WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Spring 2014
NONCREDIT CLASSES

Transforming lives.
PRINCE GEORGE'S COMMUNITY COLLEGE
Career Preparation and Job Training

Prince George’s Community College prepares students for professional certification and licensure in high demand fields that lead to rewarding careers. Students benefit from flexible and convenient learning options, as well as short- or long-term training programs. We are transforming lives.

- Career planning and guidance
- Retraining
- Skills building

Apply online at www.pgcc.edu or call 301-336-6000
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
1. Kent Hall
   Administration
   Workforce Development
   and Continuing Education
   Human Resources

2. Accokeek Hall
   eLearning Services
   Library

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

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

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

6. Chesapeake Hall

7. Lanham Hall
   International Education Center
   Service Learning

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

9. Queen Anne Fine Arts
   Hallam Theatre

10. Novak Field House
11. Robert I. Bickford Natatorium
    Pool
    Racquetball Courts
    Weight Room

12. Continuing Education Building
    (classrooms only)

13. Steel Building
14. Childtime Children's Center
15. Facilities Building
    Campus Police

16. Track/Practice Soccer Field
17. Golf Range
18. Tennis Courts
19. Racquetball Courts
20. Auto Bay
21. Warehouse
22. Baseball Diamond
23. Softball Diamond
24. Picnic Grove
25. Temporaries 1 and 2
26. Temporary Services Building TS
27. Temporary Offices Building TO
28. Temporary Classrooms Building TZ
29. Center for Advanced Technology
    College Lab Services (computer labs)
    Cyber Café
30. Center for Health Studies
31. Temporary 3
32. Main Soccer Field
REGISTER ONLINE
To register online you must have an e-mail address and you must pay with a credit card when you register.

TO ACCESS OWL LINK

NEW STUDENTS
1. Go to www.pgcc.edu.
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 UserID and temporary password.
8. After retrieving this information, select the Workforce Development and Cont. Ed. Students menu again. Select the Enroll and Register for Courses option again.
9. This time, Click on Log In to Owl Link.
   Log in using the information provided to you in your e-mail. On the next screen you will immediately be prompted to change your password to one of your choosing.

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

III. After submitting you will see a confirmation screen. Print this out for your records.
That's it! You're officially registered! We hope you enjoy your educational experience with Prince George's Community College.

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

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

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

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

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

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

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

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

2. Black headers with lines (subhead): Program of study, specialization within a career field

3. Blue box: Short program description and/or availability of certificate options. Many careers require educational credentialing or professional licensing to validate your level of expertise in a certain field. Prince George's Community College offers a Certificate of Completion in many of its programs to validate your professional development and show that you have successfully completed the required series of related courses.

4. Bold text: Course number and title

5. Regular text: Course description, special requirements, number of sessions, cost

6. Bold text: Number of sessions and related costs and fees.

7. Pale blue table: Describes the section of the course for which you will register—beginning with a unique five-digit identification number, day(s) on which the course will meet, beginning and end dates, times, and location.

CONSTRUCTION AND SKILLED TRADES

GENERAL/OTHER CONSTRUCTION SKILLS

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

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

OCU-327
Overview of Industrial Maintenance Careers
0.8 CEUs

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

1 session, $99* plus $10 materials fee

OCU-322 Building Maintenance Engineer, Level 1

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.
4.2 CEUs

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WHAT YOU NEED TO KNOW TO GET STARTED

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

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

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

11. Now, you're ready to register!

HOW TO FIND YOUR LARGO CAMPUS CLASSROOM

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

1. Go to www.pgcc.edu.

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


4. Enter the course number and synonym # 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.
TUITION (SUBJECT TO CHANGE)

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

TUITION WAIVER

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

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

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

FEES (SUBJECT TO CHANGE)

Registration Fees
A $15 registration fee will be added to your bill upon registration. This fee will allow you to register for one or more courses during any given term.

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

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

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

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

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

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

EMPLOYER-PAID TUITION/ PURCHASE ORDERS

If your employer is paying your tuition:

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

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

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

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

RETURNED CHECKS

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

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

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

REFUNDS

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

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

BOOKSTORE

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

Hours: Monday–Thursday, 9 a.m.–5 p.m. Friday, 9 a.m.–4 p.m.

Bookstore hours are subject to change and may be extended when credit classes first begin. In addition to in-store purchases, students can purchase books via the telephone during regular business hours. The books can be charged to a credit card and then picked up at the store or shipped to the customer via UPS (additional charge for shipping). Students also may purchase books online from the bookstore website (7 days a week, 24 hours a day). Books will be shipped via UPS (additional charge for shipping).

Students taking classes at the University Town Center or Laurel College Center may order books by phone or online. The books then will be sent to the center on Monday, Wednesday or Friday with no charge for shipping.

HOLIDAYS

Courses will not be scheduled on the following dates:

- Jan. 20: Martin Luther King, Jr. Day
- Feb. 17: Presidents Day
- Apr. 14–20: Spring Break
- May 24–26: Memorial Day

COLLEGE CLOSINGS

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

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

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

When the college announces a delayed opening, all classes 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.

NONDISCRIMINATION INFORMATION

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

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

STUDENT RIGHT TO KNOW ACT

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

ANNUAL SECURITY REPORT

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

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

FERPA

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

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

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

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

DRUG AND ALCOHOL PREVENTION

The college's Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace. The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may
require the completion of an appropriate rehabilitation program. The college's Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with the 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 301-322-0845.

ALUMNI ASSOCIATION

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

DISABLED STUDENTS

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

ACCESSIBLE TRANSPORTATION

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

DISCLAIMER

The provisions of this publication are not to be regarded as a contract between the student and Prince George's Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Academic Advising
301-322-0150
Bladen Hall, Room 124
Academic advising, placement test interpretation. You must be present 1 hour before closing for full service.

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

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

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

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

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

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

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

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

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

College Life Services
301-322-0853
Largo Student Center, Room 149

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

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

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

Regular Hours
Mon.-Fri. 9 a.m.–5 p.m.

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

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

General Information/ Directory Assistance
301-336-6000

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

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

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

Library/Media Center
301-322-0105
Accokeek Hall

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

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

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

Police (Campus)
301-322-0666

Regular Hours
Open 24 hours: 7 days a week.

Records/Registration
301-336-6000
Bladen Hall, Room 126
Transcripts, graduation certification, evaluation of transfer credit in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.

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

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

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

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

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

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

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

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

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

Other Numbers not Listed
301-336-6000

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

ACCOUNTING

OFC-350 Accounting Fundamentals 2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. The basics of bookkeeping, analyzing and recording financial transactions and preparing various financial reports at the end of the fiscal period will be covered. You will cover all the basics from writing checks to preparing income statements, retained earnings, stockholders’ equity, and more. 12 sessions, $130* (includes a $65 lab fee)

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<tr>
<th>Course Code</th>
<th>Session Type</th>
<th>Location 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFC-350</td>
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Extension Centers

OFC-345 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 will gain practical experience working with dividends, plant assets depreciation, accrued revenue and expenses, stockholders’ equity, and more. 12 sessions, $130* (includes a $65 lab fee)

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<tr>
<td>OFC-345</td>
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Off Campus

OFC-342 Accounting for Managers: Part 2 1.5 CEUs

The second in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. The student will be introduced to the main financial statements, the assumptions made in the preparation of the statements, and ways that they affect the values disclosed. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-341. Text required. 5 sessions, $150*

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<th>Course Code</th>
<th>Session Type</th>
<th>Location 1</th>
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<tr>
<td>OFC-342</td>
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OFC-343 Accounting for Managers: Part 3 1.5 CEUs

The last in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. 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*

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<tr>
<td>OFC-343</td>
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</table>
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, $170*

73664 F 1/24–2/28 6–8:30 p.m. Largo

QUICKBOOKS

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 for service and merchandising businesses, 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, $150*

73650 W 1/22–2/19 6–8:50 p.m. Largo

OFC-344 QuickBooks: Part 2 1.5 CEUs
Student 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, $150*

73651 W 2/26–3/26 6–8:50 p.m. Largo

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 to use 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, $150*

73652 W 4/2–5/7 6–8:50 p.m. Largo

DPR-406 Introduction to QuickBooks 2013 2.4 CEUs
Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software. You will master the tools to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. QuickBooks offers the same ease of use as Quicken, coupled with a more traditional approach to accounting to meet the needs of small to midsized businesses. Whether you are new to QuickBooks or used earlier versions of this accounting software, this course will empower you to take control of financial accounting for your business. 12 sessions, $130* (includes a $65 lab fee)

72740 WF 1/15–3/7 online £260
75040 WF 2/19–4/11 online £260
75042 WF 3/19–5/9 online £260
75043 WF 4/16–6/6 online £260

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

72742 WF 1/15–3/7 online £260
75044 WF 2/19–4/11 online £260
75045 WF 3/19–5/9 online £260
75047 WF 4/16–6/6 online £260

AGRICULTURE

FARMING

AGR-302 Intensive Introduction to Urban Commercial Agriculture 2.2 CEUs
In this very hands-on course you will be taught sustainable strategies for planning and designing an intensive food production system, based on your needs, goals, and resources, and suited to your own individual urban space. Starting with the basic principles of sustainable farming, the course will touch on soil fertility, nutrient and water management, crop plant families and crop rotation, and maximizing the use of urban resources and infrastructure. The course will also explore community composting, including a walk-through of the composting process. We will explore “recipes” for effective composting and compare different approaches to composting, particularly bins versus windrows, and incorporating worms into your compost system for a value-added product (worm castings). In addition, this course will provide practical experience for anyone interested in constructing hoop houses as a means to extend the growing season, grow year-round, or get a head start with seedlings. It will cover specific construction techniques, such as bending metal hoops, cover materials, ventilation and irrigation. This course will examine existing ordinances related to the raising of small farm animals, focusing on chickens, bees, fish and worms, within urban/suburban neighborhoods and the important differences between keeping small livestock and pets. You will be taught what you need to know to select, harvest, process, prepare and present your produce for sale. Strategies for selling to restaurants, retailers and food co-ops, as well as direct-market strategies such as farmers markets, pick-your-own and community supported agriculture will be discussed. 3 sessions, $583* (includes a $453 lab fee)

74797 F 4/4–4/4 9 a.m.–6 p.m. ECOF
S 4/5–4/5 9:30 a.m.–6 p.m. ECOF
Su 4/6–4/6 12–6 p.m. ECOF

AGR-301 Urban Agriculture: The New Frontier in the Green Economy
This course helps develop a comprehensive understanding of urban agriculture, including the impacts, constraints, opportunities, stakeholders, historical contexts and development trends affecting growing and distributing food in urban settings. Sustainable energy applications on urban farms will also be explored in this introductory session. 1 session, $25

74792 W 3/12–3/12 6–8 p.m. ECOF
# Apple Certification Exam

Apple Certified Pros are recognized as highly skilled users of Final Cut Pro X. This allows you to differentiate yourself to employers as a certified professional to promote your career growth. Your certificate will distinguish you as an Apple Certified Pro.

Being an Apple Authorized Training Center means:

- Training at all levels by Apple Certified Instructors
- State-of-the-art equipment
- Most recent software
- Certification exams offered on site
- Affordable Final Cut Pro X classes are only $605 compared to over $1000 at other training centers

## Apple-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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<tr>
<td>72754</td>
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# Final Cut Pro

## APP-352 Final Cut Pro X  

**3.6 CEUs**

Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional quality videos. This hands-on course teaches students to perform basic editing functions while becoming familiar with the user interface. Start with basic video editing techniques and work all the way through Final Cut Pro’s powerful advanced features. Students work with dramatic real-world media to learn the practical techniques used daily in editing projects. This class is designed for anyone looking to edit professional-quality video with Final Cut Pro X and who prefers hands-on and interactive instruction to best explore its functionality. Students should have the following prerequisite knowledge prior to attending the course. Knowledge of OS X and basic computer navigation. Basic knowledge of editing terminology is highly recommended. **12 sessions, $605** (includes a $150 lab fee)

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<td>6:30–9:30 p.m.</td>
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## APP-351 Final Cut Pro X, Advanced Editing  

**3.6 CEUs**

This is a hands-on course that teaches advanced Final Cut Pro X editing and finishing techniques. Students will be taught how to create fantastic effects using filters creatively, color correct like a pro, and create complex audio mixes. This class also covers advanced workflows for managing media, including editing multicam clips for multiple camera video productions. This class is designed for anyone looking for advanced editing for professional quality videos. Prerequisites: APP 350: Final Cut Pro X or permission of the IT Coordinator. **12 sessions, $605** (includes a $150 lab fee)

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## ILIFE

## APP-431 iPad and iLife  

**1.2 CEUs**

The iPad and iLife course has focused lessons that take you step-by-step through all aspects of iLife from organizing and editing your photo library to creating polished movies and soundtracks. Along the way, you’ll produce movie trailers, photo books, soundtracks and music. Learn to publish and share your projects. Text required: *Apple Training Series: iLife*, 11th ed. ISBN:978-0321700971 by Michael E. Cohen, Michael Wohl, Richard Harrington, Mary Plummer, published March 26, 2009 by Peachpit Press. **4 sessions, $125** (includes a $60 lab fee)

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<td>74129</td>
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<td>3/15–4/5</td>
<td>9:30 a.m.–12:30 p.m.</td>
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## Motion

## APP-406 Introduction to Motion 5  

**3.0 CEUs**

Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators as well as create rigs to adjust related parameters with a single control. Topics include creating Smart Motion Templates and publishing them to Final Cut Pro X, creating parameter rigs to quickly adjust related parameters with a single control, understanding behavior-based animation, using key-frames to create animation, creating content with generators, shapes and paint strokes, stabilizing and tracking media, animating cameras and using advanced 3D features. **12 sessions, $605** (includes a $150 lab fee)

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## Quick Guide Using Mac

## APP-300 Quick Guide: Using the Mac: Part 1  

**0.6 CEU**

Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. Text required: *Total Lion Superguide*. Order online at www.macworld.com/superguide/lion.html. **2 sessions, $55** (includes a $20 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
APP-301 Quick Guide: Using the Mac: Part 2

0.6 CEU

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

74125 MW 2/19–2/26 6:30–8:30 p.m. CAT-103

74128 S 2/22–3/1 9:30 a.m.–12:30 p.m. CAT-103

AQUATICS

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

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

Flyers available at the Natatorium.

BOATING

BASIC BOATING AND MAINTENANCE

OCC-308 Maryland Boating Basics

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

76713 MW 4/21–4/28 6:30–9:30 p.m. Largo

OCC-326 Maryland Boating Basics (under age 16)

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

76717 MW 4/21–4/28 6:30–9:30 p.m. Largo

UNITED STATES COAST GUARD

OCC-335 Navigation for Recreational Boaters

1.5 CEUs

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

76720 Th 5/1–5/15 6:30–9:30 p.m. Largo

BUSINESS AND MANAGEMENT SKILLS

EVENT PLANNING

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE

A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area. Call 301-322-0797 for more information.

BUS-416 The Wedding Coordinator

0.6 CEU

Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. Here is an opportunity to learn how to get started in this popular career. In this class, learn the basics for becoming a wedding planner or even starting your own wedding planner company. Topics will include: the role of the wedding planner; the skill level of the planner setting fees and contracts; tools for success; and marketing to the bride and groom. Instructor: Shelby Tuck-Horton, MD/DC State planner, Association of Bridal Consultants, The Best of “The Knot” for 2007 and 2008, Washington’s Bride and Groom Best Wedding Vendor 2009. 1 session, $60*

73114 S 1/25–1/25 9 a.m.–4 p.m. Largo

BUS-444 Wedding Coordinator: Part 2

0.6 CEU

As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom and vendors. Learn how to establish a realistic wedding budget. Select vendors and service providers: develop working relationships with vendors; and design a wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, and The Best of “The Knot” for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $60*

73678 S 2/2–2/28 9 a.m.–4 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. 1 session, $60*

73411 S 3/1–3/1 9 a.m.–4 p.m. LCC

BUS-460 The Site Selection Process

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

73406 Th 3/6–3/6 6:30–9:30 p.m. LCC
BUS-347 Working with Hotels
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger. 1 session, $30

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

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

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, $30

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 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, $50*

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

BUS-466 Crash Course in Event Planning 0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. The student should be ready to discuss an event on which they are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $55*

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

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

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 knowledgable event planner poised to produce any type of event. 12 sessions, $130 (includes a $65 lab fee)

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

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: Denise Smith. 1 session, $55*
74847 W 2/19–2/26 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, $55*
74848 W 3/12–3/19 6:30–9 p.m. Largo

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, $55*
74845 W 4/2–4/9 6:30–9 p.m. Largo

BUS-530 The Proposal Evaluation and Selection Process
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: Denise Smith. 1 session, $30
74844 W 4/30–5/30 6:30–9:30 p.m. Largo

MANAGEMENT AND SUPERVISORY SKILLS

CONTINUING EDUCATION CERTIFICATE, MANAGEMENT AND SUPERVISION
This 60 hour program focuses on building leadership skills for a broad range of duties in virtually every economic sector.
Taught by practicing professionals and training consultants who understand both public- and private-sector business practices in the Washington metropolitan area, these courses either alone or as a whole program will help to build the skills you need as a new manager/supervisor to bolster your career at any level.
The requirements for this Continuing Education Certificate include successful completion of the following courses:

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

MGT-463 Developing Supervisory Skills 1.2 CEUs
This course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text: Supervisor’s Survival Kit, 11th or latest ed. (Prentice Hall). 4 sessions, $145*
73645 M 1/27–2/24 6:30–9:30 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of a, 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 ed. (Prentice Hall). 4 sessions, $145*
73646 M 3/3–3/24 6:30–9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. 4 sessions, $145*
73647 M 3/31–4/28 6:30–9:30 p.m. Largo

MGT-412 Planning and Conducting Effective Meetings 0.6 CEU
This course provides key steps for planning and conducting an effective meeting. You will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to plan and schedule meetings; develop agendas; prepare materials and discussions in advance; coordinate with guests and meeting participants; and manage the time and costs of meetings. Text: The Manager’s Pocket Guide to Effective Meetings (HRD Press). 1 session, $85*
73648 S 4/12–4/12 9 a.m.–4 p.m. Largo

MGT-585 Introduction to Business 4.5 CEUs
Basic characteristics of the business enterprise, its organization and its role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BMF-1010. Prerequisite: reading proficiency. 15 sessions, $450*
73649 W 1/22–5/7 7–9:50 p.m. Largo
MGT-623 Project Management Professional Certification: Prep 1 2.4 CEUs
Learn how to prepare for the Project Management Institute’s PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5th or latest edition—the essential resource for the PMP® certification exam. Find out about the project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (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, the most essential resource for the PMP® certification exam. Learn about the 10 project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

MGT-626 Project Management Fundamentals 2.4 CEUs
There are more projects today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. 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. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute, (PMI). 12 sessions, $130* (includes a $65 lab fee)

MGT-707 Understanding the Human Resources Functions 2.4 CEUs
No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. Particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. Ed2go is a global Registered Education Provider for the Project Management Institute (PMI). Registered Education Providers offer programs and courses that are preapproved for professional development units through PMI and have been reviewed by a project management professional (PMP) to ensure that they meet PMI’s expectations for professional development in project management. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It’s also an excellent choice for existing PMI credential holders looking for an approved activity for PMI’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213. 12 sessions, $130* (includes a $65 lab fee)
**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, $60**

**74457**  
W 2/5–2/12  6:30–9:30 p.m.  Largo

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

**73986**  
S 3/1–3/1  9 a.m.–4 p.m.  Largo

**73987**  
S 5/3–5/3  9 a.m.–4:30 p.m.  Largo

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

**73985**  
F 4/25–4/25  9 a.m.–4 p.m.  LCC

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

**75724**  
WF 2/19–4/11  online  E260

**75729**  
WF 4/16–6/6  online  E260

**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 sponsors, soliciting volunteers and getting to know your audience. Answer the question, “Who am I marketing to?” Instructor: Ivy Pendleton.  
**1 session, $60**

