12/6 5:30-9 p.m. WTC
MASONRY
301-546-8514 or jonesce@pgcc.edu

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

BASIC PLUMBING
301-546-0894

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

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

Training is provided at the Skilled Trades Center 6400 Old Branch Ave. Temple Hills MD 20748

RESIDENTIAL MAINTENANCE
301-546-0894

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 $30 lab fee)

96216 T 12/1-12/15 6-9 p.m. STC

OCU-330 Plumbing Repair: Basic Skills 1.2 CEUs
This hands-on course introduces the basic skills needed to repair and maintain an existing plumbing system. Textbook: Step by Step Guide Book on Home Plumbing. Instructor: Janaina Rocha. 4 sessions, $175* (includes a $30 lab fee)

96215 T 1/3-1/14 6-9 p.m. STC

OCU-331 Drywall Installation and Repair 1.5 CEUs
This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 5 sessions, $210* (includes a $30 lab fee)

96214 T 9/1-9/29 6-9 p.m. STC

OCU-340 Ceramic Tile Installation and Repair 1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to install, remove, and replace ceramic wall and floor tile. Topics include safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: SmartGuide-Tile Step by Step. Instructor: Janaina Rocha. 4 sessions, $174* (includes a $30 lab fee)

96213 MT 10/6-10/26 6-9 p.m. STC

WELDING
301-546-8514 or jonesce@pgcc.edu

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 (OFC-A), welding safety, weld quality, shield metal arc welding (SMAW) processes, the flat and horizontal positions on various joint details. All welds will meet the American Welding Society (AWS) qualification standards. 15 sessions, $850* (includes a $250 lab fee)

99318 TTh 8/25-10/13 6-9:30 p.m. WTC

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); welding and cutting processes. It will also include base metal; shielded metal arc welding electrodes; joint fit-up/alignment; groove welds with backing; and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification Standards. 15 sessions, $850* (includes a $250 lab fee)

99321 TTh 10/20-12/15 6-9:30 p.m. WTC

For information on our masonry program please contact the number above.
COSMETOLOGY/BRAIDING/MAKEUP

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

COSMETOLOGY
This 1500 clock-hour program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills. Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon's Beauty School will facilitate the PGCC Cosmetology program. Harmon's Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $7,000.00. Additional fees of approximately $1,750.00 (registration, entrance exam, textbooks, labs, and cosmetology kit). Prerequisites: High School Diploma/ GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security card and federal/state identification must be provided at time of exam.

To set up an appointment for the entrance exam or have questions answered, call the number above. Please identify yourself as a Prince George's Community College student.

COS-310 Cosmetology: Part 1
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control properties of the hair and scalp methods of draping and preparing the client for services and procedures for shampooing, rinsing, conditioning and permanent waves. Entrance letter from Prince George's at Harmon's is required to register. $425 (includes a $50 lab fee)

OWNERSHIP IN THE BEAUTY, BARBER, AND WELLNESS INDUSTRY

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

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

CORE COURSES
(START-UP) 14 hours
Opening a Salon 3 hours
Successfully Managing a Beauty Salon 3 hours
Successful Business Start-Up 2 hours
Making it Count in the Beauty Industry: Planning 3 hours
Making it Count in the Beauty Industry: Pricing and Budgeting 3 hours

(FINANCE) 6 hours
Basic Federal Tax Information for Small Businesses 6 hours
Financial Aspects of Your Business 6 hours
Accounting and Recordkeeping for Small Business 6 hours

(LEGAL) 6 hours
Legal Issues for Business Owners (Insurance) 6 hours
Business Formation Basics 6 hours

(MARKETING) 6 hours
Marketing Strategies for Today and Tomorrow 6 hours
Social Media Strategy 3 hours
OR any other Marketing course listed in the schedule.

PROFESSIONAL BRAIDING
301-546-0120 or 301-546-0158

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

OCU-430 Professional Braiding: Level 1
Topics include an overview of natural hair care, sanitation and infection control, shampooing and rinsing, blow drying, sectioning and parting, hand placement, and hands-on practice. Prerequisite: OCU-435: Hair Braiding Techniques for Home Practice, or a strong knowledge of the techniques of cornrowing, plaiting and braiding. Textbook required.
5 sessions, $235* (includes a $75 lab fee)

OCU-431 Professional Braiding: Level 2
Topics include ergonomics, hair and scalp disorders, client consultation and prep, two strand twist, flat two strand twist, French braid, and fish tail braid, with hands-on practice. Prerequisite: OCU-430. 5 sessions, $235* (includes a $75 lab fee)
OCU-432 Professional Braiding: Level 3
Topics include a continuation of Level 2 braids and introduction of extension with burn finishing with a corn row and a braid, Senegalese braid and Corkscrew braid, hands-on practice. Prerequisite: OCU-431. 5 sessions, $235* (includes a $75 lab fee)

OCU-438 Natural Hair Care & Locking Techniques
Natures Answers 2 Perfect Styling (The N.A.P.S. Program) This course is for the professional hair stylist who wishes to increase and perfect their skills level and methods for starting, maintaining and styling locks without the use of caustic chemicals. 5 sessions, $220 (includes a $50 lab fee)

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)

OCU-436 Bridal and Special Occasion Makeup
Occasionally, you may be invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your makeup to the next level. Bring your own makeup, and you will be taught to achieve a soft, more polished natural appearance or a special glam look. Students will be taught about skin care and will practice makeup techniques using their own beauty supplies. Andi Bradshaw has over twenty years of experience in the cosmetics field. 1 session, $69 (includes a $50 lab fee)

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, $160* (includes a $60 lab fee)

CREATIVE AND PERFORMANCE ARTS

CREATIVE WRITING

SKB-326 Write Fiction like a Pro
This class presents the dramatic story structure, and how to turn a bare-bones story structure into a three to five page story outline. The principles of story structure will be useful for other types of writing as well, including term papers, dissertations, non-fiction, business reports, even poetry and song writing. 12 sessions, $140* (includes a $65 lab fee)

SKB-327 Write Nonfiction like a Pro
This course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. The course will show the student how to analyze their work and how to correct spelling and punctuation. 12 sessions, $140* (includes a $65 lab fee)
### SKB-307 The Craft of Magazine Writing  
**2.4 CEUs**  
This class shows the student many of the writing principles and publishing methodologies used in the magazine publishing industry.  
**12 sessions, $140* (includes a $65 lab fee)**

**97889 WF 9/16–11/6 online E2GO**  
**97890 WF 10/14–12/4 online E2GO**  
**97891 WF 11/1–1/1 online E2GO**  
**97892 WF 12/9–1/29 online E2GO**  

### SKB-367 Writing Your Life’s Story  
**2.4 CEUs**  
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro.  
**12 sessions, $140* (includes a $65 lab fee)**

**98170 WF 9/16–11/6 online E2GO**  
**98171 WF 10/14–12/4 online E2GO**  
**98172 WF 11/1–1/1 online E2GO**  
**98173 WF 12/9–1/29 online E2GO**  

### 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, quote; and facts.  
**12 sessions, $140* (includes a $65 lab fee)**

**97893 WF 9/16–11/6 online E2GO**  
**97894 WF 10/14–12/4 online E2GO**  
**97895 WF 11/1–1/1 online E2GO**  
**97896 WF 12/9–1/29 online E2GO**  

### SKB-393 Beginner’s Guide to Getting Published  
**2.4 CEUs**  
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers, clubs and the future of publishing.  
**12 sessions, $140* (includes a $65 lab fee)**

**98179 WF 9/16–11/6 online E2GO**  
**98180 WF 10/14–12/4 online E2GO**  
**98181 WF 11/1–1/1 online E2GO**  
**98182 WF 12/9–1/29 online E2GO**  

### SKB-382 Internet Writing Markets  
**2.4 CEUs**  
A professional writer will help you discover a variety of markets for your written work.  
**12 sessions, $130* (includes a $65 lab fee)**

**98641 WF 9/16–11/6 online E2GO**  
**98642 WF 10/14–12/4 online E2GO**  
**98643 WF 11/1–1/1 online E2GO**  
**98644 WF 12/9–1/29 online E2GO**  

### SKB-465 Writing Young Adult Fiction  
**2.4 CEUs**  
From Harry Potter to Twilight, young adult fiction is one of the hottest genres for today’s novels. This course shows you how to develop your own young adult story step-by-step, from structuring your plot to polishing your final manuscript. You will be shown how to connect with teens and young adults, write breathtaking action scenes, and create realistic dialogue.  
**12 sessions, $140* (includes a $65 lab fee)**

**97805 WF 9/16–11/6 online E2GO**  
**97806 WF 10/14–12/4 online E2GO**  
**97807 WF 11/1–1/1 online E2GO**  
**97808 WF 12/9–1/29 online E2GO**  

### SKB-463 Writeriffic: Creativity Training for Writers  
**2.4 CEUs**  
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps.  
**12 sessions, $140* (includes a $65 lab fee)**

**98617 WF 9/16–11/6 online E2GO**  
**98618 WF 10/14–12/4 online E2GO**  
**98619 WF 11/1–1/1 online E2GO**  
**98620 WF 12/9–1/29 online E2GO**  

### SKB-402 Writing for Children  
**2.4 CEUs**  
Join a former executive editor of Scholastic children’s publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children’s literature and understand the various formats, whether it’s early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today’s market.  
**12 sessions, $140* (includes a $65 lab fee)**

**98635 WF 9/16–11/6 online E2GO**  
**98636 WF 10/14–12/4 online E2GO**  
**98637 WF 11/1–1/1 online E2GO**  
**98638 WF 12/9–1/29 online E2GO**  

### SKB-722 Beginning Writer’s Workshop  
**2.4 CEUs**  
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece.  
**12 sessions, $140* (includes a $65 lab fee)**

**98605 WF 9/16–11/6 online E2GO**  
**98606 WF 10/14–12/4 online E2GO**  
**98607 WF 11/1–1/1 online E2GO**  
**98608 WF 12/9–1/29 online E2GO**  

### SKB-462 Writing Your Own Life Story  
**2.4 CEUs**  
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro.  
**12 sessions, $140* (includes a $65 lab fee)**

**98639 WF 9/16–11/6 online E2GO**  
**98640 WF 10/14–12/4 online E2GO**  
**98641 WF 11/1–1/1 online E2GO**  
**98642 WF 12/9–1/29 online E2GO**  

### SKB-723 Beginning Writer’s Workshop  
**2.4 CEUs**  
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece.  
**12 sessions, $140* (includes a $65 lab fee)**

**98655 WF 9/16–11/6 online E2GO**  
**98656 WF 10/14–12/4 online E2GO**  
**98657 WF 11/1–1/1 online E2GO**  
**98658 WF 12/9–1/29 online E2GO**  

### SKB-461 Writing Your Own Life Story  
**2.4 CEUs**  
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro.  
**12 sessions, $140* (includes a $65 lab fee)**

**98659 WF 9/16–11/6 online E2GO**  
**98660 WF 10/14–12/4 online E2GO**  
**98661 WF 11/1–1/1 online E2GO**  
**98662 WF 12/9–1/29 online E2GO**  

### SKB-460 Writing Your Own Life Story  
**2.4 CEUs**  
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro.  
**12 sessions, $140* (includes a $65 lab fee)**

**98663 WF 9/16–11/6 online E2GO**  
**98664 WF 10/14–12/4 online E2GO**  
**98665 WF 11/1–1/1 online E2GO**  
**98666 WF 12/9–1/29 online E2GO**
FINE ARTS CREATIVITY
301-546-0797 or 301-546-5299

ART-372 Landscapes in Watercolor
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide material for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is $90. Instructor: Edward Taylor. 5 sessions, $155

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

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

ART-381 Drawing and Sketching
The objective of this course is for students to learn to draw what they see with pencils. In-class demonstrations and homework assignments will consist of practice, still life subjects, composition basics, and tonal techniques modeled by master artists. Sketchbook traditions will inspire the beginner, intermediate, or advanced student through artist biographies and samples. The instructor will provide the materials for the first class and distribute a supply list needed for subsequent classes. 5 sessions, $150

ART-405 Picture This: Image Transfers
Create your own abstract art work using photographs and photocopies. This one day workshop, taught by artist Sharon Robinson, will introduce you to techniques, materials and tools that will allow you to incorporate representative imagery into mixed media gems. Make assorted image transfers from copies and enhance old photographs to stand alone or be integrated into a collage. Please bring to class with you several black and white and color laser (not inkjet) photocopies of your favorite images and photographs. Additional photos, copies and materials will be provided. Instructor can be emailed with questions. 1 session, $69 (includes a $40 lab fee)

ART-383 More Mixed Media
Rev up your collage experience with an expanded repertoire of materials and techniques. Work on wood or canvas with an assortment of gels, household materials, and other assorted items. Make acrylic “skins”, image transfers and other unique elements to use in layering and developing three dimensional pieces, along with learning alternative methods of attaching objects. Bring one 16”x 20” canvas to first class (no canvas boards). Materials list will be handed out at first class. 4 sessions, $119 (includes a $50 lab fee)

ART-366 Intro to Creating Comics and Graphic Novels
Join freelance graphic novelist and animator Erin Novak in learning to create and draw your own comic or graphic novel as well as some of the history. Students will be taught the art of conveying story through imagery. Starting from lose concept and idea; learn tricks for creating memorable characters, smooth reading thumbnails, impactful poses and perspectives, and planning clean finalized pages. Sessions are meant to give a solid platform to start and grow on as they explore the medium. Materials required are a sketchbook, pencils (non-colored) a ruler, and lined notebook. Instructor: Erin Novack. 5 sessions, $155