**73983**  
S 4/5–4/5  9 a.m.–4 p.m.  Largo

**NOTARY PUBLIC**

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

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

**74491**  
S 2/15–2/15  10 a.m.–4 p.m.  Largo

**74492**  
S 4/12–4/12  10 a.m.–4 p.m.  Largo

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

**74493**  
S 3/8–3/8  10 a.m.–4 p.m.  Largo

**74494**  
S 5/3–5/5  10 a.m.–4 p.m.  Largo

**GEN-363 Advanced Notarial Services**  
0.5 CEU  
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any 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, $30**

**74495**  
S 4/5–4/5  10 a.m.–4 p.m.  Largo

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

**74497**  
Th 2/27–2/27  6:30–9:30 p.m.  Largo
SMALL BUSINESS

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

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

- BUS-427 Accounting and Recordkeeping for Small Business (0.6 CEU)
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law (0.6 CEU)
- BUS-435 Basic Federal Tax Information for Small Business (0.6 CEU)
- BUS-418 Business Plan: Developing the Blueprint for Success (0.6 CEU)
- BUS-411 Financial Aspects of Your Business (0.6 CEU)
- BUS-440 Marketing Strategies for Today and Tomorrow (0.6 CEU)
- Plus six hours of additional coursework

BUS-427 Accounting and Recordkeeping for Small Business 0.6 CEU
A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. 1 session, $60*

73207 S 1/18-1/18 9 a.m.–4 p.m. Largo

BUS-414 Legal Issues for Business Owners 0.6 CEU
Every business person knows that the advice of a good attorney can be critical to success. This course provides the opportunity to discuss business/legal issues with an attorney who has owned and operated numerous small and large businesses. Topics will include: a business owner’s rights and liability under the law, what to do if sued, how to limit to liability exposure, customer nonpayment issues, operating a business from your house, and other issues relevant to participating students. Instructor: Charles J. Kenny, Esq. 2 sessions, $60*

73413 T 1/21-1/28 6:30–9:30 p.m. LCC
73414 T 3/25-4/1 6:30–9:30 p.m. Largo

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

74118 S 2/1-2/1 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. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

74458 S 2/8-2/8 9 a.m.–4 p.m. Largo
74459 S 3/8-3/8 9 a.m.–4 p.m. LCC
74460 S 5/3-5/3 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. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

74504 S 3/1–3/1 9 a.m.–4 p.m. Largo
74505 S 4/26–4/26 9 a.m.–4 p.m. LCC
74506 M 5/5–5/12 6:30–9:30 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, $60*

BUS-456 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, $30

74502 Th 4/10–4/10 6:30–9:30 p.m. Largo

BUS-511 Business Formation Basics
Do you know the difference between a Corporation, a Partnership, and a Limited Liability Company? Learn about the various documents that are required to form each of these business entities. Explore the advantages and disadvantages of each type of business organization. Find out how to properly document business decisions and what forms are needed to accomplish the proper documentation. This course is presented by Betty Stehman, CPA. The presentation will be done in easy to understand English (as little legalese as possible). Instructor: Betty Stehman, C.P.A. 2 sessions, $60*

74145 Th 5/1–5/8 6:30–9:30 p.m. Largo

BUS-528 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, $30

74838 T 3/4–3/4 6:30–9:30 p.m. Largo
74840 T 4/22–4/22 6:30–9:30 p.m. LCC

BUS-547 Entrepreneurship As 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, $30

74115 W 2/12–2/12 6:30–9:30 p.m. LCC
74116 W 3/3–3/12 6:30–9:30 p.m. Largo

BUS-550 The Business of Home Staging 0.6 CEU
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 students with a high-level overview of the concepts and principles involved in home staging and how to start a home staging business. Instructor: Nicci Parrish, ASP. 1 session, $60*

74982 S 4/5–4/5 9 a.m.–4 p.m. Largo

BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents to your business and products. This course will cover licensing the intellectual property assets of your business and securing licenses from individuals and companies for use in your business. Instructor: Fred Samuels, Esq. 1 session, $30

74819 W 2/19–2/19 6:30–9:30 p.m. Largo
74820 W 4/25–4/23 6:30–9:30 p.m. LCC

BUS-400 Successfully Managing a Beauty Salon
Effective salon management can make or break your business; and there are tried and true methods for doing so. Topics will include: employee relations, inventory control, and budget management, selecting the right location, and acquiring the necessary licenses. Instructor: Nat Mathis. NAT The Bush Doctor Mathis. 1 session, $30

73981 M 3/17–3/17 6:30–9:30 p.m. Largo

BUS-432 Virtual Assistant Business
0.6 CEU
A virtual assistant is a business owner who provides administrative support to other business owners. Attend this course to find your niche, market your business, find clients, set your fees and much more. Instructor: Cindy Freland. 1 session, $60*

74507 S 4/12–4/12 9 a.m.–4 p.m. LCC
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 free or low-cost advertising, minimize, and walk away with a successful business. Instructor: Ron Rhine. 2 sessions, $60*

74841 T 4/1-4/8 6:30–9:30 p.m. Largo

BUS-355 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: Isha Fields.
1 session, $30

74852 W 4/2-4/2 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 one you already have. 12 sessions, $130* (includes a $65 lab fee)

72727 WF 1/15–3/7 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, $130* (includes a $65 lab fee)

75720 WF 3/19–5/9 online E2GO

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

74503 Th 3/20–3/20 6:30–9:30 p.m. Largo

BUS-562 Making Money on the Internet: Lead Generation
If you want your own internet business that is easy to do, can be done anytime or anywhere, has a steady stream of income, does not require cold calling and is not multilevel marketing then this is the course for you. You will be shown a simple step-by-step process to set up your lead generation service, get clients and collect monthly payments on a residual basis. Prerequisites: computer, internet, and WordPress or website knowledge. Instructor: Iris Carter 1 session, $30

75860 T 4/29–4/29 6:30–9:30 p.m. LCC

BUS-563 How to Start and Run a Successful Part-Time ATM Business
Did you know that anyone could own an ATM? Or think only banks owned ATMs? This course will teach you step-by-step how to start an ATM company including alternatives for financing your business. You will understand how the ATM business works, scout a location and fund your business. Invest as little or as much time as you want while you hold down a 9 to 5 job. Instructor: Wakysha Lee. 1 session, $30

74637 W 4/30–5/30 6:30–9:30 p.m. Largo

BUS-564 A Mobile Business
This course is designed to give you the basics of everything you need to know to open your own business on wheels. Topics include: start-up costs, converting the vehicle, interior and exterior, state licenses/permits required, daily operations, social media and more. Instructor: Brigitte Tapp, Creator of Washington DC’s first Mobile Boutique. 1 session, $30

74634 W 3/19–3/19 6:30–9:30 p.m. Largo

BUS-566 Small Business Humor Make Cents
Are you a small business owner who is looking to attract new customers to your company? This course will teach you how to use humor to build a loyal clientele, improve employee productivity, as well as increase sales and reduce costs. Learn how humor influences the way consumers buy products and how humor can make your business a more fun and profitable culture. You’ll discover why humor makes cents! Instructor: Steve Young. 1 session, $30

74885 M 4/28–4/28 6:30–9:30 p.m. Largo

BUS-548 From Vision to Marketplace: Branding & Visual Strategies
This course will assist you in bringing the vision in your head to reality. It will provide an Overview on branding, creative strategies and Visual concepts to effectively empower your Vision/brand’s message. You can leave a lasting impression in the marketplace for your Small business which is relevant to your Entrepreneurial journey. Instructor: Latoya Benson. 1 session, $30

76679 W 3/26–3/26 6:30–9:30 p.m. Largo

CHILDREN’s DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George’s Community College and the School of Public Health at the University of Maryland. The clinic provides services to children who are experiencing various developmental difficulties such as learning problems, language delays, emotional problems, orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in the language, reading or social skills programs at the clinic.

- Children enrolled in the Prince George’s County Infants and Toddlers Program, as well as any child under the age of three, must attend the Prince George’s Community College location.
- Our reading and social skills programs are offered only at our University of Maryland location.
- Language services are offered at both locations.

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, 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. Registration for the fall clinic will take place on Saturday, February 1, 8, and 15 at the locations listed below. During pre-clinic training, volunteers will be required to complete fingerprinting and a background check (at no cost to the student). 3 sessions

76355 S 2/1-2/15 8:30 a.m.–12:30 p.m. UMD
76354 S 2/1-2/15 8:30 a.m.–12:30 p.m. Largo

OCC-327 Children’s Developmental Clinic: Clinician Training 4.0 CEUs
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor 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, 3/22–4/26, 9 sessions

76357 S 2/22-4/26 8:30 a.m.–12:30 p.m. UMD
76356 S 2/22-4/26 8:30 a.m.–12:30 p.m. Largo

CHOICES AND PATHWAYS
Moving into the Millennium... College for Living is now

Choices and Pathways is a multidisciplinary educational approach for diversely abled students.

Through Choices and Pathways students will have access to:

• a cadre of skilled professionals who are trained to address the specific needs of persons with intellectual and developmental disabilities.
• a classroom aide who creates a cohesive learning environment.
• week day, evening, and weekend courses conveniently scheduled, at regionally competitive costs.
• varying entry points with measurable outcomes for students.
• courses and programming that allows students to explore a vast array of post-secondary options for personal and professional development.

NEW THIS SEMESTER: Courses that meet daytime, evening, and weekends!

In addition to these tailored courses, students are encouraged to enroll in any course that matches the student’s skill and interest.

SPP-350 Personal Health and Nutrition
This course focuses on nutrition education that includes healthy eating habits and proper nutrition. Topics covered include meal planning, dental hygiene, hair care, grooming and the importance of annual physical exams. Instructor: Debrah Martin. 19 sessions, $290 (includes a $80 lab fee)

76895 MW 2/3-4/9 9-10:30 a.m. Largo

SPP-351 Meal Planning and Preparation
The focus of this course is to teach basic cooking skills and expose participants to skills needed to prepare healthy meals. Activities include planning meals, determining ingredients/utensils needed to prepare the meal, creating shopping lists and preparing meals. Participants experience interactive tasting and cooking activities.

Instructor: Debrah Martin. 19 sessions, $290 (includes a $80 lab fee)

76896 MW 2/3-4/9 11 a.m.–12:30 p.m. Largo

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: Debrah Martin. 19 sessions, $290 (includes a $80 lab fee)

76897 MW 2/3-4/9 2-3:30 p.m. Largo

SPP-345 Steps to Success
Establish personal and professional goals in an interactive setting by learning how planning and identifying the steps and actions needed to succeed. Students will develop skills to become self-starters as they learn how to plan for and achieve their goals. Goal-building exercises offer students the opportunity to explore their possibilities in an engaging environment. Materials needed for the course: plan books, $8 payable to the instructor the first class session. Instructor: Brittany Digs. 10 sessions, $255 (includes a $80 lab fee)

76904 S 2/8-4/12 11 a.m.–1:30 p.m. Largo

SPP-348 Water Aerobics
This 10 week course is designed to provide students therapeutic aquatic exercise instruction. Students must be independent in the locker room and in shallow water for this course. Instructor: Denise Yeager. 20 sessions, $331 (includes a $100 lab fee)

76901 MW 2/3-4/10 6:30–7:30 p.m. Largo

SPP-349 Line Dancing
Do you like to line dance? Would you like to learn? This is your opportunity to be able to dance at parties. You do not need a partner to line dance. Come and learn all types of line dances and be the life of the party! Instructor: Gwendolyn Johnson. 8 sessions, $80

76902 M 2/3-3/31 2–3 p.m. Largo

SPP-354 Introduction to Yoga
This 10 week course will gently introduce you to the fundamentals of yoga. Learn basic yoga postures (asana), breathing techniques (pranayama) and meditation. Spend 90 minutes each week working on developing a peaceful mind and

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Visit www.pgcc.edu/go/owlalert
healthy body. Students must provide their own yoga mat. Instructor: Susan Liga. 10 sessions, $180 (includes a $80 lab fee)

7698 T 2/4–4/8 6 – 7:30 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. The students will practice their individual 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, $331 (includes a $100 lab fee)

76898 MW 2/3–4/9 4:30 – 6 p.m. Largo

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

BEGINNERS

Microsoft Office Suite
This eight course Basic Computer Skills for Business Applications certificate program is designed to recognize a student’s achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management. Requirements for the continuing education certificate include successful completion of the following courses. (Note: only one MS Word course is required—not both).

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

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

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

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

Once a student has completed all of the requirements for either of these programs, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate. All Workforce Development and Continuing Education (WDCE) computer students must bring a USB-compatible memory stick or portable drive to each class to store lessons and personal files.
DPR-604 Introduction to the Internet and E-mail Basics 1.2 CEUs
This course provides students with an overview of the basic features of the Internet’s www and e-mail usage. Topics include up-to-date online and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more. 4 sessions, $160* (includes a $60 lab fee)
74179 F 3/7–3/28 6–9 p.m. CAT-105

DPR-331 Windows 0.6 CEU
This class addresses the features of Windows for use on personal computers. Student should be familiar with using personal computers and have used a mouse and keyboard. Students should also bring a USB compatible flash drive to each class on which to store data. 1 session, $110* (includes a $50 lab fee)
74180 S 4/5–4/5 9 a.m.–4 p.m. CAT-105

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

Call 301-386-7545,
e-mail olsenek@pgcc.edu,
or visit
www.pgcc.edu/go/childcare

DPR-436 Working with Windows 7 0.9 CEU
See the basic concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories, and Web integration features. See how to gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. 3 sessions, $160* (includes a $60 lab fee)
75779 MWF 4/7–4/9 6:30–9:30 p.m. LCC

DPR-753 Introduction to Windows 7 0.9 CEU
This hand-on class introduces students to the Windows 7 features that let them personalize their screens. Students will also be taught how they can use their computer’s desktop to type and edit text so they can easily create documents, and save and organize their work. Students will also be taught the tips that will help them to search the Web like an expert using the Internet Explorer web browser that comes with Windows 7, as well as how to use flash drives. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Student should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Windows 7: Level 1 ISBN: 978-1-4246-1283-3. 3 sessions, $165* (includes a $55 lab fee)
74185 S 1/11–1/25 9 a.m.–12 p.m. LCC
74184 MWF 2/10–2/14 6:30–9:30 p.m. LCC

DPR-774 Introduction to Laptops and Peripherals 1.8 CEUs
This course will go into the pros and cons of using a laptop computer and help students decide what kind of peripherals they may want to add to their computer system. Topics include laptop features, determining the best laptop for their needs, and techniques in using computer peripherals. 6 sessions, $150* (includes a $30 lab fee)
74177 S 2/1–3/8 9 a.m.–12 p.m. MH-2119

DPR-772 Introduction to Microsoft Outlook 2010 1.5 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. Upon completion of this course, the students will be able to create folders within Outlook to organize messages, organize contacts within Outlook, customize Outlook to the individual’s specifications, and utilize Outlook calendars and alerts to organize meetings and appointments. 5 sessions, $195* (includes a $95 lab fee)
74178 M 3/3–4/7 6–9:15 p.m. CAT-107

PRINCE GEORGE’S COMMUNITY COLLEGE • TRANSFORMING LIVES • 301-336-6000 • WWW.PGCC.EDU
DPR-694 Career Track: MS-Word 2010 3.6 CEUs
This course provides instruction on using Microsoft Word 2010 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, using various proofing tools, creating tables, working with page layout and document management. Intermediate topics include working with sections, columns and tables, importing data, using styles and auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, this includes master documents and table of contents, collaborating documents using track changes and automating actions with macros. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Office Word 2010, Books for Level 1, 2, and 3. 12 sessions, $450* (includes a $150 lab fee)

DPR-603 Introduction to Microsoft Office 2010 3.6 CEUs
This course is designed to provide students with the fundamentals of the new office interface and functionality of Microsoft Office 2010. Topics include using the navigation tools in Word, PowerPoint and Excel; creating and sharing documents, creating presentations, and preparing charts. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Students should also bring a USB compatible flash drive to each class on which to store data. Text: Microsoft Office Excel 2010: Level 1, Microsoft Office PowerPoint 2010: Level 1, and Microsoft Office Word 2010: Level 1. 6 sessions, $450* (includes a $150 lab fee)

DPR-354 Introduction to MS-Word: Level 1 1.2 CEUs
Learn to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. 4 sessions, $220* (includes a $100 lab fee)

DPR-691 Introduction to Microsoft Word 2010: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 1 ISBN: 978-1-4246-1644-2 (Element K. Press) 6 sessions, $240* (includes a $90 lab fee)

DPR-692 Intermediate Microsoft Word 2010: Level 2 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisites: Introduction to Microsoft Word 2010 Level 1. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 2 ISBN: 978-1-4246-1534-6 (Element K. Press) 6 sessions, $240* (includes a $90 lab fee)

DPR-693 Advanced Microsoft Word 2010: Level 3 1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the most advanced features of Microsoft Word 2010. Topics include how to use Word with other programs such as Microsoft Excel and PowerPoint, adding reference marks and notes, creating forms, and more. Prerequisites: Introduction to Microsoft Word 2010 Levels 1 and 2. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Word 2010, Level 3 ISBN: 978-1-4246-1586-5 (Element K. Press) 6 sessions, $240* (includes a $90 lab fee)

DPR-470 Microsoft-Excel: Level 1 1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and Auto-Formats, and find and replace data. Prerequisite: Windows or equivalent PC skills. 4 sessions. $230* (includes a $90 lab fee)

DPR-674 Introduction to Microsoft Excel 2010: Level 1 1.8 CEUs
This course introduces the basic features of Excel 2010. Students will create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text required: Microsoft Excel 2010, Level 1, ISBN: 978-1-4246-1630-5. 6 sessions, $240* (includes a $90 lab fee)

DPR-711 Intermediate Microsoft Excel 2010: Level 2 1.8 CEUs
This is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Microsoft Excel 2010 Level 1. Students should bring a USB compatible flash drive to store in-class work on, to all classes. Text required: Microsoft Excel 2010, Level 2, ISBN: 978-1-4246-1546-9. 6 sessions, $240* (includes a $90 lab fee)

DPR-681 Advanced Microsoft Excel 2010: Level 3 1.8 CEUs
This course is a continuation of Excel 2010. Topics creating and editing in macro, protecting files, auditing worksheets, importing and exporting data and more. This course covers the more advanced features of Excel 2010. Prerequisites: Introduction to Microsoft Excel 2010, Level 2. Text required: Microsoft Excel 2010, Level 3, ISBN: 978-1-4246-1578-0. 6 sessions, $240* (includes a $90 lab fee)
DPR-662 Introduction to PowerPoint 2010 0.6 CEUs
This course covers the introductory functions of the presentation software, MS PowerPoint. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text: PowerPoint 2010: Level 1, ISBN: 978-1-4246-1642-8. 2 sessions, $145* (includes a $45 lab fee)

74048 S 2/14-2/22 6:30-9:30 p.m. CAT-105

DPR-663 Advanced PowerPoint 2010 0.6 CEUs
Continue your studies of the presentation software, Microsoft PowerPoint. Prerequisite: Intro to PowerPoint 2010. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text: PowerPoint 2010: Level 2, ISBN: 978-1-4246-1572-8. 2 sessions, $145* (includes a $45 lab fee)

74050 S 3/8-3/15 9 a.m.-12 p.m. CAT-105

DPR-720 Introduction to Microsoft Project 2010: Level 1 1.8 CEUs
This continuing education course is designed to teach the basic features of Microsoft Project 2010. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships; create, assign, and manage resources; work with views and tables; finalize a task plan, and more. Prerequisite: Student should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to store in-class work on to all class sessions. Text required: Introduction to Microsoft Project 2010: Level 1, ISBN: 978-1-4246-1550-6. 6 sessions, $230* (includes a $85 lab fee)

75651 TTh 1/21-2/6 6:30-9:30 p.m. Largo

DPR-751 Intermediate Microsoft Project 2010 Level 2 1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2010 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress, analyzing critical paths and costs, and overall project success and more. Prerequisite: DPR-720: Introduction to Microsoft Project 2010: Level 1. 6 sessions, $230* (includes a $85 lab fee)

75653 TTh 2/25-3/13 6:30-9:30 p.m. Largo

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 and how to solve them and other ways to keep the computer drives clear and the software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $50 lab fee)

74130 W 3/5-3/19 6:30-9:30 p.m. Largo

DPR-773 Help Desk Tools and Procedures 0.6 CEUs
Students will be taught basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as calls logging and reporting. The proper use of telephone-based technology is also presented. Meets concurrently with credit course INT-1370. Prerequisite: Successful completion of DPR-701: Introduction to Information Technology or permission of the instructor. For the online section of this course visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address. 3 sessions, $500* (includes a $200 lab fee)

73127 MT 1/21-5/12 online BLBD

HELP DESK

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

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

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

- Two courses in MS-Office products (any version) such as Word, Excel, PowerPoint, or Access
- DPR-535 Help Desk Technology: Part 1
- DPR-536 Help Desk Technology: Part 2
- DPR-776 Troubleshooting Windows (used to be DPR-534)
- DPR-539 Troubleshooting MS-Word
- DPR-538 Troubleshooting MS-Access or DPR-658 Troubleshoot Excel: Help Desk

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

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

72758 W 1/22-1/29 6:30-9:30 p.m. CAT-227

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

74134 W 2/12-2/19 6:30-9:30 p.m. Largo
### DPR-538 Troubleshooting MS-Access for Help Desk Technology
1.2 CEUs

In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: working knowledge of MS-Windows and MS-Access. No text. **3 sessions, $150**

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### DPR-539 Troubleshooting MS-Word for Help Desk Technology
1.2 CEUs

In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. Prerequisite: Working knowledge of Microsoft-Windows and Microsoft-Word. No text required. **3 sessions, $150**

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### DPR-658 Troubleshoot Excel: Help Desk
0.6 CEU

In this six-hour class students will be shown typical MS-Excel software error messages and be shown how to resolve them. Prerequisite: working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. No text required. **3 sessions, $140**

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### DATABASE DESIGN

#### DPR-732 Introduction to Database Management
7.5 CEUs

Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-1150. For the online version of this class visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address. Text required. **29 sessions, $518**

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### WEB DESIGN AND MANAGEMENT

#### Continuing Education Certificate, Internet Webmaster

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

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

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

**Online Program Delivery**

Successful completion of any eight of the following online courses* qualifies the student for a certificate:

- **DPR-741 Introduction to Creating WordPress Web Sites**
- **DPR-393 Designing Effective Websites**
- **DPR-485 Creating Web Pages: Part 1**
- **DPR-409 Achieving Top Search Engine Positions for Your Website**
- **DPR-725 Introduction to Flash CS5**
- **DPR-690 Introduction to Dreamweaver CS5**
- **DPR-329 Java for the Absolute Beginner**
- **DPR-651 Intermediate Java Programming**
- **DPR-540 Introduction to PHP and MySQL**
- **DPR-583 Intermediate PHP and MySQL**
- **DPR-383 Introduction to ASP.NET**
- **DPR-464 Introduction to Perl Programming**
- **DPR-672 Introduction to CSS and XHTML**
- **DPR-745 Intermediate CSS and XHTML**

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

#### Continuing Education Certificate, Web Design and Management

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

- **DPR-767 Web Design: Part 1**
- **DPR-768 Web Design: Part 2**
- **DPR-769 Web Design: Part 3**
- **Plus an additional 5 “DPR” classes**

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

Textbook may be bought at the Prince George's Community College Bookstore or online.
DPR-767 Web Design: Part 1 1.5 CEUs
This first course in the series is to learn how to design web pages. All hands-on activities require no prior knowledge of hypertext markup language (HTML). Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old websites with the most current versions of HTML and CSS. Students will experience creating web pages using different layouts, images with rounded corners and much more. Use the website w3c.org to validate your HTML code. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th ed. by Patrick M. Carey. ISBN-13: 9781111526443. 5 sessions, $234* (includes a $100 lab fee)
74181 MW 2/3–2/19 6–9 p.m. LH-220

DPR-768 Web Design: Part 2 1.5 CEUs
The second course of this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embed multimedia (audio or video) files. Prerequisite: Web Design: Part 1. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th ed. by Patrick M. Carey. ISBN-13: 9781111526443. 5 sessions, $234* (includes a $100 lab fee)
74182 MW 3/3–3/17 6–9 p.m. LH-220

DPR-769 Web Design: Part 3 1.5 CEUs
The third course of the series, explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events, displaying dates and time, along with a slide show of images. Prerequisite: Web Design: Part 2. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th ed. by Patrick M. Carey. ISBN-13: 9781111526443. 5 sessions, $234* (includes a $100 lab fee)
74183 MW 3/26–4/9 6–9 p.m. LH-220

SECURITY

DPR-704 Introduction to Cyber Security 1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security. 4 sessions, $200* (includes a $25 lab fee)
74176 S 3/8–3/29 9 a.m.–1 p.m. Largo

DPR-777 Ethical Hacking and Systems Defense 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. In addition, the course provides a thorough discussion of what 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 the credit course INT-1680. Prerequisite is DPR-702. Call the Prince George’s Community College Bookstore for textbook requirements. 15 sessions, $360* (includes a $150 lab fee)
74189 MW 3/17–5/12 6–9:40 p.m. CAT-107

DPR-702 Computer Security/Security + 4.2 CEUs
This class meets concurrently with the credit course INT-1620. It is designed to give the student a foundation of understanding of various computer security concepts, functions and applications. The class maps to the CompTIA Security+ exam, although taking the test requires a separate fee and arrangements with the coordinator. Topics: 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. Call the Prince George’s Community College bookstore for textbook requirements (a separate purchase.) 30 sessions, $330* (includes a $150 lab fee)

70000 TTh 1/21–5/13 6–9:40 p.m. (31 sessions) CAT-325
70005 TTh 1/23–5/13 1–2:40 p.m. CAT-109

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-2690. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $442* (includes a $114 lab fee)
70006 T 1/21–5/6 10–11:40 a.m. Largo
70007 W 1/22–5/7 6–9:40 p.m. CAT-325

NETWORKING

Certification Preparation, Cisco Certified Network Associate (CCNA)
Prince George’s Community College offers an in-depth, four course series to prepare students to test for the Cisco Certified Network Associate (CCNA) Certification through its Cisco Networking Academy. Individuals holding the CCNA certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco’s website at cisco.netacad.net.

Note: All Cisco courses provide an additional 20 hours of open lab time available on Saturdays. See your instructor for the open lab schedule.

Textbooks for the classes may be bought at the Prince George’s Community College Bookstore or online.
DPR-735 CompTIA Network+ Certification Preparation 5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $370* (includes a $135 lab fee)

73124  T  1/21–5/6  6–9:30 p.m.  CAT-315
73123  M  1/27–5/12  1–4:30 p.m.  (14 sessions)  CAT-315

CNT-309 Cisco Networking (CCNA) 1: Network Fundamentals 4.5 CEUs
This is the first of a four course sequence leading to Cisco CCNA certification. Topics will include: TCP, UDP, and IP protocols; Ethernet concepts and operation; network sub-netting; basic router configuration commands. Meets concurrently with credit course INT-1450. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $660* (includes a $220 lab fee)

73106  TTh  1/21–3/11  5:30–9:30 p.m.  Largo
73105  TTh  1/21–3/11  5:30–9:30 p.m.  CAT-323
73104  TTh  1/21–3/11  1–5 p.m.  CAT-323

CNT-310 Cisco Networking (CCNA) 2: Routing Protocols 4.5 CEUs
Continuation of the four course sequence leading to Cisco CCNA certification. Covers configuration of RIP, EIGRP and OSPF routing protocols; configuration of static routes; and design, configuration, and troubleshooting of VLSM networks. Prerequisites: CNT-309: Cisco Networking (CCNA) Part 1: Network Fundamentals. Meets concurrently with credit course INT-1460. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $660* (includes a $220 lab fee)

74190  TTh  3/13–5/8  5:30–9:30 p.m.  CAT-303
74163  TTh  3/13–5/8  5:30–9:30 p.m.  CAT-323
74162  TTh  3/13–5/8  1–5 p.m.  CAT-323

CNT-311 Cisco Networking (CCNT) 3: LAN Switching and Wireless 4.5 CEUs
This is the third of a four course sequence leading to Cisco CCNA certification. Topics will include: design, configuration, and troubleshooting of switched LANs—including virtual LANs, trunking, and spanning tree-and wireless networks including security and privacy components. Prerequisite: CNT-310: Cisco Networking (CCNA) Part 2: Routing Protocols. Meets concurrently with credit course INT-2450. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $660* (includes a $220 lab fee)

73108  MW  1/22–3/17  5:30–9:30 p.m.  CAT-323
73107  MW  1/22–3/17  1–5 p.m.  Largo

CNT-312 Cisco Networking (CCNA) 4: Accessing the WAN 4.5 CEUs
This is the final course in a four course sequence leading to Cisco CCNA certification. Topics will include: configuring NAT, PAT, and DHCP to increase usable addresses; access lists and other security measures; and design, configuration, and troubleshooting of wide area networks using PPP or frame relay. Prerequisite: CNT-311: Cisco Networking (CCNT) Part 3: LAN Switching and Wireless. Meets concurrently with credit course INT-2460. Call the Prince George’s Community College bookstore for textbook requirements. 15 sessions, $660* (includes a $220 lab fee)

74165  MW  3/19–5/12  5:30–9:30 p.m.  CAT-323
74164  MW  3/19–5/12  1–5 p.m.  CAT-323

HARDWARE
DPR-320 Repair and Maintenance of Personal Computers 1.2 CEUs
Learn how to differentiate between hardware and software-related problems. Topics will include: basic safety tips and the care and feeding of the hard disk drive. Text and tool kit required as specified in first class. Prerequisites: Introductory-level knowledge of MS-DOS or Windows. 4 sessions, $130* (includes a $30 lab fee)

74174  F  2/28–3/21  6–9 p.m.  LH-210A
74175  F  4/4–5/2  6–9 p.m.  LH-210A

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 lectures 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. Meets concurrently with credit course INT-1560. 4 sessions, $160* (includes a $25 lab fee)

73381  F  2/28–3/21  6–9 p.m.  CAT-315
73382  F  4/11–5/9  6–9 p.m.  Largo

DPR-697 CompTIA A+ Certification Preparation Part 1 6.5 CEUs
This course is the first of a two part series designed to train those who want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international, vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Required text: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, 4th ed. (Exams 220-801 and 220-802) (paperback). 20 sessions, $620* (includes a $125 lab fee)

74172  MW  2/3–3/20  6:30–9:45 p.m.  LH-210A

DPR-698 CompTIA A+ Certification Preparation Part 2 6.5 CEUs
This course is the second of a two part series designed to train those who want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Prerequisite: successful completion of CompTIA A+ Certification Preparation Part 1. Suggested experience: IT professional with the equivalent of at least 12 months of hands-on experience in the lab or field. Required text: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, 4th ed. (Exams 220-801 and 220-802) (paperback). 20 sessions, $620* (includes a $125 lab fee)

74173  MW  3/24–5/4  6:30–9:45 p.m.  LH-210A

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

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

72995 WF 1/15–3/7 online E2GO
75268 WF 2/19–4/11 online E2GO
75269 WF 3/19–5/9 online E2GO
75270 WF 4/16–6/6 online E2GO

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

72990 WF 1/15–3/7 online E2GO
75253 WF 2/19–4/11 online E2GO
75254 WF 3/19–5/9 online E2GO
75255 WF 4/16–6/6 online E2GO

DPR-649 Wireless Networking 2.4 CEUs
Demand for wireless connectivity in homes, offices, and gathering spaces is increasing. This class will show how: wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: Completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $130* (includes a $65 lab fee)

72986 WF 1/15–3/7 online E2GO
75241 WF 2/19–4/11 online E2GO
75242 WF 3/19–5/9 online E2GO
75243 WF 4/16–6/6 online E2GO

DPR-431 Introduction to Networking 2.4 CEUs
See how to gain an organized approach to networking hardware. This is a great class for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: Basic knowledge of the PC and Windows. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"), Microsoft-Windows '95 or higher. No text. 12 sessions, $130* (includes a $65 lab fee)

72984 WF 1/15–3/7 online E2GO
75235 WF 2/19–4/11 online E2GO
75236 WF 3/19–5/9 online E2GO
75237 WF 4/16–6/6 online E2GO

DPR-591 Intermediate Networking 2.4 CEUs
Almost every aspect of networking technology is covered in this class, including topics such as virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on "Get Adobe Flash Player" and "Get Adobe Reader"), Microsoft-Windows '95 or higher and completion of Introduction to Networking. 12 sessions, $130* (includes a $65 lab fee)

72985 WF 1/15–3/7 online E2GO
75238 WF 2/19–4/11 online E2GO
75239 WF 3/19–5/9 online E2GO
75240 WF 4/16–6/6 online E2GO

Prince George's Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
DPR-716 Introduction to Windows 7  2.4 CEUs
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You will learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you will master all the skills you need to make the transition from helpless beginner to knowledgeable user! **12 sessions, $130* (includes a $65 lab fee)**

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DPR-719 Introduction to Windows 8  2.4 CEUs
You will start by exploring how to move around within Windows 8 with the new Start screen, Charms bar, and desktop. You will find out how to manage apps and programs on the Start screen and how to customize the Start screen and desktop areas. Finding files and folders on your Windows 8 system is easy, and you will be taught how, whether you are looking for files stored on your hard drive or on an external drive. You will also see how to create basic text documents using WordPad and discover how to organize, manage, and edit photos in Windows 8. Finally, you will gain an understanding of how to protect your files, update Windows 8, and access the Internet with Windows 8’s new Internet Explorer browser. By the time you finish this course, you will be ready to have more fun with Windows 8 and be more productive in your work. **12 sessions, $130* (includes a $65 lab fee)**

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DPR-699 Introduction to Microsoft Word 2010  2.4 CEUs
Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. **12 sessions, $130* (includes a $65 lab fee)**

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DPR-514 Introduction to Linux  2.4 CEUs
See how to navigate through the world of desktop Linux and how to use free office productivity, multimedia, and Internet software packages included with Linux. In addition, see how to use your Linux desktop to access the Internet to browse websites, download files, chat with friends, and work with e-mail. This course requires that you have a basic knowledge of using Windows or Macintosh and are comfortable with working in a graphical PC environment. You must have a PC available to run the Simply MRPI, Version 6.5 Linux distribution: PC with an Intel Pentium or equivalent processor, a bootable CD ROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, that PC must meet the minimum requirements for the Simply MRPI version 6.5 Linux distribution: PC with an Intel Pentium or equivalent processor, a bootable CD ROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, you can order the Simply MRPI version 6.5 CD for a minimal cost of approximately $15. **12 sessions, $130* (includes a $65 lab fee)**

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DPR-451 Computer Skills for the Workplace  2.4 CEUs
See how computers are used in the work place and the technical skills so many employers value. No text. Requirements: Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. **Note:** Macintosh users are welcome, but please note that the course was written using Microsoft Windows. Students using Macintosh OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. **12 sessions, $130* (includes a $65 lab fee)**

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DPR-394 Introduction to Buying and Selling on eBay  2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. **12 sessions, $130* (includes a $65 lab fee)**
DPR-771 Mac, iPhone, and iPad Programming 2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $130* (includes a $65 lab fee)

72996 WF 1/15–3/7 online E260
75271 WF 2/19–4/11 online E260
75272 WF 3/19–5/9 online E260
75273 WF 4/16–6/6 online E260

DPR-773 Introduction to Microsoft Outlook 2010 2.4 CEUs
This course is designed to provide training to students on using the 2010 version of Microsoft Outlook. Topics include: creating folders, archiving messages, organizing contacts, utilizing Outlook calendar and alert features, and Outlook customizations. 12 sessions, $130* (includes a $65 lab fee)

74466 WF 1/15–3/7 online E260

DPR-758 Introduction to Microsoft Access 2010 2.4 CEUs
Take control over your data! Whether you’re a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will be shown how to build and customize tables, and discover how to use forms to simplify data entry, create reports, and design queries. By the time you have finished this course, you’ll know how to construct an effective database for any information you need to store, document, and manage—at home or on the job. 12 sessions, $130* (includes a $65 lab fee)

72980 WF 1/15–3/7 online E260
75223 WF 2/19–4/11 online E260
75224 WF 3/19–5/9 online E260
75225 WF 4/16–6/6 online E260

DPR-710 Introduction to Microsoft Excel 2010 2.4 CEUs
Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional. 12 sessions, $130* (includes a $65 lab fee)

72976 WF 1/15–3/7 online E260
75196 WF 2/19–4/11 online E260
75197 WF 3/19–5/9 online E260
75198 WF 4/16–6/6 online E260

DPR-462 Introduction to Database Development 2.4 CEUs
An experienced database software user will show, through a structured approach, database design and development. Prerequisites: thorough understanding of the Internet, Windows, and Microsoft Access. No text. 12 sessions, $130* (includes a $65 lab fee)

72966 WF 1/15–3/7 online E260
75033 WF 2/19–4/11 online E260
75035 WF 3/19–5/9 online E260
75036 WF 4/16–6/6 online E260

DPR-463 Introduction to SQL 2.4 CEUs
Be shown the basic features of this widely used database programming language. Requirements: any desktop database management system that supports the execution of Structured Query Language (SQL); examples include Microsoft-Access, SQL Server 2000 Personal Edition 2, SQL Server 2000 Desktop Engine (MSDE), SQL Server 2000 Evaluation Edition and Developer Edition, Oracle Personal Edition, or any client/server database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, MS-SQL Server 6 or 7, SQL Server 2000 Enterprise Edition and Standard Edition. Prerequisite: DPR-462: Introduction to Database Development or equivalent experience. 12 sessions, $130* (includes a $65 lab fee)

72967 WF 1/15–3/7 online E260
75038 WF 2/19–4/11 online E260
75039 WF 3/19–5/9 online E260
75041 WF 4/16–6/6 online E260

DPR-461 Introduction to Oracle 2.4 CEUs
See how to use the Oracle database management system to plan, organize, and manage your data. Requirements: Oracle Version 7, 8, or 9. Prerequisite: Introduction to Database Design or equivalent experience. 12 sessions, $130* (includes a $65 lab fee)

72965 WF 1/15–3/7 online E260
75029 WF 2/19–4/11 online E260
75030 WF 3/19–5/9 online E260
75032 WF 4/16–6/6 online E260

DPR-712 Introduction to Microsoft PowerPoint 2010 2.4 CEUs
Take your PowerPoint presentations from "so-so" to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you're a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish. 12 sessions, $130* (includes a $65 lab fee)

72978 WF 1/15–3/7 online E260
75199 WF 2/19–4/11 online E260
75200 WF 3/19–5/9 online E260
75201 WF 4/16–6/6 online E260
DPR-434 Intermediate Oracle 2.4 CEUs
Gain hands-on experience with Oracle’s PL/SQL programming language, with assistance from an IT veteran. PL/SQL is Oracle’s procedural language extension to Structured Query Language (SQL). This course will show you the skills you need to write flexible programs using the language. You’ll be shown the building blocks and core features of PL/SQL, and how to begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. Requirement: Oracle Version 7, 8. or 9. Prerequisite: Introduction to Oracle or equivalent experience. 12 sessions, $130* (includes a $65 lab fee)