GRAPHICS ART AND DESIGN
301-546-0873 or itcerts@pgcc.edu

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. Text: Exploring Typography, Thompson Delmar Cengage Learning, 2006 (Tova Rabinowitz, author). 25 sessions, $470 (includes a $50 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. Text required is the same as for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-546-0912 for that information. 24 sessions, $470* (includes a $50 lab fee)
DPR-808 Real World Graphic Design
1.8 CEUs
Real life, real-time graphic and web design projects using Adobe Photoshop and Adobe Illustrator. This course is a series of projects aimed at solving the "real world" problems ordinary people and graphic designers face in their day-to-day life as designers and business owners. All the projects in this course offer practical demonstrations of how to use Photoshop, Illustrator & InDesign software. Although the projects are practical examples of the type of work one might encounter, they are also fun, impressive examples of what you can achieve with this powerful software. Dive right in with Real World Graphic Designs. You'll be creating graphics within 2 class sessions!
6 sessions, $240* (includes a $90 lab fee)
96327 MW 11/2-11/18 6:30-9:30 p.m. CAT-103

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. No text required.
30 sessions, $470* (includes a $50 lab fee)
95326 MW 8/24-12/9 3-5:45 p.m. CAT-113

COM-347 Voice-overs: Now is Your Time
This class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You will be taught a unique way to cash in on one of the most lucrative full or part-time 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 advertising ADDY Awards and nominations.
1 session, $69 (includes a $40 lab fee)
98556 S 10/24-10/24 9-11:30 a.m. LCC-205

MUS-347 Your Guide to the Music Business
0.6 CEU
This course covers seven essential aspects of music administration - song structure, copyright laws, music publishing, performance rights, songwriter agreements, contract terminology and Industry sources. Instruction from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry. Instructor: Cecil T. Ford.
2 sessions, $55*
97738 W 10/7-10/14 6:30-9:30 p.m. Largo

MUS-339 Music Made Easy
This course is designed for those with little or no experience in music. Students will be taught the fundamentals of music theory and be able to read, write, and play simple music.
12 sessions, $140 (includes a $65 lab fee)
97228 WF 9/16-11/6 online E2GO
97229 WF 12/9-1/29 online E2GO

ART-382 Art Journaling—Going Beyond Scrap-booking
This course is designed to introduce beginning students to the basic lettering and drawing techniques and to inspire the artistic documentation of personal stories. Composition, collage, and shadowing and color mixing techniques will be taught through hands-on demonstrations and inspirational artists’ biographies. The instructor will provide materials for the first class, but please bring what you have already. The supply list for subsequent classes will be provided. Intermediate and advanced artists are welcome too.
5 sessions, $150
97606 Th 10/15-11/12 6-9 p.m. UTC
EARLY CHILDHOOD EDUCATION

CHILD CARE CLASSES
301-546-7545 or www.pgcc.edu/go/childcare

MARYLAND CHILD CARE CERTIFICATION AND PRE-SERVICE TRAINING

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

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

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

Prerequisite

Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test at the college testing center before registering for classes. The test is free of charge. Students must pick up a Placement Test Referral Form from either Kent Hall, Room 207 or Bladen Hall, Room 126.

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

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

Online Course Information

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

All online classes have at least one mandatory campus visit.

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

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

New Requirement

90 Hour Preschool Certificate:

You must register for the following courses to meet certification for teachers (senior staff) in a preschool program:

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

Please read the course descriptions carefully! Many of our courses have a new placement test requirement. Call the number above for more information.

DCR-300 Child Care Information Session

If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the College will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but pre-registration is recommended to reserve your space.

97581 T 10/20/20 6:30–8:30 p.m. Largo

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 child care program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: students must pass the reading comprehension placement test. Textbook information is available at www.pgccbookstore.com. Note: all online classes require mandatory campus visits. $205*

97572 S 9/12-10/17 8:30 a.m.–4:30 p.m. Largo (6 sessions)

97590 M 9/14-10/25 online HYLCC S 10/3-10/5 9 a.m.–12 p.m. LCC-205 (7 sessions)

97569 MW 9/14-10/26 6:30–10 p.m. Largo (13 sessions)

97598 TTh 9/29-10/22 9 a.m.-3:30 p.m. UTC (8 sessions)

97592 MW 10/5-10/25 online HYLCC S 10/10-10/24 8:30 a.m.–4:30 p.m. LCC-205 (8 sessions)
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. Textbook information is available at www.pgcccbookstore.com. 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. Note: all online classes require mandatory campus visits. $205*

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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. $100*

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DCR-566 CDA Preparation 3.6 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 hour certificate and have worked a minimum of 480 hours in a child care setting and would like guidance on the CDA application process. Students will work on their autobiography, competency statements and resource file. For full information on CDA certification call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdaouncil.org. Prerequisite: completion of the 90 Hour Certificate. Students must obtain their CDA application packet prior to the first day of class packets are available at www.cdaouncil.org. 6 sessions, $250*

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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, and a qualifying score on the reading comprehension placement test. Perfect attendance is required. Textbook information is available at www.pgcccbookstore.com. Note: all online classes have mandatory campus visits. $250*

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DCR-322 Infant/Toddler Care 4.5 CEUs
Gain the skills necessary to work with infants and toddlers at home or in a child care center. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age 3. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers. You must successfully complete all course requirements to receive a certificate. Aligns with MD. Staff Credential (proposed) levels 2-4. Textbook is included and will be provided as a free download. 7 sessions, $255* (includes $90 in fees)

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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. Textbook information is available at www.pgcccbookstore.com. Note: all online classes require mandatory campus visits. $205*

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<td>DCR-466</td>
<td>Child Care Administration for Directors</td>
<td>4.5 CEUs</td>
<td>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. Text book information is available at <a href="http://www.pgccbookstore.com">www.pgccbookstore.com</a>. Note: all online classes require mandatory campus visits. 7 sessions, $205*</td>
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<td>DCR-510</td>
<td>Family Child Care Pre-Service</td>
<td>2.4 CEUs</td>
<td>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 &amp; Nutrition, Special Needs, Professionalism, and Community. 12 sessions, $140* (includes a $65 lab fee)</td>
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<td>DCR-462</td>
<td>Family Child Care Pre-Service Module 6: Community</td>
<td>0.4 CEU</td>
<td>An overview will be provided on the importance of developing and maintaining relationships with children, families, and the larger community. This course satisfies the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*</td>
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<td>DCR-328</td>
<td>Enhancing Language Development in Childhood</td>
<td>2.4 CEUs</td>
<td>Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child's life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $140* (includes a $65 lab fee)</td>
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<td>DCR-529</td>
<td>Teaching Pre-School: A Year of Inspiring Lessons</td>
<td>2.4 CEUs</td>
<td>This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from-plenty of inspiration to take you and your students from September to May! You will be provided with 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $140* (includes a $65 lab fee)</td>
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<td>SKB-416</td>
<td>Survival Kit for New Teachers</td>
<td>2.4 CEUs</td>
<td>This course is for teachers who are new, already teaching, newly credentialed graduates, or substitutes looking to transition to full time. Topics will include time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to reach a diversity of learners. Also covered will be the particulars of running a motivating classroom. 12 sessions, $140* (includes a $65 lab fee)</td>
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<td>SKB-431</td>
<td>Strategies for Teaching Students with Autism</td>
<td>2.4 CEUs</td>
<td>Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger's Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $140* (includes a $65 lab fee)</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
SKB-616 Merrill Ream Speed Reading 2.4 CEUs
This course is designed to introduce techniques used to enhance skills in speed reading. Topics will include evaluation of reading rate, regulated reading skills, timed reading skills with exercises to increase reading rates with better comprehension, skimming techniques, setting goals, and overcoming bad reading habits. 12 sessions, $140* (includes a $65 lab fee)

97657 WF 9/16–11/6 online E2GO
97658 WF 10/14–12/4 online E2GO
97659 WF 11/11–1/1 online E2GO
97660 WF 12/9–1/29 online E2GO

SKB-475 Creating the Inclusive Classroom 2.4 CEUs
This course will cover the skills needed to reach the diverse mix of students you face every day and strategies that turn diversity into opportunity. With students who have learning disabilities, neurological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. Also covered is how to be the kind of super teacher who can guide every student toward academic success. 12 sessions, $140* (includes a $65 lab fee)

97708 WF 11/11–1/1 online E2GO

SKB-476 Solving Classroom Discipline Problems 2.4 CEUs
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken. 12 sessions, $140* (includes a $65 lab fee)

97686 WF 10/14–12/4 online E2GO

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

97696 WF 11/11–1/1 online E2GO

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

97702 WF 10/14–12/4 online E2GO

SKB-479 Creating a Classroom Website 2.4 CEUs
This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more. 12 sessions, $140* (includes a $65 lab fee)

97699 WF 9/16–11/6 online E2GO

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

97703 WF 10/14–12/4 online E2GO
97705 WF 12/9–1/29 online E2GO

DCR-323 Teaching Smarter With SMART Boards 2.4 CEUs
SMART Boards are revolutionizing today’s classroom. Using interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this course, use SMART Notebook software to create attention-grabbing lessons blending text, video, and graphics. In addition, you will be taught the best ways to use SMART Board technology to deepen your content and make your lessons accessible to all learners. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should. 12 sessions, $140* (includes a $65 lab fee)

97707 WF 9/16–11/6 online E2GO
ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)
301-546-8340 or transitionest@pgcc.edu

Are you ready to take your English skills to the next level? Transition ESL is for you if:
• You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, or
• You took the Michigan Test at the college and scored a 45 or below, or
• You are enrolled in Academic ESL-0081 or ESL-0082 and need additional support

Transition ESL program offers courses in:
• Pronunciation and Fluency
• Reading and Writing for Life and Work
• Conversational English
• US Citizenship Preparation

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

For registration information, contact: the Transition ESL office at the number below.

ADULT EDUCATION ESL CLASSES

Adult Education ESL is for you if:
• You would like to develop your speaking and understanding of English for life or work, or
• You would like to develop your English language skills for employment, or
• You would like to develop your English skills to assist your children in their school life

Adult Education ESL courses offer:
• Instruction and practice in speaking and understanding English
• Instruction in reading, writing and grammar in real-life contexts

Courses are available at locations around Prince George’s County, weekday evenings (two or three evenings a week), weekday mornings (three days a week) and Saturday mornings. There is no tuition for most Adult Education ESL courses. Students spend approximately $50 per class for books.

For registration information, contact: the Adult Education office at the number below.

ENGLISH COMMUNICATION AND WRITING

301-546-8340 or 301-546-3019

TRANSITION ESL
301-546-8340 or transitionesl@pgcc.edu

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

OF C-347 Grammar Refresher 2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. 12 sessions, $140* (includes a $65 lab fee)

98140 WF 9/16–11/6 online E2GO
98141 WF 10/14–12/4 online E2GO
98142 WF 11/11–1/1 online E2GO
98143 WF 12/9–1/29 online E2GO

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

98240 S 10/3–10/3 9 a.m.-4 p.m. LCC-205

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

97881 S 9/19-10/17 9-11 a.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
MGT-434 Business Writing Intensive  
1.8 CEUs
Students will be instructed in a five step writing process that includes preparation, research, organization, writing a draft, and revision using real-world examples of correspondence, reports, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: *The Business Writer's Handbook*, (10th or latest edition). (St. Martin's Press). 6 sessions, $220*

97875 Th 10/5–11/19 6:30–9:30 p.m. Largo

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. 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 Straus. 6 sessions, $220*

97880 Th 9/9–10/15 6:30–9:30 p.m. Largo

OFC-321 Effective Business Writing  
2.4 CEUs
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. 12 sessions, $140* (includes a $65 lab fee)

98128 WF 9/16–11/6 online E2GO
98129 WF 10/14–12/4 online E2GO
98130 WF 11/1–1/1 online E2GO
98131 WF 12/9–1/29 online E2GO

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

98165 WF 9/16–11/6 online E2GO
98164 WF 10/14–12/4 online E2GO
98163 WF 11/1–1/1 online E2GO
98162 WF 12/9–1/29 online E2GO

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

98609 WF 9/16–11/6 online E2GO
98610 WF 10/14–12/4 online E2GO
98608 WF 11/1–1/1 online E2GO
98607 WF 12/9–1/29 online E2GO

SKB-470 Romance Writing  
2.4 CEUs
Whether you're a new or experience writer, this course will teach you the skills you need to write a romance novel that will make readers swoon. 12 sessions, $140* (includes a $65 lab fee)

98565 WF 9/16–11/6 online E2GO
98566 WF 10/14–12/4 online E2GO
98567 WF 11/1–1/1 online E2GO
98568 WF 12/9–1/29 online E2GO

SKB-471 Fantasy Fiction Writing  
2.4 CEUs
This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer. 12 sessions, $140* (includes a $65 lab fee)

98573 WF 9/16–11/6 online E2GO
98572 WF 10/14–12/4 online E2GO
98571 WF 11/1–1/1 online E2GO
98574 WF 12/9–1/29 online E2GO

MGT-342 Using Social Media in Business  
2.4 CEUs
Learn how to use the five most popular social media platforms-Facebook, Twitter, LinkedIn, Pinterest, and Google+- to grow and promote your business. 12 sessions, $140* (includes a $65 lab fee)