73000 WF 1/15-3/7 online E260
75655 WF 2/19-4/11 online E260
75616 WF 3/19-5/9 online E260
75617 WF 4/16-6/6 online E260

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

72968 WF 1/15-3/7 online E260
75049 WF 2/19-4/11 online E260
75050 WF 3/19-5/9 online E260
75051 WF 4/16-6/6 online E260

DPR-723 How to Get Started in Game Development 2.4 CEUs
Whether you want to start your own indie game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. 12 sessions, $130* (includes a $65 lab fee)

74219 WF 1/15-3/7 online E260
74220 WF 2/19-4/11 online E260
74222 WF 3/19-5/9 online E260
74223 WF 4/16-6/6 online E260

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

72969 WF 1/15-3/7 online E260
75052 WF 2/19-4/11 online E260
75053 WF 3/19-5/9 online E260
75054 WF 4/16-6/6 online E260

DPR-724 Introduction to Google Analytics 2.4 CEUs
In this course, you will be taught how to use Google Analytics to make the most of your online traffic. See how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your website’s pages to begin tracking your visitors. 12 sessions, $130* (includes a $65 lab fee)

74224 WF 1/15-3/7 online E260
74226 WF 2/19-4/11 online E260
74228 WF 3/19-5/9 online E260
74229 WF 4/16-6/6 online E260

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

72987 WF 1/15-3/7 online E260
75244 WF 2/19-4/11 online E260
75245 WF 3/19-5/9 online E260
75246 WF 4/16-6/6 online E260

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

72974 WF 1/15-3/7 online E260
75074 WF 2/19-4/11 online E260
75075 WF 3/19-5/9 online E260
75076 WF 4/16-6/6 online E260

DPR-717 Intro to Dreamweaver CS6 2.4 CEUs
You have taken your first steps into Web design, and your fingers are beginning to cramp from all that typing, but do not panic! Developing your coding skills has not been in vain! You are ready for Dreamweaver-Adobe’s preeminent Web development application—which has been designed from the ground up to make developing websites easier. You will begin by touring the Dreamweaver workspace and configuring it for your specific site-management needs. You will be taught how to use Dreamweaver’s intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. Along the way, you’ll
work with images, build navigation elements, discuss effective layout methods, learn where and when to use tables, and examine successful site planning strategies. By the end of the course, you will have successfully built a website and know how to use Dreamweaver’s built-in FTP tools to upload to the server of your choice. 12 sessions, $130* (includes a $65 lab fee)

DPR-725 Introduction to Flash CS5
2.4 CEUs

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

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

DPR-718 Introduction to Flash CS6
2.4 CEUs

In this course, you will learn how to create animation, interactive movies, and mobile apps in Flash CS6 and develop several full-blown Flash applications. We will start by reviewing the Flash workspace, creating text and graphics, and animating objects on the Flash stage. Look in detail at the anatomy of a Flash movie-how to use the Flash timeline, layers and frames to control objects, and timing on the stage. While creating your first Flash movie, you will be taught how to format and embed external digital media and how to make them appear or play at specific times. We will also look at controlling digital media based on specific events, such as end user mouse clicks. No course on Flash is complete without an introduction to ActionScript, Flash’s powerful programming language. We will get our hands dirty, creating interactive buttons with ActionScript 3.0. Learn to write scripts that control movie flow, and scripts that call to and load external videos, Web pages, and other Flash movie files. As we create our movie, we’ll go over creating and animating 3-D objects, syncing sounds with animations, and publishing your Flash movies to the Internet and to mobile apps. By the end of the course, you will understand the fundamentals of Flash and be ready to master more advanced Flash topics.

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

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

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

DPR-651 Intermediate Java Programming
2.4 CEUs

Build upon skills introduced in Java for the Beginner class and see how to: read and write data files, organize information with multiple classes in Java’s class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader).

12 sessions, $130* (includes a $65 lab fee)
DPR-383 Introduction to ASP.NET

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

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DPR-670 Introduction to PC Security

**2.4 CEUs**

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

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DPR-671 Advanced Personal Computer Security

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

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DPR-672 Introduction to CSS and XHTML

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

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DPR-746 Introduction to Microsoft Project 2010

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that wows your audience and empowers you to achieve your business goals. **12 sessions, $130* (includes a $65 lab fee)**

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DPR-741 Introduction to Creating WordPress Web Sites

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

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DPR-766 Creating WordPress Websites 2

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

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

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CONSTRUCTION MANAGEMENT

MANAGEMENT CONSTRUCTION

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

- CST-335 Construction Management 1
- CST-345 Print Reading
- CST-382 Methods and Materials
- CST-354 Planning and Scheduling
- CST-383 Estimating

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

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

CST-434 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. 14 sessions, $425*

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CST-335 Construction Management 1 4.2 CEUs
This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Text required at first class. 14 sessions, $425*

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CST-345 Construction Blueprint Reading 4.2 CEUs
Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Text required at first class. 14 sessions, $425*

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CST-346 Build Your Own House 4.2 CEUs
This course offers an overview of the process of building your own house, or making a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include: how to choose a builder or whether you should be your own general contractor. 14 sessions, $425*

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

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

Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization (CTSO) is important to leadership development and career preparation and therefore, strongly encouraged. The student membership fee is a one-time $25 fee.

Call 301-322-0159 or e-mail wdce@pgcc.edu for more information.

BUILDING MAINTENANCE

OCU-404 Building Maintenance Engineer: Level 1 4.5 CEUs
This course covers the basic knowledge needed for entry level positions in building maintenance. May be taken concurrently with OCU-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools; general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing, electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Prerequisite: OCU-404.

Instructor: Ellis Housden. 15 sessions, $545* (includes a $50 lab fee)

74793 W 2/5–5/21 5–8 p.m. STC

CMPTR AIDED DRAFT (AUTOCAD)

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-1600. Text required. 30 sessions, $440*

73112 MW 1/22–5/12 6–8:15 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 2012 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required. 30 sessions, $440*

73110 TTh 1/21–5/15 6–8:15 p.m. (31 sessions) CAT-313

73109 MW 1/22–5/12 11 a.m.–1:15 p.m. CAT-313

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

**OCU-410 Core: Introductory Craft Skills**
7.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) Level 1 curricula including Carpentry, Electrical, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R), Masonry, Painting and Plumbing.

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

**OCU-408 Core: Introductory Craft Skills, Part 1**
3.9 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, hand and power tools, construction drawings, materials handling, and basic communication and employability skills. Textbook: *Core Introductory Craft Skills* and calculator required. **10 sessions, $910 (includes a $100 lab fee)**

**76789**
S 3/1-5/10
8:30 a.m.–5 p.m. STC

**76788**
TTh 1/14-2/25
6–9 p.m. STC

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**ELECTRICITY AND ADV. ELECTRICAL**

**OCU-416 CORE: Introductory Craft Skills, Part 2**
3.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include hand and power tools, construction drawings, and materials handling. Textbook: *Core Introductory Craft Skills* and calculator required. **12 sessions, $455* (includes a $50 lab fee)**

**76789**
M 1/6-4/7
6–9 p.m. STC

**76790**
TTh 3/11-4/24
6–9 p.m. STC

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

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

---

**CST-436 Grounding and Bonding Separately Derived Systems & Calculation**
1.0 CEU
Students will get an understanding of how to correctly ground separately derived systems, size the conductors for the different systems and correctly size the equipment for the available fault current. Specifically, we will study a transformer and a generator as well as the various NEC articles that are associated with them. Instructor will also provide students with the local Prince Georges County AHJ requirements. If time allows we will also get back to the basics and give a quick refresher on performing one basic residential and commercial calculation. However, his courses will primary focus on the grounding and bonding aspects. There will be 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)**

**74744**
F 2/21-2/21
5–9 p.m. CAT-105
S 2/22-2/22
9 a.m.–5 p.m. CAT-105

**74748**
F 4/25-4/25
5–9 p.m. CAT-105
S 4/26-4/26
9 a.m.–5 p.m. CAT-105

**ELC-312 Electrical: Level 2**
5.8 CEUs
This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, ground and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Prerequisite: ELC-322: Residential Wiring, Level 1, Part 3. Textbook: *Electrical Level 2*, Pearson 3rd ed. and calculator required. **17 sessions, $760* (includes a $50 lab fee)**

**74682**
MW 2/24-4/28
6–9:30 p.m. WTC

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

**74787**
MW 5/6-6/18
6–9:30 p.m. WTC
ELC-321 Basic Electronics and Motor Controls 5.2 CEUs
This is a basic course designed for journeymen, apprentice electricians, building maintenance engineers, property management, plant operators and facilities maintenance, elevator, escalator, refrigeration and Heating, Ventilation, Air Conditioning (HVAC) service personnel. Students will develop knowledge of how controls are assembled, theory application and review the use of schematics for functional circuits and timers. The NCCER curriculum in electronic theory, motor calculations and motor controls will be covered with preventative maintenance tips throughout the course. Proficiency of 70 percent is required to receive a certificate. Prerequisite: ELC-301 or knowledge of basic electricity. Textbook: Electrical Level 4 required at first class. 16 sessions, $630* (includes a $50 lab fee)

CST-376 National Electric Code: Journeyman Preparation 4.2 CEUs
This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electric Code and trade experience. Textbook required at first session and 2011 National Electric Code. 13 sessions, $470* (includes a $50 lab fee)

CST-393 High Reliability Soldering and Fabrication 3.6 CEUs
Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD-001 certification. 10 sessions, $325*

HVC-300 Introduction to HVAC/R Level 1: Part 1 3.5 CEUs
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. Note: Students must read the entire textbook prior to the first class session. 2 sessions, $230* (includes a $40 lab fee)

CST-431 NEC Update 2011 11 CEUs
This course provides a review of significant areas of the National Electrical Code (NEC). The focus will be on the application of changes made during the 2011 NEC update. This course is not limited master specific, but qualifies for ten hours of continuing education required to maintain a master’s license. Text required: 2011 NEC Code Book. Saturday class, bring bag lunch. 2 sessions, $245* (includes a $50 lab fee)

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. Note: Students must read the entire textbook prior to the first class session. 2 sessions, $230* (includes a $40 lab fee)

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

HVC-300 Introduction to HVAC/R Level 1: Part 1 3.5 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will be introduced to career opportunities in the HVAC/R field, tools of the trade and trade mathematics. Other topics include copper and plastic piping practices, soldering and brazing and ferrous metal piping practices. This course is equivalent to the Fast Track technical trade program offered in the public schools. Textbook required at first class: NCCER HVAC Level 1, 3rd ed. 11 sessions, $630* (includes a $50 lab fee)

HVC-300 Introduction to HVAC/R Level 1: Part 2 3.5 CEUs
This course is the second level of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will build on the foundation provided in HVAC/R Level 1 and continue on with HVAC/R Level 3 and 4. Prerequisite: HVC-331: HVAC/R Level 1, Part 3. 11 sessions, $630* (includes a $50 lab fee)

HVC-300 Introduction to HVAC/R Level 1: Part 3 3.5 CEUs
This course combines the information presented in levels 1 and 2. Prerequisite: HVC-331: HVAC/R Level 1, Part 1 and 2. 11 sessions, $630* (includes a $50 lab fee)

HVC-300 Introduction to HVAC/R Level 1: Part 4 3.5 CEUs
This course is the advanced level of the National Center for Construction Education and Research (NCCER) curriculum for HVAC/R students. Students will continue on with HVAC/R Level 3 and 4. Prerequisite: HVC-331: HVAC/R Level 1, Part 1 and 2. 11 sessions, $630* (includes a $50 lab fee)
HVC-331 HVAC/R Level 1: Part 2
7.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level one curriculum for Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) students. Students will learn the basic principles of electricity, heating, cooling and air distribution systems. This course is equivalent to the Fast Track technical trade program offered in the public schools. Prerequisites: HVC-300: Intro to HVAC/R Level 1: Part 1. Textbook required at first class: NCCER HVAC Level 1, 3rd ed. 25 sessions, $860* (includes a $50 lab fee)
74658 Th 3/4-6/3 6–9 p.m. WTC
76810 MW 4/23-7/21 5:45–9:30 p.m. STC

HVC-334 HVAC/R Level 2: Part 1
5.2 CEUs
This course introduces the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include: commercial airside systems, chimneys, vents and flues, hydronic systems, air quality equipment and leak detection, evacuation, recovery and charging. Prerequisites: HVC-331: Introduction to HVAC/R Level 1, Part 2. Textbook required at first class: NCCER HVAC Level 2, 3rd ed. 14 sessions, $595* (includes a $50 lab fee)
74795 Th 2/11-3/27 5:45–9:30 p.m. STC

HVC-335 HVAC/R Level 2: Part 2
5.2 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) level two curriculum for HVAC/R students. Topics include alternating current, basic electronics, electric heating, and introduction to circuit control troubleshooting. Prerequisites: HVC-334: HVAC/R Level 2: Part 1. Textbook required at first class: NCCER HVAC Level 2, 3rd ed. 14 sessions, $595* (includes a $50 lab fee)
74798 Th 4/22-6/5 5:45–9:30 p.m. STC

LOCKSMITHING

Continuing Education Certificate, General Locksmithing
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lockpicking, 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-300 Locksmithing 101 4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Criminal Background Screening. Textbook required. 14 sessions, $590* (includes a $100 lab fee)
74749 MW 1/13-3/5 5:30–9 p.m. WTC

KEY-301 Locksmithing 102 4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $590* (includes a $100 lab fee)
74750 MW 3/10-4/30 5:30–9 p.m. WTC

KEY-305 Locksmithing 201 4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)
74751 Th 1/14-2/27 5:30–9 p.m. WTC

KEY-304 Locksmithing 202 4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $590* (includes a $100 lab fee)
74752 Th 3/4-4/24 5:30–9 p.m. WTC

MASONRY

Key 300 Locksmithing 101
4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, autolock, lock functions and finishes. Prerequisite: Locksmith Criminal Background Screening. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)
74749 MW 1/13-3/5 5:30–9 p.m. WTC

Key 301 Locksmithing 102
4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $590* (includes a $100 lab fee)
74750 MW 3/10-4/30 5:30–9 p.m. WTC

Key 305 Locksmithing 201
4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $590* (includes a $100 lab fee)
74751 Th 1/14-2/27 5:30–9 p.m. WTC

Key 304 Locksmithing 202
4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $590* (includes a $100 lab fee)
74752 Th 3/4-4/24 5:30–9 p.m. WTC

OCU-413 Introduction to Masonry, Level 1: Part 1
5.3 CEUs
This course is one of two in the level one National Center for Construction Education and Research (NCCER) curriculum for masonry students. In this course, students will receive an introduction to masonry: materials, methods, safety practices, protective equipment, gas powered tools and equipment, measurements, drawings and specifications, mortar and various bricklaying techniques. Prerequisites: OCU-410. Note: Due to scheduling, required OCU-410: Introductory Craft Skills (Core) may be completed concurrently. Textbook and basic tools required. 15 sessions, $670* (includes a $100 lab fee)
74537 MW 2/3-3/26 5–8:30 p.m. CRHS
RESIDENTIAL MAINTENANCE

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

74799  T  1/7-1/28  6–9 p.m.  STC

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

74802  T  4/1-4/29  6–9 p.m.  STC

OCU-331 Drywall Installation and Repair  
1.5 CEUs
This hands-on course introduces the basic skills needed to install, remove, and replace ceramic wall and floor tile. Topics include: safety, site preparation; application of thinset, adhesives, and grout; and installation and removal of wall and floor tiles and accessories. Textbook: *SmartGuide-Tile Step by Step*. Instructor: Janaina Rocha. 4 sessions, $160* (includes a $30 lab fee)

74800  MT  2/4–2/24  6–9 p.m.  STC

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

74801  T  3/4–3/25  6–9 p.m.  STC

RESIDENTIAL WIRING

ELC-322 Residential Wiring 1, Part 3  
3.0 CEUs
This course completes the National Center for Construction Education and Research (NCCER) level one curriculum for electrical students. Topics include raceways and fittings, and conductors and cables, with emphasis on appropriate National Electrical Code (NEC) requirements. Prerequisite: ELC-311. Textbook and the NEC 2011 are required at the first class session. 10 sessions, $415* (includes a $50 lab fee)

74217  MW  1/6–2/10  6–9 p.m.  WTC

STATIONARY ENGINEERING

OCU-359 Stationary Engineering I  
4.2 CEUs
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: *Low Pressure Boiler 3rd edition* and a calculator are required at the first class session. 14 sessions, $470*  

74656  T  1/14–4/22  6:30–9:45 p.m.  Largo

COSMETOLOGY/BRAIDING/MAKE-UP

COSMETOLOGY

COS-310 Cosmetology: Part 1  
This course is the first in a series of fifteen courses in cosmetology. Topics include types and classifications of bacteria as well as the importance of decontamination and infection control; properties of the hair and scalp; methods of draping and preparing the client for services; and procedures for shampooing, rinsing, condition and permanent waves. Entrance letter from Prince George’s at Harmon’s is required to register. 20 sessions, $405* (includes a $360 lab fee)

73388  TWThFS  2/4–3/1  9 a.m.–2 p.m.  HBS

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
O prohibits the use of macrame or knitted ropes, and encourages the use of natural materials like leather, wood, and wire. This course will teach students how to create their own custom jewelry, focusing on the history and techniques of making jewelry safely and responsibly. 

**SKB-386 Keys to Effective Editing**

As you learn about different aspects of editing, you'll be introduced to the principles of editing and learn how to apply them effectively. This course will help you develop your editing skills and understand the importance of effective editing in the publishing process. The course will cover the basics of grammar, mechanics, and style, as well as the more advanced topics of editing and proofreading.

**CREATIVE WRITING**

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

This course will teach you how to take your writing to the next level. You'll learn how to craft a compelling story, develop characters, and create engaging dialogue. You'll work on short fiction, and the course will provide feedback on your writing to help you improve your skills.

**CREATIVE AND PERFORMANCE ARTS**

**OCU-436 Bridal and Special Occasion Make-Up**

This course will teach you how to create beautiful and unique looks for special occasions. You'll learn about the history of make-up and how to create looks that fit any occasion, from weddings to proms. The course will cover techniques for creating makeup looks that are perfect for any event, and you'll have the opportunity to practice these techniques on models.

**OCU-422 Introduction to Make-Up Artistry**

This course will introduce you to the basics of make-up artistry. You'll learn about the different types of make-up products, how to apply them, and how to create different looks. The course will also teach you about skincare and how to create a natural look.

**OCU-423 Professional Braiding: Level 3**

This course will teach you how to create more advanced braids, including French braids and cornrows. You'll also learn how to add accessories to your braids, such as beads and hair extensions.