98460 WF 9/16–11/6 online E2GO
98461 WF 10/14–12/4 online E2GO
98462 WF 11/1–1/1 online E2GO

JCL-354 Ten Steps to a Federal Job  
1.8 CEUs
Careers with the federal government offer excellent benefits, competitive wages, and stable employment yet the federal hiring process is quite detailed and complex. This course will acquaint students with ways to conduct a federal job search, types of federal hiring programs, searching for jobs on USA Jobs, and the Federal Resume Outline Format. 6 sessions, $130*

97567 W 10/14–11/18 6:30–9:30 p.m. Largo

JCL-359 Resume Writing  
2.4 CEUs
Learn how to create an effective resume or how to write resume and cover letters for profit. Explore self-assessment, resume formats, references, Internet resume secrets and ways to overcome age discrimination and employment gaps. 12 sessions, $140* (includes a $65 lab fee)

98633 WF 9/16–11/6 online E2GO
98634 WF 10/14–12/4 online E2GO
98635 WF 11/1–1/1 online E2GO
98636 WF 12/9–1/29 online E2GO

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

98715 WF 9/16–11/6 online E2GO
98716 WF 10/14–12/4 online E2GO
98717 WF 11/1–1/1 online E2GO
98718 WF 12/9–1/29 online E2GO

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
JCL-362 Achieving Success with Difficult People  2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. 12 sessions, $140* (includes a $65 lab fee)

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

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

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

ENR-437 Fit and Fabulous in 15 Minutes
Do you have too little time and too much fat? Too much stress? Feel too tired? Then you need to be able to sneak it ALL in. Learn the tips, tricks, and secrets of being Fit and Fabulous in 15 Minutes! From exercise and eating to beauty, anti-aging and much MORE for your health. All in just MINUTES a day! Instructor: Nathania Branch-Miles. 1 session, $35

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

SKB-362 Law School Admission Test Preparation: Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed in Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSAC.org). 12 sessions, $140* (includes a $65 lab fee)

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

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, $35

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, $35

ENR-527 Using Mindfulness Meditation to Increase Happiness
For many of us, happiness is dependent on outside conditions. We suffer from the “if only” disease and seem to never have enough to be satisfied. Possessions, jobs, relationships - we’re always looking for the next big thing that will finally make us happy. Mindfulness meditation gives you tools to create lasting happiness that does not rely on others. Explore how clinging to your attitudes and possessions creates dissatisfaction and how loving kindness, generosity and gratitude can help alter your outlook on life. 1 session, $59 (includes a $40 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENR-427</td>
<td>Past Life Regression and Future Life Progression</td>
<td>Experience a firsthand review of your past lives and a peek into your soul's future lives. Deepen your understanding of your current life.</td>
<td>9/26–9/26</td>
<td>9 a.m.–1 p.m.</td>
<td>LCC-205</td>
<td>Gena Wilson, LCSW</td>
<td>$25</td>
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<tr>
<td>ENR-547</td>
<td>Manifesting Love</td>
<td>This class will give you clarity about your romantic love patterns and assist you in shifting to attract a healthier relationship. You will be shown a powerful technique to bring your love to you.</td>
<td>10/6–10/6</td>
<td>7–9 p.m.</td>
<td>LCC-205</td>
<td>Gena Wilson, LCSW</td>
<td>$25</td>
<td></td>
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<tr>
<td>ENR-556</td>
<td>Connect With Your Angels</td>
<td>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.</td>
<td>9/29–9/29</td>
<td>7–9 p.m.</td>
<td>LCC-205</td>
<td>Gena Wilson, LCSW</td>
<td>$25</td>
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<tr>
<td>ENR-570</td>
<td>LEGO® Bricks Aren’t Just for Kids: Think Outside the Bricks!</td>
<td>Participants will use LEGO® bricks to unlock their creativity and break habitual thinking resulting in greater personal and professional effectiveness and productivity. Participants will build LEGO® models in response to a variety of questions and will share the meaning of their models.</td>
<td>9/21–9/21</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td>Loretta Veney</td>
<td>$35</td>
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<tr>
<td>ENR-571</td>
<td>Introduction Mindfulness Meditation</td>
<td>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 think they should be happening. Recognizing that unconscious thoughts, feelings and behaviors can undermine emotional, physical and spiritual health, you will learn 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.</td>
<td>9/26–9/26</td>
<td>9 a.m.-1 p.m.</td>
<td>LCC-205</td>
<td></td>
<td>$59 (includes a $40 lab fee)</td>
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<tr>
<td>ENR-575</td>
<td>Dollar Store Gift Basket Creations for Fun</td>
<td>You can make beautiful gift baskets for the upcoming season and holidays with gift items from your favorite dollar store. Bring your creation for a helpful critique. A design book will be available for purchase from the instructor Saundra Boulware.</td>
<td>10/22–10/22</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
<td>Saundra Boulware</td>
<td>$35</td>
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<tr>
<td>FIN-345</td>
<td>Introduction to Stock Options</td>
<td>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.</td>
<td>9/16–11/6</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td>$140* (includes a $65 lab fee)</td>
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<tr>
<td>FIN-346</td>
<td>Personal Finance</td>
<td>Protect your assets and discover how best to achieve all your financial goals. Topics will include how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security.</td>
<td>9/16–11/6</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td>$140* (includes a $65 lab fee)</td>
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<tr>
<td>RES-325</td>
<td>Real Estate Investing</td>
<td>Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal.</td>
<td>9/16–11/6</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td>$140* (includes a $65 lab fee)</td>
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<tr>
<td>FIN-340</td>
<td>Key to Successful Management</td>
<td>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.</td>
<td>9/16–11/6</td>
<td>online</td>
<td>E2GO</td>
<td></td>
<td>$140* (includes a $65 lab fee)</td>
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FACILITY MANAGEMENT CREDENTIAL PROGRAMS

FACILITY MANAGEMENT
301-546-8514 or jonesce@pgcc.edu

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

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

Chesapeake Chapter members receive discounted tuition.

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 prioritize operations and maintenance performance.

Note: members of the IFMA Chesapeake Chapter must register for syn# 99299 to get the discounted price, and non-members must register for syn# 99298. 2 sessions, Non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee)

99298 FS 9/8-9/9 8:30 a.m.-5 p.m. WTC
99299 FS 9/8-9/9 8:30 a.m.-5 p.m. WTC

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# 99304 to get the discounted price; non-members must register for syn# 99303 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee)

99300 FS 10/23-10/24 8:30 a.m.-5 p.m. WTC
99301 FS 10/23-10/24 8:30 a.m.-5 p.m. WTC

MGT-633 Finance and Business Essentials for FMP 1.6 CEUs
This is the third of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught about finance and business and how to manage finances in the facility organization. The course also addresses procurement and contracts in the facility organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 99303 to get the discounted price, and non-members must register for syn# 99302. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee)

99302 FS 11/20-11/21 8:30 a.m.-5 p.m. WTC
99303 FS 11/20-11/21 8:30 a.m.-5 p.m. WTC

MGT-634 FMP Leadership Strategy Essentials 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# 99305 to get the discounted price; non-members must register for syn# 99304. 2 sessions, non-members: $783* (includes a $300 lab fee) members: $642 (includes a $300 lab fee) members

99304 FS 12/11-12/12 8:30 a.m.-5 p.m. WTC
99305 FS 12/11-12/12 8:30 a.m.-5 p.m. WTC

FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL

HES-451 Personal Trainer: National Certification 4.5 CEUs
This course is offered through a partnership with World Instructor Training Schools (W.I.T.S.). W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for the Therapeutic Massage and Bodywork, Veterans Training and Education, and the International Association of Continuing Education and Training.

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

WELLNESS
301-546-8340 or 301-546-3019

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

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

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

HES-451 Personal Trainer: National Certification 4.5 CEUs
Want to become a Personal Trainer? This challenging 62 hours W.I.T.S. program and is comprised of lecture, practical training, taking the National Exam and a 30-hour internship. Topics include biomechanics, exercise physiology, equipment usage and more. CPR/AED certification is required. Students must be 18 yrs. or older to attend this class. Textbook required: Fitness Professional’s Handbook, (6th or latest edition) $84 plus tax/shipping/handling, call 1-888-330-9487 to order and start reading immediately.

9 sessions, $749* (includes a $499 lab fee)

97885 Su 9/20-11/15 9 a.m.-2 p.m. Largo
GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS
301-546-8350 or GED@pgcc.edu

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

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

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

GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks.

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

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

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

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

ADULT BASIC SKILLS
Literacy Tutoring
Prince George's Community College offers classes and tutoring to assist adults who want to work on their basic reading skills. Priority is given to individuals who do not hold a high school diploma.

For more information:
301-546-8350 (University Town Center)
Jill Hall (halljf@pgcc.edu)

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

For more information:
301-546-8350 (University Town Center)
  • Loreta Jordan (jordanlm@pgcc.edu)

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

1 session, $49 (includes a $40 lab fee)

98227 S 10/7-10/70 10 a.m.-12:30 p.m.  LCC-205
CARDIOPULMONARY RESUSCITATION CERTIFICATION

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

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

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

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

If you have difficulty registering because the class is full, please ask or call us at the number above to be placed on the waiting list.

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

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. Textbook required: *NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD*. 100% attendance required. 1 session, $85* (includes a $5 lab fee)

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<td>S 96474</td>
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<td>11/14-11/14</td>
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**HES-344 CPR for Health Professionals**

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). Students must bring text to class: *BLS for Health Care Providers*. 1 session, $85* (includes a $5 lab fee)

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HES-350 CPR Renewal
This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Students must bring current card and textbook to class. 100% course attendance required. Text required: BLS for Health Care Providers. 1 session, $85* (includes a $5 lab fee)

HES-375 CPR for the Layperson
Designed for the general public. Fulfills requirements for family and daycare center personnel. Includes information on adult and pediatric one rescuer Cardio-Pulmonary Resuscitation (CPR), relief of foreign body airway obstruction, signals of heart attack, and prudent heart living. 100% course attendance is required. Successful completion earns an American Heart Association card valid for two years to be issued within 20 days of course completion. Student must bring textbook to class: Heart Saver CPR. 1 session, $85* (includes a $5 lab fee)

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

As people get older, and family and friends recuperate, the demand for caregiving continues to increase. Family caregivers provide relatives with invaluable in-home assistance and support throughout the various stages of life. We offer three convenient online classes to help you gain new skills and take care of yourself by managing the fatigue and stress associated with caregiving. Start with Caring for Aging Parents (or anyone else) course, then take a mental vacation by earning Certificates in Stress Management and Meditation.

HES-571 Caring for Aging Parents
This comprehensive online course provides the tools, techniques, and insights to help your parents, loved ones and even yourself through life’s transitions. What to expect, how to deal with physical and emotional challenges, where to find resources, the impact of retirement, how to choose a nursing home, death, financial, legal and health issues, communication skills and coping mechanisms will be covered. 12 sessions, $140* (includes a $65 lab fee)

HES-588 Certificate in Stress Management
Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, and therapies can counteract, reduce, and help you manage its negative impact. The physiological, social and psychological impacts of stress; modalities to control stress; the relationship between stress and health; nutrition; physical activity; and how stress develops in the workplace will be covered. 9 sessions, $110* (includes a $61 lab fee)

HES-589 Certificate in Meditation
Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain, or illness and support overall well-being. This course designed for health professionals, nurses, and general consumers will cover the following meditation techniques: Transcendental Meditation (TM) guided imagery and visualization; mindfulness Osho Kundalini Vipassana walking; laughter; centering prayer and concentration. 4 sessions, $85* (includes a $55 lab fee)

ASSISTED LIVING MANAGEMENT
HES-587 Assisted Living Refresher
This 80-hour program meets the requirements set by the Maryland Department of Health and Mental Hygiene’s Office of Health Care Quality. This course teaches how to better monitor the day-to-day operations of an assisted living facility. Learn topics such as clinical management, dementia, mental health, nutrition, assessing, admitting, emergency planning, quality assurance and others. There are five mandatory modules required for certification. We also offer a course on business planning for those interested in opening a facility. Note: proper planning is essential in order to complete the entire program. Assisted Living Refresher training is required every two years following completion of the 80-hour program. This program is offered in the Spring and Fall semesters. Go to the web site above for resources and to apply for the Professional Education Scholarship for WDCE Health Sciences Students.
CONTINUING EDUCATION

FALL 2015

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 and their identification, intervention methods, and the resident’s bill of rights. Modules must be taken in order with an 80% average score. 1 session, $110* (includes a $30 lab fee)

96463 S 9/19-9/19 9 a.m.-4 p.m. CHS-2211

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, $295* (includes a $85 lab fee)

96464 FS 9/25-10/3 9 a.m.-4 p.m. CHS-2211

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. 4 sessions, $255* (includes a $85 lab fee)

96465 Th 10/5-10/22 5-9:15 p.m. CHS-2215
S 10/17-10/24 9 a.m.-4 p.m. CHS-2211

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, $205* (includes a $65 lab fee)

96466 FS 11/6-11/7 9 a.m.-5:30 p.m. CHS-2211

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, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $205* (includes a $65 lab fee)

96467 FS 11/20-11/21 9 a.m.-4:30 p.m. CHS-2211

HES-491 Assisted Living Manager Refresher 2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for assisted living managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management. 3 sessions, $260* (includes a $25 lab fee)

96469 FS 8/21-8/29 9 a.m.-4 p.m. CHS-2211

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, $180* (includes a $35 lab fee)

96470 S 12/5-12/12 9 a.m.-3 p.m. CHS-221

NURSING TRAINING
301-546-0795
or www.pgcc.edu/go/assistedliving

REGISTERED NURSE CASE MANAGER/DELEGATING NURSE IN ASSISTED LIVING
This 16-hour course updates the knowledge and skills of delegating nurses who practice and teach in assisted living facilities. The RN who wishes to start working in assisted living either full time, part-time or as an independent contractor must also take this course prior to working in the assisted living practice setting. (Source: www.mbon.org) 100% course attendance is required.

HES-326 The Registered Nurse Case Manager and Delegating Nurse: Assisted Living 1.6 CEUs
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: current active Maryland RN license in good standing. 3 sessions, $285* (includes a $85 lab fee)

96468 FS 12/4-12/12 9 a.m.-3 p.m. CHS-2211

HES-570 Principles of Adult Education: Train the Trainer 1.6 CEUs
This course is designed for nurses and other healthcare providers who are responsible for certified nursing assistant training, patient and community education, in-service education, etc. This course meets the Maryland Board of Nursing requirement for instructors of the Certified Nursing Assistant course. Participants will be taught teaching strategies, adult learner characteristics, planning learning environments, lesson planning, writing behavioral objectives and facilitating learning. 3 sessions, $280*

96777 FS 10/9-10/10 9 a.m.-3 p.m. CHS-221
S 10/17-10/17 9 a.m.-3 p.m. CHS-2215

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

Novak Field House | 301-546-0518

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

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

Go Owls!

DENTAL ASSISTING
301-546-0795 or www.pgcc.edu/go/dental

Make someone smile with a career as a dental assistant! According to the U.S. Department of Labor Bureau of Labor Statistics; 2014-2015 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full-time basis. Employment is expected to grow much faster than the average for all occupations with median earnings of $34,500 annually. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

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

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

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

DENTAL ASSISTING
301-546-0795 or www.pgcc.edu/go/dental

Make someone smile with a career as a dental assistant! According to the U.S. Department of Labor Bureau of Labor Statistics; 2014-2015 Occupational Outlook Handbook, dental assistants are highly skilled professionals who work closely with dentists to provide patient care, take X-rays, maintain records and schedule appointments, typically on a full-time basis. Employment is expected to grow much faster than the average for all occupations with median earnings of $34,500 annually. We offer you the opportunity to earn a continuing education certificate in Dental Assisting by completing the following:

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

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

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

HES-526 Introduction to Dental Assisting: Part 1

This course prepares students for an entry-level dental assistant position by learning basic dental theory, terminology, four-handed dental assisting, sterilization techniques, impressions and model trimmings and more. Prerequisites: HS Diploma or GED; reading comprehension placement score of 65 or better. Lab practice conducted onsite. Text required. 16 sessions, $750* (includes a $250 lab fee)

98474 MW 8/17-10/12 6-9 p.m. CHS-2003
98475 MTh 8/17-10/12 9 a.m.-4 p.m. CHS-2003 (8 sessions)

HES-519 Introduction to Dental Assisting: Part 2

This course provides the knowledge and skills necessary to perform a wide variety of dental radiologic procedures. Students will be taught how to apply these principles to clinical radiography in preparation to sit for the DANB Dental Radiation Health and Safety Certification exam. Topics will include ionizing radiation, basic principles of X-Ray generation, the Dental X-Ray machine, image formation and receptors, biologic effects, patient and operator protection, film processing, infection control, and disease. 16 sessions, $750* (includes a $500 lab fee)

98476 MTh 10/19-12/14 6-9 p.m. CHS-2003
98475 TTh 10/19-12/14 9 a.m.-4 p.m. CHS-2003 (8 sessions)
This five-month training program and exam, approved by the Maryland Board of Pharmacy, is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical training. The program is designed to provide information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must complete the entire program according to schedule by registering for the following required courses:

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

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

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

Reading: a score of 65 or above on the college's reading placement test OR of college credits in English within the last two years;

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

**Participants must also:**

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

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

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

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

### HES-332 Pharmacy Technician

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. Prerequisites: before registration, students must provide HS diploma/GED, and acceptable math, and reading scores. Textbook required at first class (Read Chapter 1 before first class). **30 sessions, $995*”**

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### HES-529 Pharmacy Technician Clinical: Part 1

This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. **20 sessions, $130*”**

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### HES-530 Pharmacy Technician Clinical: Part 2

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. Prerequisite: proof of background check and drug screening: must be provided 10 days prior to clinical. **20 sessions, $130**

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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, requirements, certifications, and job environment. **1 session.**

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

97653  WF  9/16–11/6  online  E260
97654  WF  10/14–12/4  online  E260
97655  WF  11/1–11/1  online  E260
97656  WF  12/9–1/29  online  E260

PHYSICAL THERAPY AIDE
301-546-0795

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% for successful completion. 12 sessions, $140* (includes a $65 lab fee)

98566  WF  9/16–11/6  online  E260

HES-493 Physical Therapy Aide Clinical  6.2 CEUs
This course prepares students for clinical placement and national certification. It provides instruction to facilitate the transition from student to professional in the physical therapy field. Topics include roles and responsibilities, career development, interviewing skills, confidentiality, and effective communication, in patient care. Prerequisites: Pass HES-492 (apply within 6 months of completion); reading test score of 65%, current CPR Healthcare Provider card; 18 years old; HS diploma or GED. A background and drug screening is required. $400* (includes a $50 lab fee)

98569  Th  11/17–11/24  6–9 p.m.  CHS-203

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

CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT ADMISSION
The Certified Nursing Assistant/ Geriatric Nursing Assistant program includes theory, skills and clinical practice for those interested in becoming a CNA/GNA in the state of Maryland. Students who successfully complete the CAN/GNA program will be able to take the Maryland GNA state exam.

Individuals must:
• Be at least 18 years of age
• Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course
• Be computer literate and have access to the Internet
• Be able to speak and understand standard American English at a functional level
• Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving (Center, author) (both textbook and workbook), (4th edition) Lippincott Pub. (Available at the college bookstore)

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

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

HES-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 examination (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. Individuals must:

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

21 sessions, $825* (includes a $50 lab fee)

96221  TTh  11/15–11/17  6–1 p.m.  UTC
96222  S  11/16–11/24  9 a.m.–1 p.m.  UTC
96223  SSu  11/21–11/22  9 a.m.–1 p.m.  UTC

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*

96221  F  10/16–10/30  7 a.m.–3:30 p.m.
96222  SSu  10/24–11/22  7 a.m.–3:30 p.m.
96223  SSu  11/7–11/13  7 a.m.–3:30 p.m.

96221  F  10/16–10/30  7 a.m.–3:30 p.m.
96222  SSu  10/24–11/22  7 a.m.–3:30 p.m.
96223  SSu  11/7–11/13  7 a.m.–3:30 p.m.

96221  F  10/16–10/30  7 a.m.–3:30 p.m.
96222  SSu  10/24–11/22  7 a.m.–3:30 p.m.
96223  SSu  11/7–11/13  7 a.m.–3:30 p.m.

Prince George's Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>HES-365</td>
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<td>12/8</td>
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<td>9 a.m.-12 p.m.</td>
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<td>HES-553</td>
<td>9/21</td>
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<td>6:30-9:30 p.m.</td>
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<tr>
<td>HES-321</td>
<td>9/22</td>
<td>12/10</td>
<td>9 a.m.-12 p.m.</td>
<td>CHS-1233</td>
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**Program Requirement:**
- Must be at least 18 years of age.
- Must be computer literate and have access to the Internet.
- Must purchase the textbook, AdWords.
- Must have a valid CPR for Health provider certification.
- Must have worked or trained as a Certified Nursing Assistant (CNA) in the last 2 yrs.
- Must be at least 18 years of age.

This course prepares you to take the AAPC Certified Professional Biller exam.

**CONTINUING EDUCATION CERTIFICATE, MEDICAL BILLING SPECIALIST**
This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel. This training prepares you to take the AAPC Certified Professional Biller exam.

Courses should be taken in the order listed. HES-409 and HES-553 should be taken during the same semester. A Certificate of Continuing Education will be issued upon successful completion of all courses.

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

Prerequisite: a minimum score of 65 on the Accuplacer Reading Comprehension Placement test strong computer and word processing skills.

**HES-321 Physician Office Billing**

This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing.

Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1940.

NOTE: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.

**HES-409 Introduction to Medical Billing**

This course provides an overview of medical billing and computerized patient accounting. Text required at first class. **5 sessions, $180**

**HES-553 Computerized Medical Billing**

This course is designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: successfully completion of HES-409 and strong computer and word processing skills. **14 sessions, $519** (includes a $15 lab fee)

**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, $95**

**PATIENT CARE TECHNICIAN**

301-546-5215

**HES-409 Introduction to Medical Billing**

This course provides an overview of medical billing and computerized patient accounting. Text required at first class. **5 sessions, $180**

96236 T Th 9/1-9/15 9 a.m.-12 p.m. CHS-1233

96235 M W 9/2-9/16 6:30-9:30 p.m. CHS-1233

96225 S 9/19 8:30 a.m.-5 p.m. CHS-2215

96226 S 10/24 8:30 a.m.-5 p.m. CHS-2215

96227 S 11/14 8:30 a.m.-5 p.m. CHS-2215

96229 T W 12/8 9 a.m.-12 p.m. CHS-1233

96230 M W 12/8 6:30-9:30 p.m. CHS-1233

96231 Th 12/10-12/17 3-6 p.m. CHS-2211

96232 F 12/19 8:30 a.m.-5 p.m. CHS-2215

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
HES-563 Advanced Medical Billing 3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: successful completion of HES-409, HES-553 and HES-521. 13 sessions, $447* (includes a $15 lab fee)

HES-533 ICD-10-CM/PCS Coding Principles and Application 4.8 CEUs
Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM are required. 14 sessions, $504*

HES-534 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, $140* (includes a $65 lab fee)

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 organs and the jobs that they do. You will also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $140* (includes a $65 lab fee)

HES-555 Human Anatomy and Physiology: Part 2 2.4 CEUs
Gain a more advanced understanding of the structure and function of the human body! In this course, you’ll also be taught about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age. 12 sessions, $140* (includes a $65 lab fee)

HES-357 Basic Medical Terminology 2.4 CEUs
Effectively communicate, write, and interpret medical terms in the workplace. Topics include organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. 6 sessions, $290*

HES-354 Medical Terminology and Physiology: Part 1 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, $140* (includes a $65 lab fee)

HES-355 Medical Terminology and Physiology: Part 2 2.4 CEUs
Gain a more advanced understanding of the structure and function of the human body! In this course, you’ll also be taught about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age. 12 sessions, $140* (includes a $65 lab fee)

MEDICAL OFFICE ASSISTANT 301-546-0878 or 301-546-0796
This four-month program includes the administrative and basic clinical duties performed in a physician’s office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Healthcareer Association Medical Administrative Assistant certification exam.

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

Prerequisites: a minimum score of 65 on the Accuplacer Reading Comprehension Placement Test OR proof of college credits.

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. 10 sessions, $300*

HES-354 CPR for Health Professionals American Heart Association 2.4 CEUs
This course is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM are required. 14 sessions, $504*

HES-534 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, $140* (includes a $65 lab fee)
### HES-396 Medical Office Assistant: Overview 6.6 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisites: (1) successful completion of Medical Terminology course (or take concurrently); (2) a score of 65 or higher on the reading comprehension placement test (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. Text required at first class. **22 sessions, $895* (includes a $105 lab fee)**

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### HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs
In this practical applications course, students will observe health providers managing and patients' feelings. You will also be taught how to talk about body parts, diets, and medical conditions. **12 sessions, $140* (includes a $65 lab fee)**

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### HES-546 Spanish for Medical Professionals 2.4 CEUs
Learn medical Spanish and bridge the communication gap. Discover how to ask about patients' symptoms, medical histories, insurance and patients' feelings. You will also be taught how to talk about body parts, diets, and medical and treatment. **12 sessions, $140* (includes a $65 lab fee)**

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### PHLEBOTOMY TECHNICIAN 301-546-0878 or 301-546-0796
**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, $140* (includes a $65 lab fee)**

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<tr>
<th>Course ID</th>
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### HES-481 Phlebotomy Technician Refresher
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical. **10 sessions, $410* (includes a $50 lab fee)**

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<td>(13 sessions)</td>
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### HES-469 Phlebotomy Technician Clinical: Part 1 6.0 CEUs
Students who successfully complete HES-418, Phlebotomy Technician, are eligible to register for this course which 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. **5 sessions, $125***

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For more information, visit Owl Link for the latest course updates at www.pgcc.edu
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, $125*

96238 M/W/T/H 9/8–11/6 TBA
96239 M/W/T/H 10/7–12/8 TBA

HOME AND GARDEN

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

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

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

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

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

OCU-377 Advanced Seasonal and Event Designs 12 CEUs
This course is designed to provide advanced students of floriculture with the unique requirements and concepts of seasonal and party event designs. Students will be working on larger designs in this class. Students should bring wire cutters and a floral knife to the first class. A $300 floral supplies fee payable to the instructor is due at the first class. 8 sessions, $190*

97568 F 10/2–11/20 6:30–8:30 p.m. LCC-205

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

98222 Th 10/8–10/8 6:30–9:30 p.m. LCC-205

ENR-403 Feng Shui for You
Make it yours! Using your personal information computed into a chi chart, Yarrow will teach you how to implement your four power directions to maximize harmony in your space. Chi chart information is applicable to any space - your home, and the critical rooms in it like the bedroom and family room.