**OCU-433 Professional Braiding: Level 4**

This course will teach you how to create braids with a variety of textures, such as curls and waves. You'll also learn how to create more complex braids, including braids with beads and other accessories.
SKB-307 The Craft of Magazine Writing  2.4 CEUs
This class shows the student many of the writing principles and publishing methodology used in the magazine publishing industry. 12 sessions, $130* (includes a $65 lab fee)

72734  WF  1/15–3/7  online  E2GO
75009  WF  2/19–4/11  online  E2GO
75011  WF  3/19–5/9  online  E2GO
75014  WF  4/16–6/6  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, $130* (includes a $65 lab fee)

72946  WF  1/15–3/7  online  E2GO
75165  WF  2/19–4/11  online  E2GO
75167  WF  3/19–5/9  online  E2GO
75168  WF  4/16–6/6  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, $130* (includes a $65 lab fee)

72735  WF  1/15–3/7  online  E2GO
75017  WF  2/19–4/11  online  E2GO
75019  WF  3/19–5/9  online  E2GO
75020  WF  4/16–6/6  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, $130* (includes a $65 lab fee)

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. And best of all, you’ll find out how to get published! Whether you are interested in writing fantasy, romance, science fiction, or historical novels, you will be taught everything you need to know to make your story a success. 12 sessions, $130* (includes a $65 lab fee)

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

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

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

ART-311 Drawing 1
The objective of this class is for students to learn to draw what they see. In-class and homework assignments will consist of practice with geometric objects, still life subjects, composition, and shadow. Students will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $40. Instructor: Ricardo Pontes. 9 sessions, $155*

74201  T  3/4–4/1  6:30–9:30 p.m.  LCC
ART-312 Watercolor: Landscapes
This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide 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* 74204 S 3/15-4/12 10 a.m.–1 p.m. LCC

ART-313 Oil Painting: Landscapes
Investigate color mixing and brush techniques in one of the most popular of all art media. Assignments will consist of several quick studies and one sustained project. Both beginning and experienced students are welcome. Students will have the choice of using either oil or acrylic paints. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $90. However, students should bring the materials they currently have for review by instructor to the first session. Instructor: Martin Pasco. 5 sessions, $155* 76369 T 4/29–5/27 6:30–9:30 p.m. LCC

ART-392 Design and Create Jewelry!
Former owner of the Beader’s Workshop will teach you how to design a classic beaded necklace, create stunning wire wrapped bauble rings, and make chandelier earrings. Each student is required to purchase a bead kit complete with everything needed for the three projects from the instructor. Cost for kit is $55. Tools are available for use and purchase. Projects are subject to change. Instructor: Vivian Pollard/Rachelle Martin. 3 sessions, $55 74225 M 3/3–3/17 6:30–9:30 p.m. LCC 74227 M 5/5–5/19 6:30–9:30 p.m. Largo

ART-303 Fashion Sketching
Develop exciting fashion sketches to express your design ideas. Starting with the basic fashion figure, this course will cover the rendering and draping of fabrics on the figure. Please bring to class: drawing pad, tracing paper pad (velum is optional), pencils, gum eraser, colored pencils or markers, and fashion magazines. Instructor: Brenda Greene. 2 sessions, $55 74205 S 4/26–5/3 10 a.m.–1 p.m. LCC

ART-345 Art and Drawing for the Absolute Beginner
In this course, an online instructor will guide you through basic art processes including: an exploration of the possibilities of various drawing materials, set up procedures, lighting and rendering techniques, and design and layout methods. This is an online class where the student may not be in the online classroom at the same time the instructor is present. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader) and any type of computer. Note: Registration is not complete until the student registers and pays at www.pgcc.edu and completes the class orientation at www.ed2go.com/pgcc. 12 sessions, $130 (includes a $65 lab fee) 75696 WF 1/5–3/7 online E260

ART-395 Doodling
This course is designed for those who love art with an ink pen and a little color and who have ideas for cake designs, T-shirts, logos, etc. However, it is not just fun and games. Take your illustrations to another level of art and create a masterpiece. For those who take art seriously and want to have fun at the same time, it will be awesome! Instructor: Edward Taylor. 1 session, $30 74202 S 3/8–3/8 10 a.m.–1 p.m. LCC

ART-396 Introduction to Anime Cartooning Skills 1.2 CEUs
This course is designed to quickly immerse students into the world of creating your own manga or comics. Students are introduced to a brief history on comedic art and how it has shaped the modern Japanese manga and anime industry. They will be taught necessary skills in drawing and basic design, visual communication, and finalizing a panel for scan and production. Materials required are a pencil, a rular, and an ink pen. Optional material list will be made available to students. Instructor: Shawn Solomon. 4 sessions, $155* 74203 Th 3/20–4/10 6:30–9:30 p.m. Largo

ART-363 Abstract Collage
Expand your artistic endeavors and learn about abstract design using collage as your medium. Become acquainted with various approaches to collage and other materials. Learn the fundamentals of composition with a series of design exercises exploring shape, color, texture and other elements, as well as numerous ways to start, develop and finish mixed media pieces. Instructor Sharon Robinson has extensive experience as a gallery resident artist and adult educator on both the East and West coasts. Instructor will provide supply list to students. Cost of materials to be purchased on their own by students is approximately $40. 7 sessions, $139 73988 S 1/11–2/22 10 a.m.–12:30 p.m. LCC

GRAPHIC ART AND DESIGN

DPR-726 Introduction to Illustrator CS5 2.4 CEUs
If you are planning a career as a graphic artist, you need to master Adobe Illustrator CS5—and this course will give you the skills you need to use this powerful software tool with confidence. You will be shown how to create infinitely resizable vector images and add stunning effects using blends, brushstrokes, and shading techniques. Find out how to move images between Photoshop and Illustrator, so you can take advantage of the strengths of both programs. You will become skilled in using the Recolor Artwork and Gradient tools, and learn how to draw and trace with the Pen tool. In addition, discover how to work with color, use shortcuts for applying color to images, and add special effects such as 3D to your drawings. Whether you’re a beginner or want to enhance your existing Illustrator skills, this is the course for you! 12 sessions, $130* (includes a $65 lab fee) 72994 WF 1/5–3/7 online E260 75265 WF 2/19–4/11 online E260 75266 WF 3/19–5/9 online E260 75267 WF 4/16–6/6 online E260

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, Text: Exploring Typography Thompson Delmar Cengage Learning @ 2006 (Tova Rabinowitz) author. 26 sessions, $470 (includes a $50 lab fee) 76593 MW 2/3–5/12 6–8:45 p.m. MH-1016
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 coupled with increased technical proficiency. Meets concurrently with credit course ART-1570 for the entire semester. Required text is the same as the one for credit ART-1570. Contact the Prince George’s Community College Bookstore, 301-322-0912 for that information. 15 sessions, $470* (includes a $50 lab fee)

DPR-685 3-D Digital Modeling/Animation 7.7 CEUs
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Students will also be expected to have an aptitude for learning a variety of software packages. Meets concurrently with the 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. 26 sessions, $470* (includes a $50 lab fee)

MUS-347 Your Guide to the Music Business 0.6 CEU
This course covers seven essential aspects of music administration—Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instructions from the workbook and class participation will prepare you with knowledge to protect your rights and entitle men in the music industry. Instructor: Cecil T. Ford. 2 sessions, $55*

MUS-339 Music Made Easy 1 session, $69
As Music Made Easy instructor Marianne Murawski, Ph.D says, “Anyone can learn to read music. It’s simply a matter of learning to match what you see on a sheet of music to keys on a keyboard.” In her course, Murawski teaches students the basics of rhythm, and to read treble and bass clefs, build major scales, recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however those who have a musical background are welcome as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pg.cc.edu and completes the online class orientation at www.ed2go.com/pgcc.

PHOTOGRAPHY

PHOTOGRAPHY

PERFORMING ARTS AND MUSIC

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

MUS-347 Your Guide to the Music Business 0.6 CEU
This course covers seven essential aspects of music administration—Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instructions from the workbook and class participation will prepare you with knowledge to protect your rights and entitle men in the music industry. Instructor: Cecil T. Ford. 2 sessions, $55*

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

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $84*

1 session, $84*

PHOTOGRAPHY

PHOTOGRAPHY

Continuing Education Certificate, Digital Photography.
The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography.
The courses focus on building your technical skills and enhancing your creativity. Please note that you need to complete either PHO-310 and PHO-311 or PHO-321 and PHO-322.
To earn this certificate, successful completion of the following classes is required:

• PHO-300 Digital Photography: The Basics
• PHO-310 Adobe Photoshop Elements 9: Part 1
• PHO-311 Adobe Photoshop Elements 9: Part 2
• PHO-321 Introduction to Photoshop CS6
• PHO-322 Advanced Photoshop CS6
• PHO-315 Light—The Essence of Photography
• PHO-316 Using Lighting to Create Spectacular Portraits
• PHO-317 Presentation and Display Techniques for Photographs

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pg.cc.edu.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Type</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>PHO-300</td>
<td>Digital Photography: the Basics</td>
<td>1.8 CEUs</td>
<td></td>
<td>1/29</td>
<td>4/18</td>
<td>MW</td>
<td>10:30–12:30</td>
<td>Largo</td>
<td>Workforce Development Center</td>
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<td>Digital Photography: Beyond the Basics</td>
<td>1.8 CEUs</td>
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<td>1/29</td>
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<td>10:30–12:30</td>
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<td>Workforce Development Center</td>
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<td>Adobe Photoshop Elements 9: Part 1</td>
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<td>10:30–12:30</td>
<td>Largo</td>
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<td>PHO-311</td>
<td>Adobe Photoshop Elements 9: Part 2</td>
<td>1.2 CEUs</td>
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<td>Adobe Photoshop Elements 9: Part 3</td>
<td>1.2 CEUs</td>
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<td>4/18</td>
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<td>10:30–12:30</td>
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<td>2.4 CEUs</td>
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<td>Workforce Development Center</td>
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*Fee includes a $50 lab fee.

**Note:** Students are required to bring a USB portable drive to each class. Please bring your own camera to class. Students will have the opportunity to have their work evaluated by the instructor. There is a $15.00 fee for printed materials payable to the instructor.

**Prerequisites:**
- PHO-300: Digital Photography: the Basics
- PHO-326: Digital Photography: Beyond the Basics
- PHO-310: Adobe Photoshop Elements 9: Part 1
- PHO-311: Adobe Photoshop Elements 9: Part 2
- PHO-312: Adobe Photoshop Elements 9: Part 3
- PHO-319: Introduction to Photoshop CS5
- PHO-321: Introduction to Photoshop CS6

**Course Descriptions:**

**PHO-300 Digital Photography: the Basics**
This class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth. Please bring your own camera to class. Students will have the opportunity to have their work evaluated by the instructor. There is a $15.00 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $125 lab fee)

**PHO-326 Digital Photography: Beyond the Basics**
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. We will be taught how to fine tune exposure and focus, and introduce you to the more advanced settings to get the most out of your camera and grown your photography. 6 sessions, $250* (includes a $125 lab fee)

**PHO-310 Adobe Photoshop Elements 9: Part 1**
Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements 9 is the #1 selling consumer photo-editing software. In this course, the first of a two part series, you will be shown how to create extraordinary photos 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 personal computer (PC) and Windows skills. Students are required to bring a USB portable drive to each class. Suggested text: *The Photoshop Elements 9 Book for Digital Photographers*, by Scott Kelby ISBN: 978-0-321-74133-2. 4 sessions, $165* (includes a $55 lab fee)

**PHO-311 Adobe Photoshop Elements 9: Part 2**
This is the second course in the two part series on Adobe Photoshop Elements 9, the #1 selling consumer photo-editing software. In this course, taught in the Windows platform, you will be taught how to use the advanced features of the software including layers and masks. Students are required to bring a USB portable drive to each class. Prerequisite: PHO-310: Adobe Photoshop Elements 9 Part 1. Suggested text: *The Photoshop Elements 9 Book for Digital Photographers* by Scott Kelby ISBN: 978-0-321-74133-2. 4 sessions, $210* (includes a $55 lab fee)

**PHO-312 Adobe Photoshop Elements 9: Part 3**
This is the third course in the three part series on Adobe Photoshop Elements 9, the #1 selling consumer photo-editing software. 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. 4 sessions, $165 (includes a $55 lab fee)

**PHO-319 Introduction to Photoshop CS5**
Are you a photographer or a graphic artist—or do you want to alter your old family photos for albums or scrapbooks? Then you need to learn Photoshop, the world’s best graphics program. This hands-on, project-oriented course is filled with detailed, easy-to-folow instructions that teach you how to edit photos and create original images and basic paintings. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding elements using the newest techniques Adobe Photoshop CS5 has to offer. You’ll even learn how much fun it can be to paint again without the mess to clean up. And best of all, you don’t need any special artistic ability or prior Photoshop experience to take this course. 12 sessions, $130* (includes a $65 lab fee)

**PHO-321 Introduction to Photoshop CS6**
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, $288* (includes a $50 lab fee)

**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. 8 sessions, $288* (includes a $50 lab fee)
### NONCREDIT SCHEDULE

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

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#### PHO-315 Light-The Essence of Photography 1.2 CEUs
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 due at the first class session for the text. **2 sessions, $160* (includes a $35 lab fee)**

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#### PHO-324 Introduction to Lightroom 4 2.4 CEUs
In this course, you will learn that Lightroom 4 is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Learn how to prepare, edit, and organize photos quickly and efficiently. Using Lightroom 4’s non-destructive editing, you will be able to control how you edit your images, make additional alterations later, and apply changes to multiple images while developing an efficient image processing workflow. **12 sessions, $130* (includes a $65 lab fee)**

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

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#### PHO-316 Using Lighting to Create Spectacular Portraits 0.6 CEU
Study the lighting techniques that are needed to create spectacular portraits. Topics include lighting ratios, props, gels, lamps, backdrops, multi-spot use and creating atmosphere and mood. A $5 fee payable to the instructor is required for the text. Prerequisite: PHO-300: Digital Photography The Basics. **1 session, $85* (includes a $30 lab fee)**

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

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#### CRE-363 Secrets of Better Photography 2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life. **12 sessions, $130* (includes a $65 lab fee)**

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#### 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 learn about metering, exposure compensation, managing aperture, shutter speed and ISO 180. **12 sessions, $130* (includes a $65 lab fee)**

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#### 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)**

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

Continuing Education Certificate, Videography

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

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

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

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

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

Note: For additional courses related to videography, see Apple-Based Technologies on page 12. This section includes training for Final Cut Pro, one of the most popular video editing applications used in professional settings.

Future Courses: We are in the process of adding Motion 5.

VID-308 Videography: Part 1  2.1 CEUs

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

7 sessions, $255* (includes a $55 lab fee)

VID-329 Videography: Part 2  2.1 CEUs

In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1. 7 sessions, $255* (includes a $55 lab fee)

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, is production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Prerequisite: VID-308 Videography, Part 1 and VID-329 Videography, Part 2 or permission from the instructor. Text: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. 3rd ed. Ascher & Edward Pincus. 7 sessions, $255* (includes a $55 lab fee)

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)

For more information look for the SAGE Spring 2014 Schedule of Classes and visit our SAGE schedule of classes.
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:

1. Students must either validate previous successful college coursework (with a C or better) or take a placement test prior to the class start date with your password and log in for the Blackboard System.
2. Students must provide a valid e-mail address when registering for the course.
3. Students must purchase their text prior to the first day of class. All textbooks are available at the college bookstore or online vendors.

Online Course Information:

1. Online courses require the same prerequisites as the traditional course counterparts.
2. All online classes have at least one mandatory campus visit.
3. Students must provide a valid e-mail address when registering for the course.
4. Once you have registered for the online class, you will be contacted three to five days prior to the class start date with your password and log in for the Blackboard System.

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

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

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

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

DCR-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. 1 session

74620 W 4/2-4/2 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 social, emotional, physical, and intellectual development of children. This course provides the first 45 hours of the 90 classroom hours needed to become a teacher in pre-school or school-age programs licensed by Maryland State Department of Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: Students must pass the reading comprehension placement test. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes required mandatory campus visits. 6 sessions, $190*

72741 MW 1/27-3/12 (13 sessions) 6:30-10 p.m. Largo
74640 M 2/10-3/23 online HYLAG
S 3/15-3/15 9 a.m.-12 p.m. Largo
74621 S 2/15-3/22 8:30 a.m.-4:30 p.m. Largo
74584 MW 3/24-4/9 online HYLCC
S 3/29-4/12 8:30 a.m.-4:30 p.m. LCC (9 sessions)

DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs
Learn the principles of curriculum planning for programs serving children from age three through age six. Activities 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. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office
of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 

6 sessions, $190*

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DCR-455 Communication Skills for Child Care Professionals 0.9 CEUs

Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. 3 sessions, $80*

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DCR-308 CDA Preparation 3.0 CEUs

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

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Infant Death Syndrome are also included in this class. This course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of Infant/Toddler training for group and family child care settings. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $190*

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DCR-322 Infant and Toddler Care 45 Hours 4.5 CEUs

Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age three. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the nine-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Textbook will be provided in class. In this section you will complete part of the course in the classroom and part online. Attendance is mandatory at all weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in the course. 8 sessions, #240* (includes a $50 lab fee)

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

Discuss curriculum development for school-age children. This course provides the curriculum 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $190*

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DCR-466 Child Care Administration for Directors 4.5 CEUs

Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisite: Students must successfully pass the reading comprehension placement test and have completed their 90 hour certificate. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $190*

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DCR-510 Family Child Care Pre-Service 2.4 CEUs

This course satisfies state training requirements for Family Child Care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock-hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety and Nutrition, Special Needs, Professionalism, and Community. 6 sessions, $180*

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DCR-457 Family Child Care Pre-Service Module 1: Child Development 0.4 CEU

Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theories, and overview of learning differences will be examined. This course satisfies
the Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours.

1 session, $40*

74627 T 2/25-3/25 6–10 p.m. Largo
76782 S 3/15-3/15 9 a.m.–1 p.m. LCC

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

74628 Th 2/27-3/27 6–10 p.m. Largo
76783 S 3/15-3/15 1:30–5:30 p.m. LCC

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

74629 S 3/1–3/1 8:30 a.m.–12:30 p.m. Largo
76784 S 3/22-3/22 9 a.m.–1 p.m. LCC

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

74630 S 3/1-3/1 1–5 p.m. Largo
76778 S 3/22-3/22 1:30–5:30 p.m. LCC

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

74631 T 3/4-3/4 6–8 p.m. Largo
76779 S 3/29-3/29 9 a.m.–1 p.m. LCC

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

74632 Th 3/6-3/6 6–10 p.m. Largo
76780 S 3/29-3/29 1:30–5:30 p.m. LCC

DCR-485 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides six clock hours of the Maryland State Department Education (MSDE) Core of Knowledge: Health, Safety and Nutrition and addresses National Association for Education of Young Children (NAEYC) standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements. Instruction is provided by qualified health professionals. MSDE Medication Administration handbook provided in class. Core of Knowledge: Six clock hours. Health Service Nurse (HSN). 1 session, $60* (includes a $15 material fee)

76781 S 2/22-2/22 9 a.m.–3:30 p.m. LCC

DCR-464 Emergency Preparedness Training for Child Care Providers 0.6 CEU
This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for a center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. 1 session, $40* (includes a $40 lab fee)

76785 S 5/3-5/3 9 a.m.–3:30 p.m. LCC

DCR-556 Maryland Model for School Readiness (MMSR) 3.0 CEUs
This course prepares child care professionals, preschool educators, home based programs and parents to use MMSR, Maryland’s approach to the preschool curriculum, focusing on helping children attain school readiness skills before entering Kindergarten and school. This course is newly revised to have fewer class hours, and more emphasis on working with culturally and ethnically diverse children, families, staff members, and children with special needs. You must attend all class hours and complete all coursework to receive a certificate. Center and Family Programs: completion of this course aligns with Maryland EXCELS Quality Standard: Developmentally Appropriate Practice- Curric. Planning- Levels 2, 3, 4, and 5 for Centers and Family programs. MSDE Credential Core of Knowledge: 30 hrs: Ch Dev 6.5 hr., Curric 10.5 hr., Proc 5 hr., SN 4 hr., Com 4 hr. Textbook is included and provided in class. (This class meets every other week on Feb 10, 12, 24, 26, Mar 10, 12, 24, 26, Apr 7, 9); 10 sessions, $100 (includes a $40* materials fee)

76787 MW 2/10-4/9 6:30–9:45 p.m. LCC

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

75690 WF 3/19-5/9 online E2GO
EDUCATION TEACHER TRAINING

TEACHER TRAINING

SKB-435 Praxis 1: Test Preparation 2.4 CEUs

This intensive course will introduce the format and scoring of Praxis 1. All candidates seeking initial teacher certification take Praxis 1, an exam which includes three tests that assess the teacher candidate’s knowledge of reading, writing and mathematics. Sessions will offer content lectures, test-taking strategies and timed practice. Text required at first class: The Praxis Series Official Guide (ETS). 4 sessions, $220*

74616 S 3/8–3/29 9 a.m.–3:30 p.m. Largo

SKB-481 Praxis 1 Test: Math Preparation 1.0 CEU

This course is designed for those needing assistance with only the math section of the Praxis I exam. Students will develop math skills needed to review and prepare for the Praxis I exam. Course will also cover test-taking strategies, as well as practice test questions and concept review. 2 sessions, $120*

74617 S 4/26–5/3 9 a.m.–2:30 p.m. Largo

SKB-443 Praxis I Preparation

Are you a prospective teacher who needs to pass the Praxis I Exam? If so, this is the course for you! This course will develop all the skills needed as you review and prepare for everything the test includes. Improve your reading, writing, and math skills in preparation for all three parts of the Praxis I exam. The course will cover useful test-taking strategies and plenty of practice test questions. Also included will be the opportunity to take full-length practice tests. 12 sessions, $130* (includes a $65 lab fee)

72733 WF 1/15–3/7 online E2GO

SKB-416 Survival Kit for New Teachers 2.4 CEUs

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

72729 WF 1/15–3/7 online E2GO

SKB-431 Strategies for Teaching Students with Autism 2.4 CEUs

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

72731 WF 1/15–3/7 online E2GO

SKB-433 Reading Strategies That Work 2.4 CEUs

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

75688 WF 4/16–6/6 online E2GO

SKB-476 Solving Classroom Discipline Problems 2.4 CEUs

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

72730 WF 1/15–3/7 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)

75689 WF 3/9–5/9 online E2GO

SKB-568 Teaching Adult Learners 2.4 CEUs

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

75693 WF 2/19–4/11 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, $130* (includes a $65 lab fee)

75692 WF 4/16–6/6 online E2GO

SKB-479 Creating a Classroom Website 2.4 CEUs

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

72732 WF 1/15–3/7 online E2GO
ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

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

Transition ESL program offers courses in...
- English Pronunciation and Fluency
- Reading and Writing for Life and Work
- Conversational English
- US Citizenship Preparation
- Bridge to GED
- Other classes are in development

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

Students are required to take the CASAS Listening and/or Reading placement test before enrolling in any Transition ESL class.