E-mail your name, birth date, birth place and the time of birth (if you have it) to: yarrow@conscioustoolbox.com 4 days before the class. Yarrow is a certified feng shui practitioner with over a decade of applying practical feng shui to a wide variety of spaces-both indoor and outdoor. 1 session, $30

98093 W 10/14–10/14 6:30–9:30 p.m. LCC-205

ENR-558 Fabulously Chic Decor on a Dime
Have you ever walked by an expensive boutique and wondered how you can have that exact piece but for a fraction of the cost? Fallon will show you how to live Fabulously Chic on a Dime! By taking the most unlikely finds and transforming them into decor treasures, have one-of-a-kind decor in your home for less. You will be shown a dozen tips and tricks to create awesome home decor pieces that give high-end retail stores a run for their money. Instructor: Fallon Loving, Allied ASID. 1 session, $35

98537 M 11/9–11/9 6:30–9:30 p.m. Largo

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

98222 Th 10/8–10/8 6:30–9:30 p.m. LCC-205

ENR-514 Home Staging: The Key to Selling a Home for Top Dollar
Selling a home? Real Estate professional? Want to distinguish your home from the competition? This course is for you! Home Staging is a proven marketing tool to prepare a home to sell quickly and for top dollar. This course will provide students with an overview of the benefits for low-cost staging tips and techniques that set the stage for an open house. Instructor: Nicci Parrish, ASP IAHSP. 1 session, $35

98405 W 10/28–10/28 6:30–9:30 p.m. LCC-205

ENR-541 Introduction to Interior Design 2.4 CEUs
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. 12 sessions, $140* (includes a $65 lab fee)

97231 WF 9/16–11/16 online E2GO
97232 WF 11/17–1/16 online E2GO

ENR-573 Color Your Home Using Feng Shui
If you are afraid of using color, you are not alone. Feng Shui uses color as a basic principle to bring balance, joy and harmony to environments. Working from the front door into your home, you will be shown the right color for different applications. Students should bring a hand-drawn sketch of their home exterior, indicating cardinal directions (N, S, E, W) and an interior sketch of their home and the room(s) they would like to focus on changing. Instructor: Yarrow, certified feng shui practitioner. 1 session, $35

98331 WF 11/8–11/8 6:30–9:30 p.m. LCC-205

ENR-574 Chinese New Year 2016
In January, Chinese New Year will begin. Feng Shui plays a large part in preparing for the year. Learn the history of Carnival and the numerous celebrations. This class will show you the traditional preparations to arrange your home and understand the symbolism connected to creating a new feel for yourself and throughout your home. Instructor: Yarrow, certified feng shui practitioner. 1 session, $30

98332 W 12/2–12/2 6:30–9:30 p.m. LCC-205

ENR-541 Introduction to Interior Design 2.4 CEUs
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. You will delve into color theory, styles and trends, spatial arrangements, floor plans, “green” design, and other basics. In addition, you will explore a range of interior design careers and get insider tips for entering this exciting and challenging field. 12 sessions, $140* (includes a $65 lab fee)

97231 WF 9/16–11/16 online E2GO
97232 WF 11/17–1/16 online E2GO

Prince George’s Community College • Transforming Lives • 301-546-PGCC (7422) • www.pgcc.edu
HUMAN RESOURCES AND PAYROLL MANAGEMENT

Advance your Career with the new SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™)

This is an exciting and pivotal time in the HR profession. Now, more than ever HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organizations. The profession is no longer just about what you know – but how you do your job.

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM-CP and SHRM-SCP.

SHRM-CP and SHRM-SCP Certification Preparation

Utilizing the Society for Human Resource Management (SHRM) Learning System, Participants study five modules covering the SHRM body of Competency and Knowledge in preparation to take the New Standard in HR Certification: SHRM-CP and SHRM-SCP.

The twelve week face-to-face instructor-led review course is facilitated by a team of certified Human Resource Management Instructors. See course MGT-307.

To register please call 301-546-5216. Recommended for students who wish to enroll in one of these programs: SHRM-CP and SHRM-SCP Certification Review; Essentials of HR or Human Resource Management Noncredit Certificate Program.

Inquire about our new courses which have been approved for recertification credit hours toward (SHRM-CP™) and (SHRM-SCP™) recertification through the Society For Human Resource Management (SHRM). Please be sure to contact our Prince George's Community College office at the number above for the program ID number on your recertification application form.

For more information about 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 is intended for HR practitioners who are seeking certification credentials, and prepares them to take the SHRM-CP and SHRM-SCP Certification. This program is centered on SHRM's Competency Model., Key concepts are reinforced through real-world class studies, discussions and shared experiences of certified instructors. Note: 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 in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start of class. Call the number above for more information. 12 sessions, $1200* (includes a $510 lab fee)

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<tr>
<th>Course Code</th>
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<tr>
<td>96254 Th Th</td>
<td>9/10–12/3</td>
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<td>96255 S</td>
<td>9/9–12/12</td>
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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 prior to the start of class. Call the number above for more information. 6 sessions, $480* (includes a $210 lab fee)

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<td>96257 M</td>
<td>11/9–12/14</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
**HUMAN RESOURCES**  
301-546-0032 or 301-546-5216

### HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

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

#### Length of Certificate Program

To obtain the Human Resource Management Certificate you must complete the seven required courses, plus two or more elective courses for a total of 96 hours. Not all courses listed below are offered every semester. Letters of Completion are awarded for each individual course completed. In order to earn the program certificate, you must attend at least 80% of the scheduled class hours for each course. There is no required sequence for you to take the core courses.

#### Required Courses

- MGT-728 Principles of Human Resource Management (9 hours)
- MGT-731 Human Resource Law (12 hours)
- MGT-668 Introduction to Employee Benefits (12 hours)
- MGT-667 Introduction to Compensation (12 hours)
- MGT-648 Successful Recruitment, Selection and Placement (9 hours)
- MGT-727 Human Resources' Role in Organizational Development and Changes Management (9 hours)
- MGT-647 Managing Employee Performance (12 hours)

#### Elective Courses

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

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**MGT-728 Principles of Human Resource Management 1.2 CEUs**

This course will examine the theoretical foundation of the human resource management field the evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)

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<td>96267</td>
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<tr>
<td>96268</td>
<td>T 11/3-11/24</td>
<td>6-9 p.m.</td>
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**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 students can expect to know, with their associated impacts, include: Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act, FMLA (Family and Medical Leave Act), FLSA (Fair Labor Standards Act), Equal Pay Act, Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)

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<tr>
<td>96270</td>
<td>M 11/23-12/14</td>
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**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. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $278* (includes a $55 lab fee)

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<td>96272</td>
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<td>96274</td>
<td>M 11/2-11/23</td>
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**MGT-667 Introduction to Compensation 1.2 CEUs**

This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retaining talent. 4 sessions, $278* (includes a $45 lab fee)

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**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 and develop and implement selection procedures, (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices. 3 sessions, $262* (includes a $45 lab fee)

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<td>96277</td>
<td>S 10/17-10/31</td>
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MGT-727 HR’s Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. 3 sessions, $262* (includes a $45 lab fee)

96278  Th  11/5–11/19  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, $278* (includes a $55 lab fee)

96279  Th  12/1-12/70  6-9 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. 1 session, $257* (includes a $45 lab fee)

96259  S  11/7–1/7  9 a.m.-4 p.m.  Largo

MGT-735 Managing Generational Diversity in the 21st Century Workplace 0.6 CEU
This course will cover ways for managers in the 21st century workplace to understand and consider the pivotal role and challenges associated with the unique values and characteristics of the four generations of employees working side by side. Examine each generation in the workforce based on its management needs and the generational ability to attain organizational goals and objectives. Topics covered include strategies for talent maximization, the impact of generational differences on today’s work environment, and an examination of communication essentials for generational managers. Synthesize the unique characteristics of the four generations and integrate key generational diversity tenets with broader HR frames and competency models. 1 session, $257* (includes a $45 lab fee)

96261  S  10/24–10/24  9 a.m.-4 p.m.  Largo

MGT-734 HR’s Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit personal and professional pride in the services they provide. Employees who look forward to coming to work and who interact with their co-workers in a collaborative and collegial manner create a positive workplace. This course will also look at managing conflict as an integral part of good people management, good communication, providing ongoing feedback and effective coaching and development, recognizing and acknowledging good work, effective performance management and being proactive in dealing with issues in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

96262  S  11/21–11/21  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, $257* (includes a $45 lab fee)

96263  S  12/5–12/5  9 a.m.-4 p.m.  Largo

ELECTIVES
301-546-0032 or 301-546-5216

MGT-338 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, $257* (includes a $45 lab fee)

96258  S  10/31–10/31  9 a.m.-4 p.m.  Largo

MGT-423 Leadership 2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. 12 sessions, $140 (includes a $65 lab fee)

97721  WF  9/16-11/6  online  $260
97722  WF  10/14–12/4  online  $260
97723  WF  11/1–1/1  online  $260
97724  WF  12/9–1/29  online  $260

MGT-492 Employment Law 2.4 CEUs
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional. 12 sessions, $140* (includes a $65 lab fee)

97725  WF  9/16–11/6  online  $260
97726  WF  10/14–12/4  online  $260
97727  WF  11/1–1/1  online  $260
97728  WF  12/9–1/29  online  $260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**FALL 2015 CONTINUING EDUCATION**

**PAYROLL**  
301-546-0032 or 301-546-5216

**MGT-690 PayTrain Fundamentals**  
2.4 CEUs

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

**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. Text required: *Talking with Your Hands: Listening with Your Eyes* by Gabriel Grayson (Square One Pub.) 8 sessions, $150*  
98086 S 9/26-11/14 9 a.m.-12 p.m. Largo  
98087 M 9/26-11/14 6:30-9:30 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. Text required: *Talking with Your Hands: Listening with Your Eyes* by Gabriel Grayson (Square One Pub.) 8 sessions, $150*  
98085 S 9/26-11/14 9 a.m.-12 p.m. Largo  
98087 Th 10/1-12/3 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: Ray Anderson. 8 sessions, $150*  
98091 W 9/30-11/18 6:30-9:30 p.m. Largo

**CONVERSATIONAL FOREIGN LANGUAGE**  
301-546-0797 or 301-546-5299

**LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary**  
This pre-introductory Spanish course provides an overview of some of the crucial grammatical patterns that are essential to receiving a solid foundation in the structure of the language. It will include some basic vocabulary. Oral and written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish language and is suggested before enrolling in the introductory level. 1 session, $55*  
97863 S 9/12-9/12 10 a.m.-4 p.m. Largo

**LGE-370 Introduction to Spanish: Part 1**  
2.0 CEUs  
This short introductory course covers the basics of Spanish for work and leisure. Topics will include pronunciation, vocabulary, dialogues and role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. 8 sessions, $140*  
97859 S 9/12-9/12 10 a.m.-4 p.m. Largo  
97860 M 9/28-11/16 6:30-9 p.m. Largo  
97862 T 10/6-11/24 6:30-9 p.m. LCC-205
LGE-328 Introduction to Spanish: Part 2
2.0 CEUs
In this continuation course, students will focus on increasing their vocabulary and comprehension through dialogue and role-play. An incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Prerequisite: LGE-370: Introduction to Spanish: Part 1. Text required. 8 sessions, $120*

97857 S 9/26-11/4 9:30 a.m.-12 p.m. Largo
97858 M 9/28-11/6 6:30-9 p.m. Largo

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

97855 S 9/26-11/4 9:30 a.m.-12 p.m. Largo
97856 Th 10/8-12/3 6:30-9 p.m. LCC-205

LGE-330 Intermediate 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 text. 6 sessions, $120*

97854 M 9/28-11/2 6:30-9:10 p.m. Largo

LGE-521 Speed Spanish 2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!! 12 sessions, $140* (includes a $65 lab fee)

97230 W 10/14-12/4 online E260

LGE-307 Beginning French
Parler Français! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. 8 sessions, $149*

98559 Th 10/7-11/9 6:30-9 p.m. LCC-205

MEDIATION

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

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

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40 hours of classroom coursework. A certificate of completion will be issued upon successful completion of this course.

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

98544 W 8/26-12/9 6:30-9:30 p.m. Largo
(15 sessions)

This course below is a hybrid weekender class with two components: a two-week online component and three weekender in-person classes that meet every other weekend as follows:

COMPONENT #1
TWO WEEK ONLINE SESSION
98546 Th 10/2-10/15 online HYLAG

To complete this component, students should log on to www.pgcc.edu, click on Blackboard, complete the class assignments and participate in discussions. All online assignments should be completed by Thurs. October 15.

COMPONENT #2
THREE WEEKENDER IN-PERSON CLASSES
ON LARGO CAMPUS (6 SESSIONS)
Fri., 10/16, 10/30, and 11/13 6-10 p.m.
Sat., 10/17, 10/31, and 11/14, 8:15 a.m.-6:15 p.m.

Both of the components listed above (online and in-person class) must be completed to successfully fulfill the course requirements.

Students must have registered and paid for this class by Tues., Sept. 29. A certificate of completion will be issued upon successful completion of the 40-hour course.

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 this course. 1 session, $60*

97887 S 10/3-10/3 9 a.m.-1 p.m. Largo

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. 5 sessions, $250* (includes a $200 lab fee)

97888 M 9/21-10/9 6-10 p.m. Largo

0.4 CEU

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

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

CONTINUING EDUCATION CERTIFICATE, PHOTOGRAPHY
The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity. Please note that you need to complete either Adobe Elements or Photoshop CS6.

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

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

Note: Students must complete either the two Adobe Photoshop classes OR the two Photoshop CS6 classes.