Please contact the Transition ESL office at 240-508-7204 or e-mail transitionesl@pgcc.edu for registration and information.

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

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

ESL-358 Pronunciation and Fluency
Students practice the basic vowel sounds and word stress patterns of American English to help improve their ability to be understood in English and to better understand American English. **15 sessions, $120**

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

ESL-365 Computer Skills for ESL Students
This course provides an overview of computer technology. Topics include using the internet, MS Word, MS Excel, and MS Power Point. Learners produce documents and create a personal portfolio. **20 sessions, $93**

ESL-367 Conversational English
Learn common conversational phrases and improve your listening and speaking skills through lessons and discussions about interesting topics. **15 sessions, $75**

ESL-368 Talking Like Americans: Everyday Expressions and Slang
Lessons focus on understanding common American English phrases known as idioms and using them in conversation and writing. **15 sessions, $75**

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

ENGLISH COMMUNICATION AND WRITING

COMMUNICATION SKILLS

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

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OFC-349 Keys to Effective Communication 2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist. **12 sessions, $130* (includes a $65 lab fee)**

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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 $20 lab fee)
73684 S 3/8-3/8 9 a.m.–4 p.m.  LCC

COM-320 At Ease with Public Speaking
1.2 CEUs
This course provides five-weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews to boardroom presentations.
5 sessions, $155*
73657 S 3/22-4/26 9-11 a.m.  Largo

SKB-487 The Basics of Speech Writing
1.0 CEU
Great speeches start with great writing that reflects the personality of the speaker and respects the personality of the audience. Students will learn how to develop effective and engaging oral presentations for a wide variety of subjects and audiences. No previous speech writing experience is necessary. Students must supply their own thesaurus.
5 sessions, $135*
73658 T 4/22-5/20 7-9 p.m.  Largo

Adult Education ESL classes
Prince George’s Community College also offers Adult Education ESL classes.

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

WRITING

MGT-434 Business Writing Intensive
1.8 CEUs
This course uses a systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer’s Handbook, 9th or latest ed. (St. Martin’s Press). 6 sessions, $205*
73659 Th 3/27-5/8 6:30-9:30 p.m.  Largo

MGT-602 Grammar and Proofreading
1.8 CEUs
This course provides an opportunity to improve your grammar and proofreading skills. The course offers an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence and learn about incomplete sentences, fragments, and run-on sentences. The course offers a review of punctuation, capitalization, abbreviations, italics, hyphens, spelling, verb usage, common word pitfalls, and effective proofreading. This course is recommended but not required to take Business Writing Intensive. 6 sessions, $205* (includes a $65 lab fee)
73656 Th 2/6-3/13 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, $130* (includes a $65 lab fee)
72743 WF 1/15-3/7 online  E2GO
75055 WF 2/19-4/11 online  E2GO
75060 WF 3/19-5/9 online  E2GO
75063 WF 4/16-6/6 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, $130* (includes a $65 lab fee)
72945 WF 1/15-3/7 online  E2GO
75162 WF 2/19-4/11 online  E2GO
75163 WF 3/19-5/9 online  E2GO
75164 WF 4/16-6/6 online  E2GO

TRANSPORTATION AND DISTRIBUTION INSTITUTE
Contact: Tony Marra
301-322-0650
tdi@pgcc.edu
SKB-462 Writing Essentials 2.4 CEUs
In this course, you will hone the skills you need to communicate clearly on the job, express yourself fluently online, and show off your creative literary talents. Improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Finally, you will discover how to make the most of e-mails and other forms of electronic communication. Hands-on activities will help you put your powerful new skills to work. 12 sessions, $130* (includes a $65 lab fee)
72950 WF 1/15-3/7 online E2GO
75177 WF 2/19-4/11 online E2GO
75178 WF 3/19-5/9 online E2GO
75179 WF 4/16-6/6 online E2GO

ENRICHMENT AND PERSONAL GROWTH

CAREER PLANNING

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 how to conduct a federal job search, types of federal hiring programs, searching for jobs on USA Jobs, and familiarize students with using the Federal Resume Outline Format. 6 sessions, $120*
74653 W 3/5-4/9 6:30-9:30 p.m. LCC

STUDENT SUCCESS

SKB-345 Preparing for the SAT
This course has been professionally designed and developed by the nationally acclaimed Fairfax Lectern. It emphasizes how to prepare for standardized tests. It will include sections on reading comprehension, algebra, geometry, and college preparation. The student should have some background in introductory algebra and plane geometry to benefit from this course. All students must be 16 years or older. Text and calculator required. 4 sessions, $135* (includes a $25 lab fee)
73397 S 3/8-3/29 9 a.m.-12 p.m. Largo

SKB-357 GRE Preparation, Course 1: Verbal
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Text required at first class: Practicing to Take the GRE General Test, 10th ed. (available from Amazon.com). 12 sessions, $130* (includes a $65 lab fee)
72960 WF 1/15-3/7 online E2GO
74999 WF 2/19-4/11 online E2GO
75001 WF 3/19-5/9 online E2GO
75002 WF 4/16-6/6 online E2GO

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, $130* (includes a $65 lab fee)
72959 WF 1/15-3/7 online E2GO
75004 WF 2/19-4/11 online E2GO
75005 WF 3/19-5/9 online E2GO
75007 WF 4/16-6/6 online E2GO

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, $130* (includes a $65 lab fee)
72961 WF 1/15-3/7 online E2GO
75008 WF 2/19-4/11 online E2GO
75010 WF 3/19-5/9 online E2GO
75012 WF 4/16-6/6 online E2GO

SKB-362 Law School Admission Test Preparation: Course 2
Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed. Course 2 of this two-course series. Text required at the first class: Ten More Actual, Official Law School Admissions Test (LSAT) Prep Tests (available from Amazon.com or LSDAS.org). 12 sessions, $130* (includes a $65 lab fee)
72962 WF 1/15-3/7 online E2GO
75013 WF 2/19-4/11 online E2GO
75015 WF 3/19-5/9 online E2GO
75016 WF 4/16-6/6 online E2GO

LIFESTYLE

ENR-375 Develop Your Psychic Ability
Is this really “psychic development” or should it be called “intuitive development”? Find out what your intuitive gifts are. Learn how messages are received and the meaning of divination tools and their uses. Get connected to the universal energy stream through guided meditation and energy work. Feel free to bring your cards or other divination tools to class for demonstration and practice. Instructor: Gena Wilson, LCSW. 1 session, $25
73385 T 2/25-2/25 7-9 p.m. LCC

ENR-427 Past Life Regression and Future Life Progression
Experience a first-hand review of your past lives and a peek into your soul’s future lives. Deepen your understanding of your current life. Instructor: Gena Wilson, LSCW, Hypnotherapies, Psychics, Angel Messenger and Animal Communicator. 1 session, $25
73386 T 3/18-3/18 7-9 p.m. LCC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
ENR-533 A Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and 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, $30
74498 W 2/12-2/12 6:30–9:30 p.m. Largo
74499 W 4/2-4/2 6:30–9:30 p.m. LCC

ENR-547 Manifesting Love
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. Instructor: Gena Wilson, LCSW.
1 session, $25
73834 T 4/22-4/22 7-9 p.m. LCC

PERSONAL FINANCE

FIN-345 Introduction to Stock Options
This course will teach you how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Protect your portfolio and profit in a down market, an up market, or even a flat market and leverage your investment dollars for potential profits that surpass those possible with stocks. 12 sessions, $130* (includes a $65 lab fee)
72956 WF 1/15-3/7 online E2GO
74980 WF 2/19-4/11 online E2GO
74982 WF 3/19-5/9 online E2GO
74983 WF 4/16-6/6 online E2GO

FIN-346 Personal Finance
Protect your assets and discover how best to achieve all your financial goals. Topics will include: how to create and use a budget, how to borrow and invest wisely, how to make intelligent decisions about insurance and plan for your financial future, the essentials of household bookkeeping and record-keeping requirements. This course will help you discover the secret to understanding and controlling your credit rating to save money and increase your financial security. 12 sessions, $130* (includes a $65 lab fee)
72957 WF 1/15-3/7 online E2GO
74985 WF 2/19-4/11 online E2GO
74987 WF 3/19-5/9 online E2GO
74988 WF 4/16-6/6 online E2GO

RES-325 Real Estate Investing
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. 12 sessions, $130* (includes a $65 lab fee)
73003 WF 1/15-3/7 online E2GO
74990 WF 2/19-4/11 online E2GO
74991 WF 3/19-5/9 online E2GO
74993 WF 4/16-6/6 online E2GO

FIN-340 Key to Successful Money Management 2.4 CEUs
If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed. 12 sessions, $130 (includes a $65 lab fee)
72955 WF 1/15-3/7 online E2GO
75193 WF 2/19-4/11 online E2GO
75194 WF 3/19-5/9 online E2GO
75195 WF 4/16-6/6 online E2GO

FIN-359 Little Known Secrets of Paying for College
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debunk myths such as in-state schools being more affordable than private schools. Learn how college financial aid (including the Free Application for Federal Student Aid (FAFSA) and the Customer Service System (CSS) Profile is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the Internal Revenue Service (IRS) to fund college through “tax scholarship.” Gain the tools and knowledge to meet your goals.
1 session, $59
76480 Th 2/20-2/20 6-9 p.m. LCC

FACILITY MANAGEMENT CREDENTIAL PROGRAMS

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

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

Chesapeake Chapter members receive discounted tuition. For more information, please contact Bree at 301-322-0964.
MGT-631 Operations and Maintenance for FMP  1.6 CEUs
This is the first of four courses leading to the Facility Management Professional (FMP) credential. In this course you will receive an introduction to operations and maintenance and learn how to assess facility needs. You will be taught how to manage and oversee the operations and maintenance of buildings, systems, and equipment, as well as occupant services. You will explore how to select the best resources and how to measure and optimize operations and maintenance performance. Note: members of the IFMA Chesapeake Chapter must register for syn# 74673 to get the discounted price, and non-members must register for syn# 74674. 2 sessions, non-members: $760* (includes a $300 lab fee); members: $625* (includes a $300 lab fee)

| 74674 FS | 1/17-1/18 | 8:30 a.m.–5 p.m. | WTC |
| 74673 FS | 1/17-1/18 | 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# 74675 to get the discounted price; non-members must register for syn# 74676. 2 sessions, non-members: $760* (includes a $300 lab fee); members: $625* (includes a $300 lab fee)

| 74676 FS | 2/21-2/22 | 8:30 a.m.–5 p.m. | WTC |
| 74675 FS | 2/21-2/22 | 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# 69885 to get the discounted price, and non-members must register for syn# 69886. 2 sessions, non-members: $760* (includes a $300 lab fee); members: $625* (includes a $300 lab fee)

| 74679 FS | 3/21-3/22 | 8:30 a.m.–5 p.m. | WTC |
| 74677 FS | 3/21-3/22 | 8:30 a.m.–5 p.m. | WTC |

MGT-634 Leadership and Strategy Essentials for FMP  1.6 CEUs
This is the fourth of four courses leading to the Facility Management Professional (FMP) credential. In this course you will be taught how to plan strategically, how to lead and manage the facility organization and how to provide leader- ship to the entire organization. Note: members of the IFMA Chesapeake Chapter must register for syn# 69887 to get the discounted price; non-members must register for syn# 69888. 2 sessions, non-members: $760* (includes a $300 lab fee); members: $625* (includes a $300 lab fee)

| 74681 FS | 4/25-4/26 | 8:30 a.m.–5 p.m. | WTC |
| 74680 FS | 4/25-4/26 | 8:30 a.m.–5 p.m. | WTC |

FITNESS AND HEALTH

ATH-318 Hand Dancing
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 8 sessions, $155 (includes a $40 lab fee)

| 73517 F | 1/30-3/20 | 6–7:30 p.m. | Largo |

ATH-362 Line Dancing
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, so anyone can enjoy the dance experience. Instructor: Andi Johnson. 8 sessions, $125 (includes a $50 lab fee)

| 73518 F | 2/7-3/28 | 6–7:30 p.m. | Largo |

WELLNESS

HES-336 Piloxing
Piloxing is a non-stop exercise routine consisting of dance and boxing moves. It combines exercises from ballet and Pilates with power punches and fancy footwork culled from boxing. Learn this quick-moving and effective exercise for burning fat and toning muscles. 8 sessions, $100 (includes a $40 lab fee)

| 73535 F | 1/30-3/20 | 5–6 p.m. | Largo |

HES-372 Yoga
This course is designed to integrate yoga postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $125 (includes a $50 lab fee)

| 73540 Th | 3/6–5/1 | 7:30–8:30 p.m. | Largo |

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

This course is offered through a partnership with World Instructor Training Schools (W.I.T.S.). W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, National Certification Board for Therapeutic Massage & Bodywork, Veterans Training and Education, and the International Association of Continuing Education and Training.
HES-451 Personal Trainer: National Certification 4.5 CEUs
Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED is needed to receive the certificate. WILTS is the only major certifying body in the country providing comprehensive practical training and internship components. Text is required and not included in course fees: "Fitness Professional's Handbook", 6th or the latest ed.
$84 plus $6.95 tax/shipping/handling total cost $93.97. Call 1-888-330-9487 to order and start reading immediately (www.wiseducation.com). 9 sessions, $704* (includes a $499 lab fee)

ATH-376 Zumba Exercise Class
Zumba is a fusion of body sculpting movements with easy to follow dance steps to the tune of Latin and International music. The routine features aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt our body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning, and total body toning. 8 sessions, $125 (includes a $50 lab fee)

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

GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS

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

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

The GED® option is a good choice for adults and young adults who prefer studying for and taking an exam. The test is challenging, and preparation is highly recommended. GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks. For more information on these classes, please visit pgcc.edu/go/ged, e-mail ged@pgcc.edu, or call 301-322-0891.

An online GED® preparation class is available for qualified individuals. For information, please visit the Maryland GED® website at www.mdged-i.org.

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

The NEDP is a good option for adults who prefer a more confidential option, can pass a qualifying pre-test, and prefer working independently on a portfolio to demonstrate their skills. For information on the NEDP, please call 301-386-7509 Monday through Thursday evenings, or e-mail nedp@pgcc.edu.

Adult Basic Skills
Prince George’s Community College classes, please call 301-322-0891, or our Hyattsville office at 240-696-2888.

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

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

GREEN TRAINING

ENERGY AND SUSTAINABILITY

Online Green and Renewable Energy Training and Certificate Programs
For a complete list, prices, and to register for classes, contact the Construction and Energy Institute at 301-322-0964 or e-mail westphalia@pgcc.edu.
HEALTH CARE SUPPORT

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

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

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

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

FIRST AID AND CPR

HES-573 Pediatric First Aid, CPR & AED 7.0 CEUs
This National Safety Council (NSC) Pediatric First Aid, CPR and AED program was created for childcare workers, teachers, camp counselors, coaches and others responsible for the lives of children, and meets first aid and CPR requirements in all 50 states. Topics will include treatment for a foreign body airway obstruction, rescue breathing, basic life support, bleeding and wound care, shock, burns and poisoning, sudden illness, and cold and heat emergencies. One hundred percent (100%) course attendance required. Successful completion earns a Pediatric First Aid card valid for three years and a CPR card valid for two years. Students must bring text to class: *NSC Pediatric First Aid, CPR & AED Workbook with VSI DVD.* **1 session, $80* (includes a $5 lab fee)

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<th>Course</th>
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<tbody>
<tr>
<td>73058</td>
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<td>1/4-1/4</td>
<td>9 a.m.–4:30 p.m.</td>
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<td>73059</td>
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<td>4/5-4/5</td>
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HES-344 CPR for Health Professionals 0.7 CEU
This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics will include: in-depth instruction in one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. One hundred percent (100%) course attendance required. Successful completion earns an American Heart Association card valid for two years to be “issued” within 20 business days. Students must bring text to class: *BLS for Health Care Providers.* **1 session, $80* (includes a $5 lab fee)

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<td>5/5-5/5</td>
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HES-367 CPR Instructor Training
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase text and complete Core Instructor Online Course before first class. **4 sessions, $210**

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<th>Course</th>
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<td>3/22-3/29</td>
<td>9 a.m.–4 p.m.</td>
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HES-324 First Aid
Designed to train the public to respond appropriately in emergency situations. Topics will include: injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: *NSC First Aid, CPR & AED Workbook.* **1 session, $60**

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</table>

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

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<td>2/8-2/8</td>
<td>9 a.m.–12:45 p.m.</td>
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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, $70* (includes a $5 lab fee)

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<th>Course</th>
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<td>73117</td>
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<td>73118</td>
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<td>4/23-4/23</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.
CAREGIVING

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

HES-571 Caring for Aging Parents 2.4 CEUs
This comprehensive online course provides you with 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, $310* (includes a $65 lab fee)

73067 WF 1/15-3/7 online E260

HES-576 End of Life Care 0.8 CEU
This course is designed for caregivers and individuals pursuing professional development in social work, counseling and other allied health services provides instruction on delivering end of life care. Topic, include palliative care, hospice care, advance directives, healing strategies, spirituality and funeral and grief counseling. Text is optional. 2 sessions, $115* (includes a $50 lab fee)

73035 S 4/5-4/12 9 a.m.–1:15 p.m. CHS-2211

HES-578 Family Caregiving 1.0 CEU
This course is designed to explain the responsibility of a family caregiver to family members residing at home. Topics will include dressing, grooming, feeding, toileting, bathing, oral hygiene, communication, safety, recreation and exercise, basic housekeeping, resources, and caregiver fatigue prevention. 2 sessions, $115*

73064 Su 1/12-1/12/ 10 a.m.–3 p.m. CHS-2211
73065 S 1/18-1/18 9 a.m.–4 p.m. CHS-2211

ASSISTED LIVING MANAGEMENT

HES-486 Assisted Living Manager Module 1: Introduction 0.6 CEU
This introduction to the Assisted Living Manager Program will focus 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 will include: the stages of the aging process and their identification, methods of intervention to maintain safety and wellbeing of aging residents and the resident’s bill of rights. Modules must be taken in order and students must score an average of 80% for course completion. 1 session, $105* (includes a $25 lab fee)

73049 S 2/8-2/8 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, $290* (includes a $80 lab fee)

73051 FS 2/14-3/1 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, $240* (includes a $80 lab fee)

73050 Th 3/6-3/15 5–9:15 p.m. CHS-2211
S 3/8-3/15 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, $200* (includes a $60 lab fee)

73052 FS 3/28-3/29 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, $185* (includes a $60 lab fee)

73053 FS 4/11-4/12 9 a.m.–4:30 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, $170* (includes a $10 lab fee)

73057 S 4/26-5/3 9 a.m.–3 p.m. CHS-2211
NURSING TRAINING

Registered Nurse Case Manager / Delegating Nurse in Assisted Living

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

HES-326 The Registered Nurse Case Manager and Delegating Nurse: Asst. 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, $275* (includes a $75 lab fee)

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

PHARMACY TECHNICIAN

HES-332 Pharmacy Technician 9.0 CEUs
This course is designed to provide the healthcare worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings and includes classroom and online instruction. Topics will include universal precautions, computer applications, aseptic techniques, drug pharmacology, patient education and interpersonal relationships. For Maryland State certification: after completing this course and 160 hours of clinical practice (HES-529 and HES-530), students will be eligible to register with the Maryland Board of Pharmacy. For National certification: students must pass the National Pharmacy Technician Certification (PTCE) Exam for national certification. Students are required to pass the Pharmacy Technician Certification (PTCE) Exam for national certification. Prerequisite: A negative TB test, and proof of adequate health insurance must be provided prior to clinical. 30 sessions, $945*

HES-529 Pharmacy Technician Clinical: Part 1 0 CEUs
This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Prerequisite: A negative TB test, proof of background check and drug screening, and proof of adequate health insurance must be provided prior to clinical. 20 sessions, $125*

HES-530 Pharmacy Technician Clinical: Part 2 8.0 CEUs
Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: A passing score on the math and reading placement tests. This test is free of charge. Pick up a placement test referral form from the Continuing Education Registration Desk in Bladen Hall, Room 126. Visit our website at www.pgcc.edu for more information.