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

CRE-343 Digital Camera Basics: Workshop for Teens 0.6 CEU
Start from the very beginning! Learn digital camera operation, photographic principles, and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual, and a bag lunch with you. Enroll early; class size is limited. 1 session, $90 (includes a $10 lab fee)

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $90* (includes a $10 lab fee)

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

PHO-306 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)

PHO-319 Digital Photography: Mastering the Basics 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-320 Adobe Photoshop Elements 12: Part 1 1.2 CEUs
In this course, the first of a three-part series, you will be shown how to create extraordinary photos and how to quickly share your memories in online albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-321 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12. 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. 4 sessions, $210* (includes a $55 lab fee)

PHO-322 Adobe Photoshop Elements 12: Part 3 1.2 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 12. 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. 4 sessions, $210* (includes a $55 lab fee)

PHO-328 Adobe Photoshop Elements 12:  Part 3 1.2 CEUs
This course is designed for students who have completed the first two parts of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-330 Adobe Photoshop Elements 12:  Part 2 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-331 Adobe Photoshop Elements 12:  Part 1 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-332 Adobe Photoshop Elements 12:  Part 3 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-334 Adobe Photoshop Elements 12:  Part 1 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-335 Adobe Photoshop Elements 12:  Part 2 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-336 Adobe Photoshop Elements 12:  Part 3 1.2 CEUs
This course is designed for students who have completed the first part of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-337 Adobe Photoshop Elements 12:  Part 4 1.2 CEUs
This course is designed for students who have completed the first three parts of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-338 Adobe Photoshop Elements 12:  Part 5 1.2 CEUs
This course is designed for students who have completed the first four parts of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-339 Adobe Photoshop Elements 12:  Part 6 1.2 CEUs
This course is designed for students who have completed the first five parts of the Adobe Photoshop Elements 12 series. Students will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-340 Adobe Photoshop Elements 12: Part 1 1.2 CEUs
In this course, the first of a three-part series, you will be shown how to create extraordinary photos and how to quickly share your memories in online albums and unique print creations. You will be shown how to easily organize and protect all your photo and video clips. Students should have basic PC and Windows skills. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs
This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $210* (includes a $55 lab fee)

PHO-342 Adobe Photoshop Elements 12: Part 3 1.2 CEUs
This is the third course in the three-part series on Adobe Photoshop Elements 12. 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. 4 sessions, $210* (includes a $55 lab fee)
### PHO-321 Introduction to Photoshop CS6

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class.

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

<table>
<thead>
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<th>Course Code</th>
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<th>Date Range</th>
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<tr>
<td>98177</td>
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<td>98175</td>
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<td>10/14–12/4</td>
<td>Online</td>
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<tr>
<td>98172</td>
<td>WF</td>
<td>9/16–11/6</td>
<td>Online</td>
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</table>

### PHO-331 Introduction to Photoshop CS6

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class.

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>98188</td>
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<td>Online</td>
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<tr>
<td>98191</td>
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### PHO-322 Advanced Photoshop CS6

This is the second of a two part series on Adobe Photoshop CS6 using the MAC platform, the industry standard for professional photographers and graphic designers. In this course, you will be shown how to use the more advanced features of this powerful software including special effects, blending modes, layers, master selection tools and the Save-for-Web tool. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-305: Adobe Photoshop CS6 Part 1. or PHO-321: Intro to Photoshop CS6. No text required.

8 sessions, $315* (includes a $60 lab fee)

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<tr>
<td>98188</td>
<td>WF</td>
<td>10/14–12/4</td>
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</table>

### CRE-349 Exploring Digital Photography: An Online Class

This course provides an introduction to the technology that revolutionized the photographic world. Topics will include the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, and commercial and personal applications. Note: no tuition assistance is available for this class. Registration for this class is not complete until the student registers and pays at www.pgcc.edu and also completes the online course orientation/registration at www.ed2go.com/pgcc. 12 sessions, $140* (includes a $65 lab fee)

<table>
<thead>
<tr>
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<tr>
<td>98188</td>
<td>WF</td>
<td>10/14–12/4</td>
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</table>

### 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. A $5 fee payable to the instructor is required for the text. 2 sessions, $160* (includes a $35 lab fee)

<table>
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<td>Su</td>
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<td>9 a.m.-4 p.m.</td>
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### PHO-324 Introduction to Lightroom 4

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>98194</td>
<td>WF</td>
<td>10/14–12/4</td>
<td>Online</td>
</tr>
</tbody>
</table>

### CRE-363 Secrets of Better Photography

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. 12 sessions, $140* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Day/Time</th>
<th>Date Range</th>
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<td>96320</td>
<td>Su</td>
<td>11/4–1/1</td>
<td>9 a.m.-12 p.m.</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
PHO-325 Mastering Your Digital SLR Camera 2.4 CEUs
In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180. 12 sessions, $140* (includes a $65 lab fee)

PHO-328 Introduction to Lightroom 5 2.4 CEUs
Do you have a lot of images to manage? In this course, you will see how Lightroom 5 can help you prepare, edit, and organize your photos quickly and effectively. Using Lightroom 5’s non-destructive editing, you will be able to control how you edit your images and make additional alterations later. You will learn to apply changes to multiple images while developing an efficient image processing workflow. You will also see how to organize, tag, and make collections with Lightroom’s powerful organization tools; create customized slideshows and presentations; and fine-tune the overall color and lighting of your images. You can use Lightroom 5 as a companion to Photoshop, Photoshop Elements, or other digital photo editors, and you can export or print your work in exactly the size or format you need. 12 sessions, $140* (includes a $65 lab fee)

PHO-327 Introduction to Sports Photography 1.2 CEUs
Learn the tools and techniques for taking great sports images with your DSLR camera. We will discuss shooting sports using semi-manual and full manual exposure modes, preset and custom white balances, the elements of exposure value, and much more. The class includes classroom instruction, location shooting of the Prince George’s Community College Owls sports teams and a follow up critique. 4 sessions, $165* (includes a $55 lab fee)

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

SEEKING CANDIDATES TO BECOME POLICE OFFICERS
Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 26-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies

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

In addition, the candidate must be able to:
1. Pay a $170 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $4,000.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety. Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits. Students may also earn up to 18 credits toward an academic degree. Classes are now forming for upcoming orientation sessions.

REAL ESTATE AND INSURANCE

PROPERTY AND CASUALTY
301-546-0120 or 301-546-0158

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)

Prince George’s Community College ● Transforming Lives ● 301-546-PGCC (7422) ● www.pgcc.edu
### REAL ESTATE LICENSURE

#### CERTIFICATION PREPARATION, REAL ESTATE SALES LICENSURE

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

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

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

The college does not administer the licensure examination for salespersons or brokers eligible. Candidates for the examination will be uploaded to PSI upon successful completion of the 60 hour course. Download the candidate guide at www.psiexams.com.

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

#### Appraisal Certification Preparation, Real Estate Appraisal Licensure

Effective Jan. 1, 2008, a trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

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

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>RES-305</td>
<td>Real Estate Principles and Practices Sales</td>
<td>6.0 CEUs</td>
<td>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. Text required at first class. 20 sessions, $615* (includes a $75 lab fee)</td>
</tr>
<tr>
<td>RES-307</td>
<td>Ethical Obligations and the Real Estate Licensee</td>
<td></td>
<td>This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include definition of ethics, predatory leading, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35</td>
</tr>
<tr>
<td>RES-454-455</td>
<td>RESPA: Its Effect on Real Estate Licensees</td>
<td>2 courses</td>
<td>These courses are designed to give students an understanding of the Real Estate Settlement Act and Procedures Act (RESPA) and the required disclosures to conform with the Act. Topics will include RESPA defined, RESPA disclosure requirements, federal law and penalties. Approved for three hours toward Real Estate License renewal. 1 session, $30</td>
</tr>
<tr>
<td>RES-457</td>
<td>Supervision</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>RES-309</td>
<td>Real Estate Intensive Review</td>
<td></td>
<td>This course will review the information received in the 60-hour pre licensing Real Estate Principles and Practices for Salespersons course. 1 session</td>
</tr>
</tbody>
</table>

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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, $35

RES-338 Real Estate Auction Basics
This course is intended to familiarize buyers, sellers, and real estate professionals with the auction sales method. Upon completion of this course, the student will be able to follow the auction process from start to finish. 1 session, $35

RES-444 The Reverse Mortgage
This course will introduce the licensee to the process of a reverse mortgages. Topics will include eligibility requirements; procurement; comparison between traditional and reverse mortgages; and how to present information to buyer so they can make the best decision for their situation. Approved 3 hours. 1 session, $35

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, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. If the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series.

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

REAL ESTATE APPLICATIONS

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, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. If the student desires to purchase a financial calculator, the Hewlett-Packard 12C is recommended and is required for the third course in this series.

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

SPORTS AND GAMES

SPORTS
301-546-8340 OR 301-546-3019

ENR-557 How to Play Pool the Right Way: Pocket Billiards Workshop
Do you have what it takes? The desire to play a life-long sport anywhere you go in the world? This no cost workshop is designed for all beginning level players. You will be taught about the history of the sport, and the basic fundamentals including stance, grip, and body alignment and how to aim a cue stick towards a cue ball to pocket a ball. You could be pocketing balls within a couple of hours! The workshop is only available to the first eight committed enrollees. 1 session

ENTREPRENEURIAL

ENTREPRENEURIAL

ENR-557 How to Play Pool the Right Way: Pocket Billiards Workshop
Do you have what it takes? The desire to play a life-long sport anywhere you go in the world? This no cost workshop is designed for all beginning level players. You will be taught about the history of the sport, and the basic fundamentals including stance, grip, and body alignment and how to aim a cue stick towards a cue ball to pocket a ball. You could be pocketing balls within a couple of hours! The workshop is only available to the first eight committed enrollees. 1 session

TELECOMMUNICATION

BICSI
301-546-8514 or jonesce@pgcc.edu

OCU-442 BICSI ITS Installer 1: Entry Level Training 4.0 CEUs
This course provides the students with a brief synopsis of the BICSI and Cabling Installation program. Students are provided a summary of expectations for completing the steps up to and including the installation program. 5 sessions, $1700* (includes a $1312.50 lab fee)
## TRANSPORTATION AND DISTRIBUTION

### AUTOMOTIVE TECHNOLOGY

301-546-0062 or tdi@pgcc.edu

### CONTINUING EDUCATION CERTIFICATE, AUTOMOTIVE TECHNOLOGY

Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

- **OCC-301** Auto Technician: Basic Theory
- **OCC-324** Auto Technician: Brake Systems
- **OCC-336** Auto Technician: Engine Performance
- **OCC-400** Auto Technician: Electrical Systems
- **OCC-406** Auto Technician: Heating and Air Conditioning
- **OCC-423** Auto Technician: Automatic/Manual Transmission and Transaxle
- **OCC-424** Auto Technician: Steering and Suspension
- **OCC-437** Auto Technician: Diesel Engine Theory and Maintenance

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

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

<table>
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<td>Auto Technician: Basic Theory</td>
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<td>$210</td>
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<td>OCC-324</td>
<td>Auto Technician: Brake Systems</td>
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<td>MW 10/12-10/26 6:30-9:30 p.m.</td>
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<td>OCC-336</td>
<td>Auto Technician: Engine Performance</td>
<td>1.8</td>
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<td>OCC-400</td>
<td>Auto Technician: Electrical Systems</td>
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<td>OCC-406</td>
<td>Auto Technician: Heating and Air Conditioning</td>
<td>3.2</td>
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<td>OCC-423</td>
<td>Auto Technician: Automatic/Manual Transmission</td>
<td>3.2</td>
<td>MW 11/2-11/16 6:30-9:30 p.m.</td>
<td>$210</td>
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</table>
AUTO BODY REPAIR AND REFINISHING
301-546-0062 or tdi@pgcc.edu

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

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

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

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

96310 MW 10/19–11/26 6-10 p.m. AYT

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

96312 TTh 12/10–1/26 6-9:30 p.m. WTC

OWL ALERT
REGISTER NOW

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

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

LICENSING AND CERTIFICATION PREPARATION, COMMERCIAL DRIVER LICENSE: CLASS A AND B
According to the US Department of Labor, Bureau of Labor Statistics, overall employment of truck drivers and driver/sales workers is expected to grow 9% over the 2008–18 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008–18 period. That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver! Prince George's Community College offers programs for both class A (tractor-trailer) and class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

Class A Admission Requirements:
1. A student must:
2. Be 21 years of age or older;
3. Possess a valid Non-Provisional Driver's License from Maryland;
4. Pass a Department of Transportation (DOT) physical and drug screen; and
5. Obtain a CDL Class A Learner's Permit.

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

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

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

CDL-315 Commercial Driver's License: Learner’s Permit Preparation
This course will prepare students for the Maryland MVA, CDL Class: A or B Commercial Driver License Knowledge permit test. The seven hour course will cover the following topics, general knowledge, air brakes, transporting passengers, school bus and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 & 10 prior to start of class. Instructor: Aaron Moore. 2 sessions, $85*

CDL-301 Commercial Driver's 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, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. $1990* (includes a $1592 vehicle fee.)

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

CDL-316 Commercial Driver’s License: Class A Part 1 (Theory) 7.5 CEUs
This is part one of a three part course. Students who register for this course must also register for CDL-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1432* (includes a $1289 vehicle fee.)

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

CDL-317 Commercial Driver’s License: Class A Part 2 (Range & Road) 7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1432* (includes a $1289 vehicle fee.)

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

CDL-318 Commercial Driver’s License: Class A Part 3 (Advance Skills) 7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam. $1431* (includes a $1288 vehicle fee.)

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

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

301-546-0062 or tdi@pgcc.edu

**LICENSE AND CERTIFICATION PREPARATION, MOTOR VEHICLE ADMINISTRATION CLASS C DRIVER’S LICENSE**

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

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

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**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 is 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)*

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**FORKLIFT**

301-546-0062 or tdi@pgcc.edu

**OSHA FORKLIFT CERTIFICATION**

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

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

To register, a student must be 18 years of age or older. Classes held rain or shine. Lunch provided. **1 session, $120** *(includes a $85 lab fee)*

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**HEAVY EQUIPMENT**

tdi@pgcc.edu or 443-518-4180

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

Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, bridges, buildings, and other structures. The median annual wage for construction equipment operators was $40,980 in May 2012. Employment of construction equipment operators is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Spending on infrastructure should generate many new jobs for construction equipment operators. Workers who can operate multiple types of equipment should have the best job opportunities.
HEO-307 Skid Steer Operator Certification  
1.2 CEUs

This course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include an introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught 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: A) Must be 18 years or older  B) Students are required to wear steel toe shoe or boot.

2 sessions, $275* (includes a $200 lab fee)

96281  MT  11/16–11/17  8 a.m.-3 p.m.  WTC

HEO-308 Backhoe Operator Certification  
1.2 CEUs

This course introduces students to the fundamentals of safely operating a backhoe loader vehicle. Topics include an introduction to backhoe vehicle, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and digging.

Notes: students must be 18 years or older; students are required to wear steel toe shoes or boots. 2 sessions, $275* (includes a $200 lab fee)

96286  MT  11/23–11/24  8 a.m.-3 p.m.  WTC

MILITARY STRONG
At Prince George’s Community College

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

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

For more information, contact 301-546-0159

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
Note: new MVA Requirement Effective 2015
All students will be required to complete a Motorcycle Safety Foundation, On-Line eCourse as part of the licensing program. Information about the eCourse will be given on the first day of class. E-mail address required for registration in this course.

Quality Motorcycle Training for over 30 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.

If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

To get the maximum benefit from Prince George's Community College's Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics and Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Policies
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration's policies: Students must report to all classes promptly at the stated time and must attend all sessions. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program.

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

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

Students attending courses leading to a state, government, industry, or federal certification are required to present a state-issued photo identification to the instructor at the first class.
OCC-361 Basic Rider Course (BRC)

This course is for both beginner riders and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age a parent or guardian must sign liability release documents on behalf of the student. Participants use a training motorcycle provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Instructors will evaluate and coach each rider's ability and performance. To successfully complete the course riders must complete an MVA required eCourse, and pass a riding skills and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There are no refunds after the class has started. 3 sessions, $320* (includes a $35 lab fee)

OCC-419 Motorcycle Alternate Basic Rider Course 0.7 CEU

A seven-hour course for students with basic riding skills who wish to perform a Class-M license waiver as a part of this program. During initial riding activities, each rider's ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders provide their own riding gear, which includes a DOT certified helmet which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $150* (includes a $20 lab fee)

CONTINUING EDUCATION CERTIFICATE, MOTORCYCLE MECHANICS AND REPAIR

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

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

OCC-354 Basic Motorcycle Maintenance

This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection, maintenance schedules, record keeping, basic tools, cleaning; storing and winterizing the motorcycle, performing an oil change, checking wheels, tire pressure and brakes, chain and cable adjustment, fluid levels, the owner's manual, changing bulbs and dealer relations. Students should bring their motorcycle owner's manual to class. 2 sessions, $75*

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

TRAVEL BUSINESS AND SALES

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair skills for performing advanced services on a motorcycle. Topics include engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: “How to Repair Your Motorcycle” by Charles Everitt, 2007 (See instructor on first day of class). 8 sessions, $290* (includes a $40 lab fee)

96314 TW 10/20–11/17 6–9 p.m. WTC

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, $290* (includes a $30 lab fee)

96308 MW 11/23–12/16 6–9:30 p.m. AB

OCC-376 Motorcycle Mechanics & Repair

BUS-343 Getting into the Travel Business
Do you have the who, why, how, and what it takes to own or manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started.
Instructor: Helen Svensen, CTC. 1 session, $35

96732 T 9/8–9/8 7-10 p.m. GTSV
96735 T 11/11–11/17 7-10 p.m. GTSV

BUS-394 Destination Awareness: The Discovery Series
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen. 1 session, $35

96734 T 9/15–9/15 7-10 p.m. GTSV
96736 Th 1/18–1/19 7-10 p.m. GTSV

BUS-446 Travel Industry Basics For Starting Your Own Small Business
0.6 CEU
This course emphasizes non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $65*

96725 T 9/22–9/29 7-10 p.m. GTSV

BUS-447 Geography: It’s Your Business to Know Destinations
0.9 CEU
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. 3 sessions, $90*

96733 T 10/6–10/27 7-10 p.m. GTSV

CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES
PGCC’s Business Owners’ Success Series and Greenbelt Travel Services cooperatively offer a 45-hour travel program that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- BUS-343 Getting into the Travel Business
- BUS-394 Destination Awareness: The Discovery Series
- BUS-446 Travel Industry Basics for Starting Your Own Small Business
- BUS-447 Geography: It’s Your Business to Know Destinations
- BUS-510 Computer Skills to Build Your Travel Business
- BUS-361 Sales and Marketing Techniques for Travel
- BUS-362 Package Your Tours and Cruises for Profit Potential
- BUS-381 Grow Your Cruise Business

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

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

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

For more details about preparing for the TAP test, e-mail vicki@greenbelttravel.com.
VETERINARY

VETERINARY ASSISTANT
301-546-0878 or wdcehealthcare@pgcc.edu

CONTINUING EDUCATION CERTIFICATE VETERINARY ASSISTANT

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

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

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

- VET-313 Preparation for the Veterinary Assistant Training Course Series (Required)
- VET-300 Veterinary Assistant I: Outpatient Care
- VET-301 Veterinary Assistant II: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant III: Patient Care and Treatment
- VET-311 Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

Prince George's Community College's Veterinary Assistant Training Program has been reviewed and supported by the Maryland Veterinary Medical Association.

Note: the Veterinary Assistant program uses live animals for teaching purposes. Prince George's Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George's Community College does not provide medical insurance for any injury sustained.

It is recommended that you attend a free VET-400 Veterinary Assistant Orientation.

VET-400 Veterinary Assistant Orientation

This free orientation is a must attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements. 1 session

VET-313 Preparation for the Veterinary Assistant Training Course Series (Req)

Brush up your basic skills and prepare to start your training to become a veterinary assistant. This preliminary course is required for all students who wish to take the veterinary assistant course series. Topics include problem solving and communication skills, math for medications, professionalism, and classroom and clinical conduct. Activities and tests will be scored on a point system; a minimum score of 90 points is required to continue on to the Veterinary Assistant series. Prerequisites: see the blue box above. Potential students should pick up a placement test referral from the Continuing Education Desk in Bladen Hall, Room 126. 3 sessions, $108*

VET-300 Veterinary Assistant, Part I: Outpatient Care 3.0 CEUs

Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. The first course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association. Workbook included. Prerequisites: students must be a minimum of 18 years of age before class starts and must successfully complete the reading comprehension placement test before registering for the first course. Pick up a placement test referral from the Continuing Education Desk in Bladen Hall, Room 126. Prerequisites: VET-313, 7 sessions, $325* (includes a $75 lab fee)
### Video Production Techniques

**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 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 software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. Workbook included. Prerequisite: VID-310.  
7 sessions, $265* (includes a $50 lab fee)  
96317 M 10/26-12/7 6-9 p.m.  CAT-137

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### Veterinary Assistant Series

#### 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. Twelve clinical hours and workbook are included. Prerequisite: VET-300.  
5 sessions, $255* (includes a $75 lab fee)  
96245 TTh 10/13-10/29 6:30-9:30 p.m.  CE-104

#### VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment  
3.0 CEUs  
This course consists of 18 classroom hours and 12 clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisite: VET-301.  
6 sessions, $291* (includes a $75 lab fee)  
96246 TTh 11/3-11/24 6:30-9:30 p.m.  CE-104

#### VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care  
2.6 CEUs  
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisite: VET-310.  
5 sessions, $266* (includes a $50 lab fee)  
96247 TTh 12/1-12/7 6:30-9:30 p.m.  CE-104

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### Videography

**VID-308 Videography: Part 1  
2.1 CEUs**  
This course, the first of a two part series, offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. Workbook included. Prerequisite: VID-301.  
7 sessions, $265* (includes a $60 lab fee)  
96319 M 8/31-10/7 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: Videography: Part 1.  
7 sessions, $265* (includes a $60 lab fee)  
96317 M 10/26-12/7 6-9 p.m.  CAT-137

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### Continuing Education Certificate

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

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

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

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

Once a student has completed all of these requirements, he/she should contact the office at the number or e-mail above for verification and to request a certificate.

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**VID-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy  
2.7 CEUs**

**VID-310 Veterinary Assistant, Part 3: Patient Care and Treatment  
3.0 CEUs**

**VID-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care  
2.6 CEUs**

**VID-308 Videography: Part 1  
2.1 CEUs**

**VID-329 Videography: Part 2  
2.1 CEUs**

**VID-332 Video Production Techniques  
2.8 CEUs**
### 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)

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<tr>
<th>Course Code</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
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<td>10/4-10/18</td>
<td>9:30 a.m.-4 p.m.</td>
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### APP-400 Apple End User Certification Exam
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $175 (includes a $75 lab fee)

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<thead>
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<th>Course Code</th>
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<td>6:30-9:30 p.m.</td>
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### FINAL CUT PRO
301-546-0873 or itcerts@pgcc.edu

#### 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)

<table>
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<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<td>95295</td>
<td>9/1-10/8</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-137</td>
</tr>
</tbody>
</table>

### MOTION
301-546-0873 or itcerts@pgcc.edu

#### APP-406 Introduction to Motion 5  3.0 CEUs
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control. 12 sessions, $605* (includes a $150 lab fee)

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<tr>
<th>Course Code</th>
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<tbody>
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<td>95297</td>
<td>10/20-12/3</td>
<td>6:30-9:30 p.m.</td>
<td>CAT-137</td>
</tr>
</tbody>
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### ADOBE PREMIER

#### DPR-722 Adobe Premiere Pro  3.6 CEUs
This course will discuss producing and editing video for multimedia or web productions. Emphasizes capture, editing and outputting of video using a desktop digital workstation. 9 sessions, $605* (includes a $150 lab fee)

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<th>Course Code</th>
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<th>Location</th>
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<td>9/19-11/14</td>
<td>9 a.m.-1:30 p.m.</td>
<td>CAT-103</td>
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</table>
ONLINE COURSES

ELEARNING
301-546-0463 or www.pgcconline.com

WHAT IS ELEARNING@PGCC FOR CONTINUING EDUCATION STUDENTS?
Online delivery allows you to take continuing education (noncredit) courses for personal or professional development, to update your skills, to discover a new talent, or to chart a career path at your convenience using your computer. If your schedule makes it difficult for you to attend in-person classes, consider enrolling in our online or hybrid courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

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

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

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

Continuing education online courses at PGCC are offered in three delivery formats: Ed2go, ProTrain, and Blackboard. For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgcc.edu.

NOTE: To see course dates, 5-digit course section identification numbers, and delivery format of courses, turn to the appropriate section in this Schedule.

WHAT ARE HYBRID COURSES?
A hybrid course combines in-person classroom meetings and online instruction. Students enrolled in a hybrid course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments, and discussions are accomplished through the Internet. Continuing education hybrid courses at Prince George’s Community College are offered using the Blackboard deliver format. For class times and locations, see the course schedule.

NOTE: HYLAG is a hybrid course that meets on the Largo campus

NOTE: HYLCC is a hybrid course that meets at the Laurel College Center.

WHAT IF I’M NOT REALLY TECHNICAL?
PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to login to your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office at eLearning@pgcc.edu or at 301-546-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information.

WHAT DO I NEED TO DO TO GET READY?
Use your Schedule of Classes to select courses you want to take. Make a note of:

- Course number and title
- 5-digit course section identification number
- Online delivery format/location (Ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 512 MB of RAM. Broadband (DSL, Cable, FiOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, and Apple Safari, depending on the course’s delivery format. Microsoft Word is the college standard for word processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET BY REGISTERING AND PAYING FOR YOUR COURSE
Follow the instructions for the online delivery format of your course (EDGO, ProTrain, or Blackboard).

Ed2go (E2GO)
To Register for Online Courses That Use Ed2go ...

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

NOTE: Do not pay for the course at the ed2go website.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu

**STEP 2: REGISTER AND PAY, USING THE REGISTRATION INSTRUCTIONS FOUND IN THIS SCHEDULE (PAGE 4).**

*If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester: 99284 for Fall 2015 courses (courses beginning in September-December 2015)*

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

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

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**ProTrain (PTRN)**

To Register for Online Courses That Use ProTrain . . .

2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.

*Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC (see page 4), you will receive login instructions by e-mail from ProTrain shortly before the course begins.*

**Blackboard (BLBD)**

To Register for Online Courses That Use Blackboard .

1. Register and pay, using the registration instructions found in this schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.
2. Activate your Owl Link account, which is needed for accessing your Blackboard online course.

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**GO! YOU’RE READY TO START YOUR COURSE!**

Follow the instructions for the online delivery format/location of your course (ed2go, ProTrain, or Blackboard).

On the start date of your course:

**For ed2go**

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

**For ProTrain**

Login using the login information sent to you by ProTrain.