HES-543 Pharmacy Technician Orientation
This is a must attend for those interested in learning more about the Pharmacy Technician program, program requirements, certifications, and job environment. A video orientation can be viewed online at www.pgcc.edu/Programs and Courses/Noncredit/Healthcare/ Pharmacy Technician. 1 session.

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

CNA/GNA Admission Requirements

1. Must be at least 18 years of age.
2. Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course.
4. Able to speak and understand standard American English at a functional level.
5. Obtain a criminal background check "before attending the clinical".
6. Obtain CPR for Health Provider certification. Course is also available at the college: HES-344. Must be obtained "before attending the clinical portion".
7. Have a negative TB skin test (PPD) or chest x-ray "before attending the clinical"
8. Be computer literate and have access to the Internet
9. Present documentation of immunizations or titer tests (blood test for proof of immunizations) "before the clinical.

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

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

76237 Th 1/9-1/9 6-7:30 p.m. LCC
73026 S 1/11-1/11 9:30-11 a.m. Largo
73027 Th 1/16-1/16 9:30-11 a.m. UTC
76758 W 2/19-2/19 10-11:30 a.m. CHS-2215
74891 S 4/5-4/5 9:30-11:30 a.m. UTC
74892 W 4/9-4/9 6-7:30 p.m. CHS-2215
74893 W 4/30-4/30 9:30-11:30 a.m. CHS-2215

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 Examina-
tion (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-583-5215 before registering for the clinical portion. **21 sessions, $825** (includes a $50 lab fee

73020 Th 1/21-4/1 5:30-9:30 p.m. LCC
73019 MWF 1/22-3/12 5:30-9:30 p.m. CHS-2215
73018 MWFh 1/22-3/6 (19 sessions) 9 a.m.-2 p.m. UTC
73016 MW 1/22-3/12 9 a.m.-4 p.m. CHS-2215
73017 Th 1/23-3/11 (14 sessions) 9 a.m.-4 p.m. CHS-2215
73021 Th 2/4-4/3 6-10 p.m. UTC
709 2/15-3/15 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**

73011 F 2/21-3/7 7 a.m.-3:30 p.m.
MTW 3/10-3/12 7 a.m.-3:30 p.m.
73012 S 3/1-3/26 7:30 a.m.-3 p.m.
MW 3/17-3/26 5-9 p.m.
Th 3/20-3/27 5-9 p.m.
(9 sessions)

73009 MTWThF 3/14-3/21 7 a.m.-3:30 p.m.
73013 Ssu 3/15-3/30 7:30 a.m.-3 p.m.
73014 Ssu 3/22-4/6 7:30 a.m.-3 p.m.
73010 MTWThF 3/24-3/31 7 a.m.-3:30 p.m.
76547 MTWThF 4/15-4/24 7 a.m.-3:30 p.m. Largo
76545 S 4/26-5/10 7:30 a.m.-3:30 p.m. CHS-2211
MTWThF 5/6-5/15 5-9 p.m.
(9 sessions)
74887 F 5/16-5/30 7 a.m.-3:30 p.m.
MTW 6/2-6/4 7 a.m.-3:30 p.m.
(6 sessions)

HES-575 Geriatric Nursing Assistant Theory
This course is designed for any current Maryland CNA who wants to become a GNA in the state of Maryland. Topics include physical and psychosocial care skills and the role of the nursing assistant. Student must be active and in good standing with the Maryland Board of Nursing. Student must also take HES-417 CNA Clinical to complete this program. Call 301-583-5215 for more scheduling information. **6 sessions, $200**

76546 TWTh 2/25-4/10 9:30 a.m.-1:30 p.m. CHS-2211
76541 Th 2/25-5/1 5:30-9:30 p.m. CHS-2215
S 3/8-4/12 9 a.m.-12:30 p.m. CHS-2215
74886 MWTh 4/21-6/4 9 a.m.-2 p.m. UTC
T 4/22-5/27

74887 F 5/25-6/5 7 a.m.-3:30 p.m.
MTW 6/2-6/4 7 a.m.-3:30 p.m.
(6 sessions)
HES-325 Medicine Aide
For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to first class.) Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course.
19 sessions, $850* (includes a $165 lab fee)

74889 TTh 1/21–2/20 4:30–8:30 p.m. CHS–2211
S 2/22–3/8 8:30 a.m.–1:30 p.m. TBA
TTh 2/25–3/13 5–9 p.m. TBA

HES-365 Nursing Home Medicine Aide Update 0.8 CEUs
Course provides continuing education update required by the State of Maryland for renewal of medicine aide’s certificate. Students may only register up to two months before or one month after their birthday. Students must be listed on the Maryland Board of Nursing registry as "Active" and, when registering, must have a letter from the Director of Nursing which shows proof of 100 hours of employment as a Certified Medicine Aide (CMA) within the last two years and eight hours as a Geriatric Nursing Assistant (GNA).
1 session, $95*

73005 S 1/18–1/18 8:30 a.m.–5 p.m. CHS–2215
73006 S 2/15–2/15 8:30 a.m.–5 p.m. CHS–2215
73007 S 3/15–3/15 8:30 a.m.–5 p.m. CHS–2215
73008 S 4/12–4/12 8:30 a.m.–5 p.m. CHS–2215

HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides review of anatomy and physiology of major body systems and medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, intravenous therapy, wound care and more. 22 sessions, $1000 (includes a $100 lab fee)

77067 TTh 5/6–7/17 5:30–9:30 p.m. CHS–2211

MEDICAL BILLING

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

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

Note: Text required at first class.

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

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

73015 MW 1/29–2/12 6:30–9:30 p.m. CHS–1233
77040 TTh 3/11–3/25 9 a.m.–12 p.m. CHS–1233

HES-553 Computerized Medical Billing 4.2 CEUs
Designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisites: Successful completion of HES-409 and strong computer and word processing skills. 14 sessions, $480* (includes a $15 lab fee)

74602 MW 2/19–4/7 6:30–9:30 p.m. CHS–1233
77039 TTh 4/1–5/22 9 a.m.–12 p.m. CHS–1233

HES-321 Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-9CM/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. Meets concurrently with credit course HIM-1940. Note: Those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. Texts required (multiple, approx. $300). 15 sessions, $355* (includes a $10 lab fee)

73103 Th 1/23–5/8 5:30–8:30 p.m. CHS-1229

HES-563 Advanced Medical Billing 3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basics of

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
HES-533 ICD-10-CM/PCS Coding Principles and Application 4.8 CEUs

Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by an approved AHIMA ICD-10 trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM are required. 14 sessions, $465*

76169 MW 1/13–3/5 6:30–9:30 p.m. CHS-1229

HES-322 Medical Office Assistant: Practical Applications 3.6 CEUs

In this practical applications course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-355 and current Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $400* (includes a $15 lab fee)

74547 T 1/28–4/8 6:30–9:30 p.m. CHS, 1223

74591 TTh 4/22–5/29 6–9 p.m. CHS-2229

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 301-322-0637 for assistance setting up the account. Text required at first class. 22 sessions, $830* (includes a $105 lab fee)

74547 T 1/28–4/8 6:30–9:30 p.m. CHS, 1223

Th 1/30–4/10 online HYLAG

HES-357 Basic Medical Terminology 2.4 CEUs

Effectively communicate, write, and interpret medical terms in the workplace. Topics include: organization of terms, explanation and pronunciation of medical terms, and descriptions of basic anatomy and physiology. Text required at first class. 6 sessions, $270*

72742 TTh 1/7–1/23 6–10 p.m. Largo

74952 TTh 2/7–2/27 6–10 p.m. Largo

74953 MW 3/3–3/20 6–10 p.m. Largo

74954 TTh 4/29–5/15 6–10 p.m. Largo

HES-354 Medical Terminology: Word Association Approach 2.4 CEUs

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

73042 WF 1/15–3/7 online E2GO

74965 WF 2/19–4/11 online E2GO

74967 WF 3/19–5/9 online E2GO

74969 WF 4/16–6/6 online E2GO

HES-554 Human Anatomy and Physiology: Part 1 2.4 CEUs

Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you will gain an understanding of basic chemistry, the human cell, the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $130* (includes a $65 lab fee)

73045 WF 1/15–3/7 online E2GO

74984 WF 2/19–4/11 online E2GO

74986 WF 3/19–5/9 online E2GO

74989 WF 4/16–6/6 online E2GO

HES-555 Human Anatomy and Physiology: Part 2 2.4 CEUs

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

73047 WF 1/15–3/7 online E2GO

74992 WF 2/19–4/11 online E2GO

74994 WF 3/19–5/9 online E2GO

74998 WF 4/16–6/6 online E2GO

HES-546 Spanish for Medical Professionals 2.4 CEUs

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

73043 WF 1/15–3/7 online E2GO

74978 WF 2/19–4/11 online E2GO

74979 WF 3/19–5/9 online E2GO

74981 WF 4/16–6/6 online E2GO

** Financial aid is available. Check with the Financial Aid Office at Prince George’s Community College for details. **
HES-545 HIPAA Compliance  2.4 CEUs
This course focuses on the Administrative Simplification portion of Health Insurance Portability and Accountability Act (HIPAA). Topics include are 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, $130*** (includes a $65 lab fee)

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PHLEBOTOMY

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

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

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

HES-418 Phlebotomy Technician 8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation and medical legal and ethical considerations associated with venipuncture in a hospital or out-patient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided.

**Prerequisites:** Must be a health care professional.

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

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HES-468 Phlebotomy Technician Refresher
This course is designed for certified phlebotomists who have not worked in the field for between 6 and 24 months, and for those who have taken a structured phlebotomy course but have never worked in the field. Those who have not worked in this field for more than two years should sign up for HES-418. Proof of certification or course completion along with medical documentation is required. This course is a condensed version of our regular venipuncture course and includes in-class instruction and skills lab. This program will prepare students for the National Certification Examination and clinical.

**10 sessions, $385*** (includes a $50 lab fee)

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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.

**15 sessions, $120**

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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, $120***

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HOME AND GARDEN

FLORAL

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

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

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

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

OCU-338 Basic Floral Design
Learn the basic principles of floral design while creating eight eye-catching arrangements. Use of tools, names of flowers and their usage, bow demonstration, color theory and effects, current trends affecting the floral industry, logistics of opening a retail shop, and sources for wholesale products will be covered. Students should bring a floral knife and wire cutters to class. A $250 floral supplies fee payable to the instructor is due at the first class. **8 sessions, $150***

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>74461</td>
<td>F</td>
<td>2/21-4/11</td>
<td>6:30-8:30 p.m.</td>
<td>LCC</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.
GARDENING

HRT-311 Home Vegetable Gardening 101
0.9 CEU

This course will cover the steps a beginning gardener will need to be successful in starting a home vegetable garden, including: site selection and soil preparation (including container gardening), seeds vs. transplants, specific crops, garden maintenance and troubleshooting, and harvesting. The student will be provided with myriad resources for ensuring success throughout the entire growing season, and a Continuing Education Certificate in Home Vegetable Gardening will be awarded upon completion of the course. 3 sessions, $75

ENR-356 Feng Shui Basics
You’ve heard the term so come for an evening to learn more! Feng Shui originated in the Ba-gua map and apply your knowledge into your surroundings. Learn about the history, basic principles, and enhance your living space. Instructor: Gina G. Courbron, Interior Designer, IRIS, IDS, IFDA. 1 session, $30

ENR-5351 Arranging and Hanging Artwork
Once you have gone through the trouble of collecting your favorite pieces of art, it’s easy to think that the hard part is over. But, where are you going to hang that amazing artwork? Learn valuable techniques in creating that wonderful wall display. Instructor: Gina Courbron, Interior Designer, IRIS, CISS, IDS Associate. 1 session, $25

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, $30

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

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

HOSPITALITY

CUL-610 Introduction to Culinary Arts
The introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include soups, and egg cookery. 13 sessions, $539*

*excludes textbooks

 Prince George's Community College  Transforming Lives  301-336-6000  www.pgcc.edu
CUL-615 Food Production 1
A continuation of CUL-610: Introduction to Culinary Arts. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-610: Introduction to Culinary Arts. 14 sessions, $539*

76496 W 1/22–4/30 5:30–9:45 p.m. JHES
76495 M 1/27–5/5 8 a.m.–12:15 p.m. (13 sessions)

CUL-715 Food Production 2
An advance food production class. Topics will include principles of plate presentation, entre, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1. 14 sessions, $539*

76502 W 1/22–4/30 5:30–9:45 p.m. JHES
76501 W 1/22–4/30 8 a.m.–12:15 p.m. JHES

CUL-630 Baking Skills 6.0 CEUs
An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL-610: Introduction to Culinary Arts. 14 sessions, $539*

76503 S 1/25–5/3 8 a.m.–12 p.m. JHES

HSM-655 ServSafe
This course provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServSafe certification. Meets concurrently with credit course HSM-1550. Text required: ServSafe essentials 5th ed. with exam, English. Please call Prince George’s Community College bookstore at 301–322-0912 for more information. 2 sessions, $132*

76513 T 1/21–2/18 6–9 p.m. (5 sessions)
76511 TTh 1/21–2/20 3:30–5 p.m. (10 sessions)

HSM-663 Food Service Operations
This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered including organization, marketing, menus, costs and pricing, production, service, safety, and finances. Meets concurrently with credit HSM-1630. Text required: Management of Food and Beverage Operations, ISBN: 9780133086157. 12 sessions, $402*

76515 W 2/5–4/30 6–9:30 p.m. Largo

HSM-665 Introduction to the Hospitality Industry
This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, food service operations, clubs, cruise ships, meeting and event planning, conference centers, convention bureaus, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510. Text required: Exploring the Hospitality Industry, ISBN: 9780135118894. 12 sessions, $402*

76504 MWF 1/22–5/3 (41 sessions)
76505 M 2/3–5/5 6–9:15 p.m.

HSM-652 Convention Management and Service
Defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. 12 sessions, $402*

76507 M 2/3–5/5 6–9:15 p.m. Largo

HSM-658 Using Technology in the Hospitality Industry
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Students will receive training on MICROS and OPERA restaurant and hotel property management systems. 12 sessions, $402*

76508 TTh 1/21–5/1 9:30–11 a.m. (28 sessions)
76506 W 2/5–4/30 6–9:15 p.m. Largo

HSM-753 Hospitality Sales and Marketing
Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising and public relations. 24 sessions, $402*

76509 TTh 2/4–5/5 6–9:30 p.m. Largo

CHILD CARE
Contact: Erin Olsen
301-386-7545
olsenek@pgcc.edu

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

PHR and SPHR Certification Preparation
Utilizing the Society for Human Resource Management (SHRM) learning system, participants study the six areas of competency in preparation to take the national SHRM exam. The twelve week face-to-face instructor-led review course is facilitated by a team of certified Human Resource Management Instructors. See course MGT-661: Professional Human Resource Management Certification Preparation Review.

Orientation Sessions
Human Resource Management Training
Thursday, January 23, 7-9 p.m. and Saturday, February 1, 10 a.m.–12 p.m.
Largo Campus.

To register please call 301-583-5216. Recommended for students who wish to enroll in one of these programs: PHR or SPHR Certification Review; Essentials of HR or Human Resource Management Noncredit Certificate Program.

Inquire about our courses which have been approved for recertification credit hours toward PHR and SPHR recertification through the HR Certification Institute. Please be sure to contact our Prince George’s Community College office at 301-322-0032 for the program ID number on your recertification application form. For more information about certification or recertification, please visit the Human Resource Certification Institute website at www.hrci.org.

CAREER COACH
www.pgcc.edu/go/careercoach

A self-guided Web tool to start your career search. Prince George’s Community College offers Career Coach, a self-guided Web tool to start your career search. Go to www.pgcc.edu/go/careercoach and find the answers you seek.

HUMAN RESOURCES

MGT-661 Professional Human Resource Management Certification Preparation Review
4.0 CEUs
Utilizing the Society for Human Resource Management (SHRM) Learning System, participants study six areas of competency: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety and security. Key concepts are reinforced through real world case studies, class discussion, and the shared experiences of the instructor who holds the Senior Professional in Human Resources (SPHR) credential. Note: registration deadline is 14 days (two weeks) before the class starts. Participants must attend at least 80% of class meetings and complete all course assignments, including any tests by the instructor, with a grade of 70% or better to successfully complete the course. This course does not guarantee success in the Human Resource Certification Institute (HRCI) exam; participants must attend class and complete all readings and other assignments in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. 12 sessions, $1151* (includes a $510 lab fee)

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<td>MGT-661</td>
<td>M</td>
<td>2/22-5/17</td>
<td>10 a.m.-1:30 p.m.</td>
<td>Largo</td>
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MGT-663 Essentials of Human Resource Management
1.8 CEUs
This course covers essentials of human resource management including the key roles and responsibilities for those within an HR department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. 6 sessions, $480* (includes a $210 lab fee)

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<td>MGT-663</td>
<td>M</td>
<td>4/7-5/9</td>
<td>6-9 p.m.</td>
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Human Resource Management Certificate Program

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

Length of Certificate Program

To obtain the Human Resource Management Certificate you must complete the seven required courses, plus two or more elective courses for a total of 96 hours. Not all courses listed below are offered every semester. Letters of Completion are awarded for each individual course completed. In order to earn the program certificate, you must attend at least 80 percent of the scheduled class hours for each course. There is no required sequence for you to take the core courses.