**For Blackboard**

Login at pgcconline.blackboard.com.

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

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**MORE ONLINE E2GO COURSES: FALL 2015**

**SO MANY ONLINE COURSES, WE COULDN’T LIST THEM ALL!**

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

Here are just some of the titles of more online courses that may interest you.

We’ve got something to interest everyone!

---

**Accounting and Finance**

Intermediate QuickBooks 2013
Introduction to Crystal Reports
Performing Payroll in QuickBooks 2013
QuickBooks 2013 for Contractors

**Business**

Interpersonal Communication
Fundamentals of Supervision and Management 2
Manufacturing Applications
Purchasing Fundamentals
Advanced Grant Proposal Writing
Nonprofit Fundraising Essentials
Managing Customer Service

Marketing Your Nonprofit
Achieving Top Search Engine Positions
Professional Sales Skills
Growing Plants for Fun and Profit
Start Your Own Arts and Crafts Business

**College Readiness**

Introduction to Statistics
Introduction to Chemistry
SAT/ACT Preparation - Part 2

**Computer Applications**

Intermediate Photoshop CC
Introduction to Adobe Acrobat X
Introduction to Illustrator CS6
Introduction to Photoshop CS5
Photoshop CS6 for the Digital Photographer
Photoshop Elements 11 for the Digital Photographer II
Photoshop Elements 13 for the Digital Photographer
Advanced Microsoft Excel 2010
Intermediate Microsoft Access 2010
Intermediate Microsoft Excel 2010
Intermediate Microsoft Word 2010
Introduction to Microsoft Access 2013
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Word 2011 for Mac
What’s New in Microsoft Office 2010
Introduction to Microsoft Excel 2007

**Design and Composition**

Photographing People With Your Digital Camera
Introduction to Camtasia Studio 8
Creating jQuery Mobile Websites With Dreamweaver
Responsive Web Design

**Green Training**

**Health Care and Medical**

Explore a Career in Medical Writing

**Language and Arts**

Drawing for the Absolute Beginner
Introduction to Journaling
Publish and Sell Your E-Books
Writing for ESL
Conversational Japanese
Easy English 2
Instant Italian
Spanish in the Classroom
**Law and Legal**
Introduction to Criminal Law

**Personal Development**
Empowering Students With Disabilities
Marriage and Relationships: Keys to Success
Lose Weight and Keep It Off
Be Assertive!
Stocks, Bonds, and Investing: Oh, My!

**Teaching and Education**
Blogging and Podcasting for Beginners
Using the Internet in the Classroom
Teaching ESL/EFL Vocabulary
Guided Reading: Strategies for the Differentiated Classroom
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Teaching Students With Learning Disabilities
Teaching Science: Grades 4-6
Differentiating K-12 Assessments
The Creative Classroom

**Technology**
Introduction to XML
Intermediate Visual Basic
Introduction to C# Programming
Introduction to Visual Basic
Introduction to Oracle

**Writing and Publishing**
How to Make Money From Your Writing
DEGREE CENTERS

Laurel College Center
(A Partnership of Prince George's Community College and Howard Community College
(A Maryland Regional Higher Education Center)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 92) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-546-8360.
See University Town Center section (page 94) for course listings.

EXTENSION CENTERS

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-546-8900
Fax: 301-546-0894
For more information, call 301-546-8900.
See Skilled Trades Center section (page 94) for course listings.
(No registration or advisement offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-546-8500.
See Westphalia Training Center section (page 94) for course listings.
(No registration or advisement offered at this location.)

ADDITIONAL LOCATIONS

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

Prince George's Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the Largo. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.
LAUREL COLLEGE CENTER

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

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

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

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

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

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

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

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

- If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.
- If you register through PGCC, a registration fee of $20 each semester will be added to your bill (regardless of the number of courses you are taking).
- Senior citizens and students retired on disability will be charged a $75 registration fee per term.
- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

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

General Information
Websites
Prince George’s Community College
www.pgcc.edu

Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

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

Textbooks
If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing www.pgccbookstore.com. You also may call 301-546-0912 to order textbooks. Have the reference number of the course ready when you call or access the website. Online or phone purchase requires a credit card. You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

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

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

Tuition Waiver
Senior Citizens
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.

BUSINESS MANAGEMENT SKILLS
Event Planning, page 12
BUS-579  Cutting Edge Tricks and Technologies for Successful Event Businesses
BUS-422  Conference Planning Management
BUS-460  The Site Selection Process
BUS-347  Working with Hotels
BUS-410  Starting Your Meeting Planning Company
BUS-371  Marketing Your Meetings and Exhibits
BUS-307  Developing Sponsorship Opportunities
BUS-573  Introduction to Social Media for Event Planners

Non-Profit Management, page 16
VOL-313  Writing Grant Proposals

Small Business, page 19
BUS-427  Accounting and Recordkeeping for Small Business
BUS-435  Basic Federal Tax Information for Small Businesses
BUS-328  Is Entrepreneurship Really for You?
BUS-547  Entrepreneurship As a Second Career

BUS-476  Starting Fashion Boutique
BUS-386  Copyrights, Trademarks, Trade Secrets and Licensing
BUS-562  Making Money on the Internet: Lead Generation

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Keyboarding, page 23
OFC-314  Introduction to Keyboarding

Microsoft Office, page 25
DPR-814  Microsoft Excel 2012: Level 1

Database Design, page 28
DPR-327  Introduction to SQL

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Construction, page 36
CST-383  Construction Estimating I

COSMETOLOGY/ BRAIDING/ MAKEUP
Makeup Artistry, page 43
OCU-437  Advanced Professional Makeup
OCU-427  Polished Daytime Makeup
OCU-436  Bridal and Special Occasion Makeup
OCU-439  Personal Makeup for Beginners

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Fine Arts Creativity, page 45
ART-372  Landscapes in Watercolor
ART-405  Picture This: Image Transfers
ART-383  More Mixed Media
ART-392  Design and Create Jewelry

Performing Arts and Music, page 46
COM-347  Voice-overs: Now is Your Time

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DCR-322  Infant/Toddler Care
DCR-510  Family Child Care Pre-Service

ENRICHMENT AND PERSONAL GROWTH
Lifestyle, page 53
ENR-437  Fit and Fabulous in 15 Minutes

ENR-465  The Family Newsletter
ENR-533  Family Reunion
ENR-572  Using Mindfulness Meditation to Increase Happiness
ENR-375  Develop Your Psychic Ability
ENR-427  Past Life Regression and Future Life Progression
ENR-547  Manifesting Love
ENR-556  Connect With Your Angels
ENR-571  Introduction Mindfulness Meditation

FITNESS AND HEALTH
Wellness, page 55
HES-582  Reflexology for Stress and Wellness

DENTAL ASSISTING
Nursing Assistant (CNA/GNA), page 62
HES-544  Certified Nursing Assistant: Theory

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Floral, page 66
OCU-377  Advanced Seasonal and Event Designs

Home Interior, page 66
ENR-460  Interior Decorating Basics
ENR-356  Feng Shui Basics: Getting Started
ENR-403  Feng Shui for You
ENR-574  Chinese New Year 2016
ENR-514  Home Staging: The Key to Selling a Home for Top Dollar
ENR-573  Color Your Home Using Feng Shui

LANGUAGE COMMUNICATION
American Sign Language (ASL), page 70
COM-325  Sign Language 1

Conversational Foreign Language, page 70
LGE-370  Introduction to Spanish: Part 1
LGE-345  Introduction to Spanish: Part 3
LGE-307  Beginning French

REAL ESTATE AND INSURANCE
Real Estate Applications, page 76
RES-403  Appraisal Principles and Procedures

TRANSPORTATION AND DISTRIBUTION
Commercial Driver License: Class A and B, page 79
CDL-315  Commercial Driver License: Learner’s Permit Preparation
Launched in January 2007, Prince George's Community College's Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

**CONSTRUCTION SKILLED TRADES**

**Building Maintenance, page 37**

OCU-404 Building Maintenance Engineer: Level 1

OCU-402 Building Maintenance Engineer: Level 2

**Core Skills, page 38**

OCU-410 Introductory Craft Skills (Core)

OCU-408 CORE: Introductory Craft Skills, Part 1

OCU-416 CORE: Introductory Craft Skills, Part 2

**HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration), page 40**

HVC-340 CFC Preparation and Certification

HVC-332 HVAC/R Level 1: Part 1

HVC-331 HVAC/R Level 1: Part 2

HVC-360 HVAC/R Level 3: Part 1

**Residential Maintenance, page 41**

OCU-329 Electrical Repair: Basic Skills

OCU-330 Plumbing Repair: Basic Skills

OCU-331 Drywall Installation and Repair

**UNIVERSITY TOWN CENTER**

6505 Belcrest Road, Suite 200

Hyattsville, MD 20782

301-546-8500

**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.

**BUSINESS MANAGEMENT SKILLS**

**Management and Supervisory Skills, page 16**

MGT-585 Introduction to Business

**CREATIVE AND PERFORMANCE ARTS**

**Fine Arts Creativity, page 45**

ART-303 Fashion Sketching

ART-381 Drawing and Sketching

**Performing Arts and Music, page 46**

ART-382 Art Journaling—Going Beyond Scrapbooking

**EARLY CHILDHOOD EDUCATION**

**Child Care Classes, page 47**

DCR-303 Child Growth and Development: 45 Hours

DCR-531 Pre-School Curriculum/Activities: 45 Hours

**HEALTH CARE SUPPORT**

**First Aid and CPR, page 57**

HES-344 CPR for Health Professionals

**DENTAL ASSISTING**

**Nursing Assistant (CNA/GNA), page 62**

HES-544 Certified Nursing Assistant: Theory

**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.

**BUSINESS MANAGEMENT SKILLS**

**Small Business, page 19**

CED-301 Strategic Positioning

CED-300 Small Biz Safety CEO

**CONSTRUCTION SKILLED TRADES**

**Building Information Modeling, page 38**

OCU-460 Introduction to Building Information Modeling

**Construction Industry OSHA-10, page 38**

CST-422 PSHA-10

OCU-610 OSHA-30

**Electricity and Advanced Electrical, page 39**

ELC-312 Electrical: Level 2

ELC-351 Electrical Level 4: Part 3

ELC-323 Construction Electricity 2: Part 1

CST-436 Grounding and Bonding Separately Derived Systems & Calculation
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration), page 40
HVC-342 HVAC/R Level 2: Part 4

General Locksmithing, page 40
KEY-301 Locksmithing 102

Welding, page 41
OCU-450 Welding Fundamentals Level 1: Part 1
OCU-451 Welding Fundamentals Level 1: Part 2

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OCU-430 Professional Braiding: Level 1
OCU-431 Professional Braiding: Level 2
OCU-432 Professional Braiding: Level 3

Makeup Artistry, page 43
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OCU-423 Advanced Makeup Artistry
OCU-429 From Blah to Beautiful

FACILITY MANAGEMENT
CREDENTIAL PROGRAMS
Facility Management, page 55
MGT-631 Operations and Maintenance for FMP
MGT-632 Project Management for FMP
MGT-634 FMP Leadership Strategy Essentials
MGT-633 Finance and Business Essentials for FMP

TRANSPORTATION AND DISTRIBUTION
Auto Technology, page 77
OCC-301 Auto Technician: Basic Theory
OCC-324 Auto Technician: Brake Systems
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical Systems
OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

Forklift, page 80
HEO-305 OSHA Forklift Operator Certification

Heavy Equipment, page 80
HEO-307 Skid Steer Operator Certification
HEO-308 Backhoe Operator Certification

Motorcycle Mechanics, page 83
OCC-376 Motorcycle Mechanics and Repair

SAGE
(Seasoned Adults Growing Educationally)

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

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

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

For more information look for the SAGE Fall 2015 Schedule of Classes

For more day classes, see our SAGE schedule of classes.

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

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

Contact Laurel College Center today!

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

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

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

Laurel College Center
A Community of Colleges & Universities
Call toll-free 1-866-228-6110 or visit www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Get Ahead in Life.
Workforce Development and Continuing Education

Continuing Education Student Registration

Student ID (if known) __ __ __ __ __ __ Date __ / __ / __

Semester Year: ____________ Fall Winter Spring Summer

Name Last: ___________________________ First: ___________________________ Middle Init.:

Address Zip: ____________ Number & Street:

Telephone Home: _______ _______ Cell: _______ _______ Work: _______ _______

Date of Birth (required) __ / __ / __

Ethnicity/Gender

Native American  Black/African American  White  Multiple  Male

Asian  Hispanic  Pacific Islander  Other  Female

Status

If you are a Senior Citizen (60+), Active Military In-County, Maryland Disabled Person, Active Military In-State, College Employee, or Employee Dependent—STOP HERE and contact the Office of Admissions and Records at 301-546-7422 for additional information. More information is also available in the Payment Information section of this book.

YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

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Subtotal $________

Fees

All standard students add a registration fee of $20.00 unless your course specifies that it is “Tuition Free”

- 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 ___________________________ Date ________________

E-mail ___________________________
WHERE DO YOU SEE YOUR CAREER TAKING YOU?

Prince George’s Community College, in partnership with MGM National Harbor, will launch the Hospitality Express training program this August. This program will help prepare residents of Prince George’s County and surrounding communities for the more than 3,500 employment opportunities available.

Great careers in areas such as:

- Food & Beverage Services
- Hotel Operations
- Casino Operations

Stay tuned for more details about the Hospitality Express training program coming in the winter schedule of classes.

Get started on a solid career path.
www.pgcc.edu/go/HospitalityExpress
301-546-8646