Required Courses:

- Principles of Human Resource Management (9 hours)
- Human Resource Law (12 hours)
- Introduction to Employee Benefits (12 hours)
- Introduction to Compensation (12 hours)
- Successful Recruitment, Selection and Placement (9 hours)
- Human Resource’s Role in Organizational Development and Changes Management (9 hours)
- Managing Employee Performance (12 hours)
- Human Resource’s Role in Organizational Development & Change Management (12 hours)

Elective Courses (3 courses) total 18 hours will focus on specialized areas.
### HUMAN RESOURCES ELECTIVES

#### MGT-727 HR’s Role in Organizational Development and Change Management  0.9 CEU
This course will discuss human resources management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. 3 sessions, $262* (includes a $45 lab fee)

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<tr>
<th>Course Code</th>
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<tr>
<td>74878</td>
<td>4/24–5/8</td>
<td>6–9 p.m.</td>
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#### 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. 3 sessions, $278* (includes a $55 lab fee)

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<th>Course Code</th>
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<td>74879</td>
<td>5/3–5/17</td>
<td>6–9 p.m.</td>
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#### 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)

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<th>Course Code</th>
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<td>4/24–6/26</td>
<td>9 a.m.–4 p.m.</td>
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#### 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)

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<th>Course Code</th>
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<td>3/1–3/1</td>
<td>9 a.m.–4 p.m.</td>
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#### 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)

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

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#### 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 on how 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)

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#### MGT-423 Leadership (online)  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, $130* (includes a $65 lab fee)

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<th>Course Code</th>
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<td>75656</td>
<td>4/16–6/6</td>
<td>Online</td>
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#### 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, $130* (includes a $65 lab fee)

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<td>75652</td>
<td>3/9–5/9</td>
<td>Online</td>
<td>E2GO</td>
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<tr>
<td>75656</td>
<td>4/16–6/6</td>
<td>Online</td>
<td>E2GO</td>
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PAYROLL

MGT-691 PayTrain Mastery 3.6 CEUs
A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. **Note:** For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information contact Bertina Tyler, at 301-322-0726. 6 sessions, $815* (includes a $50 lab fee)

76475 S 2/15-3/22 9 a.m.–3:30 p.m. Largo

LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)

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

COM-325 Sign Language 1 2.4 CEUs
This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required: Talking with Your Hands: Listening with Your Eyes by Gabriel Grayson (Square One Pub.) 8 sessions, $170*

72651 S 1/25–3/15 9 a.m.–12 p.m. Largo
72652 M 1/27–3/24 6:30–9:30 p.m. Largo
74970 S 4/26–6/21 9 a.m.–12 p.m. Largo
74971 M 4/28–6/23 6:30–9:30 p.m. Largo

COM-326 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*

72647 S 1/25–3/15 9 a.m.–12 p.m. Largo
72649 M 1/27–3/24 6:30–9:30 p.m. Largo
72650 W 2/5–3/26 6:30–9:30 p.m. LCC
74972 S 4/26–6/21 9 a.m.–12 p.m. Largo
74973 M 4/28–6/23 6:30–9:30 p.m. Largo

COM-328 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*

76927 S 1/25–3/15 9 a.m.–12 p.m. Largo
76928 Th 2/6–3/27 6:30–9:30 p.m. Largo
74974 S 4/26–6/21 9 a.m.–12 p.m. Largo
74976 M 4/28–6/23 6:30–9:30 p.m. Largo
74977 W 4/30–6/18 6:30–9:30 p.m. LCC

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, $155*

75666 W 4/30–6/18 6:30–9:30 p.m. Largo

CONVERSATIONAL FOREIGN LANGUAGE

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

76367 S 1/18–1/18 10 a.m.–4 p.m. Largo
74814 S 4/5–4/5 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*

72659 S 1/25–3/15 9:30 a.m.–12 p.m. Largo
72660 M 1/27–3/24 6:30–9 p.m. LCC
72661 T 2/4–3/25 6:30–9 p.m. Largo
74805 M 4/28–6/23 6:30–9 p.m. Largo
74806 M 4/28–6/23 6:30–9 p.m. Largo
74808 Th 5/1–6/19 6:30–9 p.m. LCC

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

72655 S 1/25–3/15 9:30 a.m.–12 p.m. Largo
72656 M 1/27–3/24 6:30–9:30 p.m. Largo
72657 Th 2/6–3/17 6:30–9:30 p.m. LCC
74809 S 4/26–6/21 9:30 a.m.–12 p.m. Largo
74810 M 4/28–6/23 6:30–9 p.m. Largo
74811 T 4/29–6/17 6:30–9 p.m. LCC
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*

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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*

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LGE-521 Speed Spanish 2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. Que Bueno! 12 sessions, $130* (includes a $65 lab fee)

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LGE-307 Beginning French
Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. 8 sessions, $149*

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MEDIATION

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

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

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

BASIC CERTIFIED AND MEDIATION

LAW-519 Explore Alternative Dispute Resolution 0.8 CEU
Explore various means of settling disputes outside of the courtroom as an alternative to litigation, typically including arbitration, mediation, conciliation and early neutral evaluation. Learn how alternative dispute resolution (ADR) can reduce costs, improve communication between disputing parties, promote flexibility and encourage creativity when searching for practical solutions. This course is especially appropriate for persons who seek an introduction to dispute resolution and for those interested in or considering pursuing subsequent training as an ADR practitioner. 4 sessions, $95*

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LAW-510 Basic Mediation Training 4.0 CEUs
This course provides the state-required 40 hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. Textbook: The Mediation Process: Practical Strategies for Resolving Conflict by Christoper Moore. 6 sessions, $425* (includes a $300 lab fee)

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Prince George’s Community College • Transforming Lives • 301-336-6000 • www.pgcc.edu
LAW-518 Mediator Ethics  0.4 CEU
This course is a focused review of the ethical standards of mediator practices. Students will have an opportunity to review the topic of ethics through group discussions, role plays and video presentations to gain a deeper appreciation of the rules, values and “real world” norms in the practice of mediation. This course satisfies the Maryland Program for Mediator Excellence Standards of Conduct for Mediators. The course will include a review of mediator requirements under the Maryland Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students who have completed the 40-hour basic mediation training and anyone interested in understanding how to make ethical decisions in their mediation practice, gain an appreciation of ethical norms of the profession, and enhance ethical competency are encouraged to attend this class. A certificate of completion will be issued upon successful completion of the course. 1 session, $55*

73662  S  4/26–4/26  9 a.m.–1 p.m.  Largo

NUTRITION

NUTRITION AND DIABETES

The college has launched an expanded wellness program for our students and the community. The nutrition classes are designed to educate students and members of our community about the long term value of eating nutritious meals, managing portion control, evaluating nutrition labels and healthy food choices. Long term diets will be explored to prevent or postpone disease and help to prolong life. All classes taught by a registered dietician.

HES-538 Nutrition and High Blood Pressure  1.0 CEU
Hypertension is called the leading cause of mortality and morbidity in the United States, because it contributes to heart disease and stroke, the top early killers of Americans. In this course, you’ll be taught how to better manage and lower your high blood pressure through dietary changes alone. 3 sessions, $70*

73653  W  2/22–2/26  7–9 p.m.  Largo

PUBLIC SAFETY AND SECURITY

POLICE ACADEMY

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

Admission Requirements
Police Academy candidates must meet the following minimum requirements:

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

In addition, the candidate must be able to:
1. Pay a $155 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $3,800.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety.

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

SEC-310 Security Officer: Level 1
This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today’s growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include: professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: non-refundable application fee of $68 for screening and processing, plus $265 tuition for in-county residents. For information call the Prince George’s Community College Security Officer Training Academy at 301-322-0175 to receive an application. Text required: Practical Security Strategies and Emerging Trends”. E-mail: policeacademy@pgcc.edu. 20 sessions, $353* (includes a $68 lab fee)

72737  MTWTh  2/24–3/27  5:30–9:30 p.m.  CE-115

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

REAL ESTATE LICENSURE

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

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

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

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

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

RES-305 Real Estate Principles and Practices for Salespersons 6.0 CEUs
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. 20 sessions, $355* (includes a $65 lab fee)

73389 S 1/25–4/26 9 a.m.–1:40 p.m. BH-216 (13 sessions)
73390 TTh 1/28–4/3 6:30–9:30 p.m. CE-117

RES-373 Fair Housing
This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for 1.5 hours toward Real Estate License renewal. 1 session, $20

74825 S 2/1–2/1 9–10:30 a.m. Largo
74828 S 3/29–3/29 9–10:30 a.m. Largo

RES-359 2011-2013 Legislative Update
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for 3.0 hours toward Real Estate License renewal. 1 session, $35

74826 S 2/1–2/1 10:30 a.m.–1:30 p.m. Largo
74829 S 3/29–3/29 10:30 a.m.–1:30 p.m. Largo

RES-307 Ethical Obligations and the Real Estate Licensee
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics include: definition of ethics, predatory lending, and flipping. Approved for 3.0 hours on ethics toward Real Estate License renewal. 1 session, $35

74827 S 2/1–2/1 2–5 p.m. Largo
74830 S 3/29–3/29 2–5 p.m. Largo

RES-458 Conduct of Real Estate Teams
Learn the details of real estate teams contained in regulation and recent legislation. A one and half hour course could ‘round out’ your 15-hour continuing education requirement. Approved for 1.5 continuing education hours. 1 session, $20

74834 S 3/15–3/15 1:30–3 p.m. Largo

RES-451 American Disabilities Act & R E Licensee (Approval number 168-1614)
This course is designed to assist licensees with the application of the ADA laws. Topics will include accommodations vs. modification, the purpose and intent of the act, types of disabilities, definition of a person with a disability. Approved for three hours toward Real Estate License renewal. 1 session, $30

74835 S 4/26–4/26 2–5 p.m. Largo

RES-445 RESPA: Its Effect on Real Estate Licensees
This course is designed to give students an understanding of the Real Estate Settlement 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 3.0 hours toward Real Estate License renewal. 1 session, $35*

74837 S 4/26–4/26 10 a.m.–1 p.m. Largo
RES-456 Fair Housing and Cultural Diversity (Approval number 158-1614)
This course will review fair housing laws and assist the student in gaining a better understanding of diverse cultures, and the ways in which the cultures affect the real estate industry in today’s global market. Approved for three hours for real estate renewal.  
1 session, $30

RES-457 Supervision
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for brokers, managers and team leaders effective with 2012 renewals. Approved for 3.0 continuing education hours.  
1 session, $35

SPORTS/GAMES

SPORTS

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

ENR-438 Pocket Billiards
Acquire the fundamentals of pocket billiards, with a long history dating back to the 15th century in northern Europe. The game was once the sport of kings and queens that started out as a lawn game and then moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of pocket billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring and enjoyable. Ladies

welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown.  
6 sessions, $75

TRANSPORTATION AND DISTRIBUTION

AUTO TECHNOLOGY

Continuing Education Certificate, Automotive Technology
- Drive your career to new heights by earning a Certificate of Continuing Education! The following courses provide the basic knowledge and skills to start a rewarding career as an entry-level service technician in the high-demand automotive service and repair industry. Each course successfully completed qualifies for a CE certificate.

- OCC-301 Auto Technician: Basic Theory
- OCC-324 Auto Technician: Brake Systems
- OCC-336 Auto Technician: Engine Performance
- OCC-400 Auto Technician: Electrical Systems
- OCC-406 Auto Technician: Heating and Air Conditioning
- OCC-423 Auto Technician: Automatic/Manual Transmission and Transaxle
- OCC-437 Auto Technician: Diesel Engine Theory and Maintenance

Courses focus on ASE certification content areas and are designed for both beginner and advanced students. The Basic Theory, Engine, Brake Systems and Electrical Systems courses are taught by Mr. Toyd Green, a highly qualified technician with over 38 years of experience. Prince George’s Community College also works in partnership with AYT Institute to offer programs in Heating and Air Conditioning and Automatic/Manual Transmission and Transaxle.

OCC-301 Auto Technician: Basic Theory  
4.0 CEUs
A hands-on study of the construction, operation and function of all major automotive units. Topics include: engine fundamentals, emission control, fuel system, electrical system, ignition system, engine tune-up instruments and procedures, brake system, suspension and alignment. Textbook requirement discussed on first day of class. Instructor: Toyd Green.  
12 sessions, $425* (includes a $30 lab fee)

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

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
OCC-400 Auto Technician: Electrical Systems  1.8 CEUs
An in-depth, hands-on study of today’s automotive electrical systems. Topics include: electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting systems/head and tail lights/park- ing lights/dash and courtesy lights/stop and hazard lights/turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 
5 sessions, $195* (includes a $20 lab fee)
74607  MW  3/12–4/23  6–9:30 p.m.  AYT3

OCC-406 Auto Technician: Heating and Air Conditioning  3.2 CEUs
Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)
74605  MW  3/12–4/23  6–9:30 p.m.  AYT3

Manul Transmission & Transaxle  3.2 CEUs
This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. The course includes ASE content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)
74605  TTh  4/29–5/22  6–10 p.m.  AYT3

OCC-437 Auto Technician: Diesel Engine Theory & Maintenance  3.5 CEUs
This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will learn about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics include: introduction to diesel engines, principles of operation, diesel engine construction and assembly, cooling system, lubrication system, and maintenance. Instructor: Carlos Smith. 10 sessions, $390* (includes a $30 lab fee)
74604  Th  4/30–5/29  6–9:30 p.m.  WTC

AUTO BODY REPAIR AND REFINISHING

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. Successful completion of both courses earns a Continuing Education certificate. Prince George’s Community College works in partnership with AYT Institute to offer programs in auto body repair and refinishing. Call Ms. Sandra Brown for certificate at 301-322-0062.

Veterans Upward Bound  Transforming the lives of veterans.

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

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

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

All TRiO programs are funded by the U.S. Department of Education.
OCC-405 Auto Technician: Auto Body Repair and Refinishing: Level 1

4.0 CEUs

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

OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2

4.0 CEUs

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

COMML DRIVER LIC: CLASS A AND B

Licensing and Certification Preparation, Commercial Driver License: Class A and B

According to the US Department of Labor, Bureau of Labor Statistics, overall employment of truck drivers and driver/sales workers is expected to grow 9 percent over the 2008–18 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008–18 period. That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver!

Prince George's Community College offers programs for both Class A (tractor-trailer) and class B (straight trucks, buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

Class A Admission Requirements:

A student must:
1. Be 21 years of age or older;
2. Possess a valid Non-Provisional Driver’s License from Maryland;
3. Pass a Department of Transportation (DOT) physical and drug screen; and
4. Obtain a CDL Class A Learner’s Permit.

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

Class B Admission Requirements:

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

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

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

This course will prepare students for the MVA, CDL Class-A or B Commercial Driver permit exam. The six hour course will cover the following topics: general knowledge, air brakes, transporting passengers and combination vehicles. It is recommended that students get a Commercial Driver License (CDL) Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 prior to start of class. Instructor: Aaron Moore. 2 sessions, $70*

CDL-301 Commercial Driver License: Class B

This course is for those looking to drive a Commercial Class-B vehicle including School Buses. Student drivers will be taught the skills necessary to obtain a Class-B Commercial Driver’s License (CDL). Upon obtaining the Class-B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. $1990* (includes a $1592 vehicle fee.) Note: Please call 443-518-4172 for schedule dates and information.
CDL-302 Commercial Driver License: Class A, Part 1 (Basic Operations)  
8.0 CEUs  
Students who register in this course must also register for CDL-303. This course is designed to cover the basic operational skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1497* (includes a $1347 vehicle fee.)  
*Note: Please call 443-518-4172 for schedule dates and information.

CDL-303 Commercial Driver License: Class A, Part 2 (Vehicle Control Skill)  
8.0 CEUs  
Students who register in this course must also register for CDL-302. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1498* (includes a $1348 vehicle fee.)  
*Note: Please call 443-518-4172 for schedule dates and information.

DRIVER EDUCATION

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

SKB-600 Driver Education  
The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information to the MVA and other records as required by Maryland statute. Schedules are flexible and include day and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel skills training. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind-the-wheel lessons start and end at Prince George’s Community College.  
10 sessions, $360* (includes a $288 lab fee)

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FORKLIFT

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(1)(2)(ii). Operators must show competency to operate a powered industrial truck safely by successfully completing three components:

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

Course HEO-305 satisfies requirements A and B; requirement C is done in the workplace.

HEO-305 OSHA Forklift Operator Certification  
For anyone who operates or plans to operate a powered industrial lift truck, the Occupational Safety and Health Administration (OSHA) require that lift-truck operators be trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. This one day class consists of formal classroom training (part one), including videos, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck and practical training (part two) which is hands-on operation, demonstrations and pre-shift inspections. Students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate and wallet card at the successful completion of the class. The student will need to be evaluated (part three) in their workplace in order to complete the certification. Lunch provided.  
1 session, $120* (includes a $85 lab fee)

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Quality Motorcycle Training for over 25 Years

Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF). Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.

If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses

Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207.

To get the maximum benefit from Prince George’s Community College’s Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics & Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing

Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion.

This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing.

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

Policies

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

1. Students must report to all classes promptly at the stated time and must attend all sessions.
2. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program. There will be no exceptions.
3. All applicants under 18 years of age and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600). If the motorcycle license is an applicant’s first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

Standby Admission Policy

If a student is not able to register for the course because all seats have been filled, he/she may participate as a stand-by student. In order to participate, students should arrive at the Continuing Education Building, Room CE-124, 30 minutes prior to the scheduled start of the class. You will be asked to sign the stand-by student roster, and your name will be selected by lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Until instruction begins, registered students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are admitted should be prepared to fill out a registration form and pay for the class. Students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the instructor; checks and money orders made out to “Prince George’s Community College” will be accepted.

Refund Policy

College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.
OCC-426 Basic Rider Refresher (BRR) 0.3 CEU
This optional three (3) hour refresher course is designed for Prince George’s Community College BRC or ABRC students who need to “re-test” for their Maryland or DC motorcycle license, or for any beginning, licensed riders who want to brush up on their riding skills for more confidence when riding on the road. Class will provide practice in starting, stopping, clutch/throttle control, turning, shifting and crash avoidance skills. Practice will take place on our MVA certified riding range and includes training bike and all equipment. Licensed riders are encouraged to use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Students must come wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone. If using your own helmet, it must be a DOT-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). 1 session, $85* (includes a $35 lab fee)

74651 Su 3/30–4/30 8:30–11:30 a.m. CE-124
74652 Su 4/27–5/27 8:30–11:30 a.m. CE-124

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

74718 M 2/24–2/24 6–8:30 p.m. CE-124
74719 M 3/31–4/31 6–8:30 p.m. CE-124
74720 M 4/28–5/28 6–8:30 p.m. CE-124

OCC-361 Basic Rider Course (BRC) This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age, a parent or guardian must sign liability release documents on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch/throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider’s ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There is no guarantee that individuals enrolling in this course will pass or get their license.

3 sessions, $311* (includes a $35 lab fee)

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OCC-369 Alternate Basic Rider Course (ABRC)
This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student’s ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license.  
1 session, $225* (includes a $35 lab fee)

74692 S 3/8–3/15 7:30 a.m.–3 p.m. CE-124
74700 S 4/5–4/12 7:30 a.m.–3 p.m. CE-124
74701 S 5/3–5/10 7:30 a.m.–3 p.m. CE-124

OCC-365 Experienced Rider Course (BRC2)
This six hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class “M” license waiver is not offered as a part of this course. During the initial riding activities, each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, which fully covers ears, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147*  
(includes a $18 lab fee)

74737 S 3/15–3/15 7:30 a.m.–3 p.m. CE-124
74738 S 4/12–4/12 7:30 a.m.–3 p.m. CE-124
74739 S 4/26–4/26 7:30 a.m.–3 p.m. CE-124

MOTORCYCLE MECHANICS

Continuing Education Certificate, Motorcycle Mechanics and Repair
The following courses will teach you valuable knowledge and skills in repairing and maintaining your motorcycle. Whether you are looking to save on costly repair bills or seeking a career as a motorcycle repair mechanic or technician, our classes provide for learning theory, maintenance and repair of today's motorcycles and their components.
Keeping your bike in a safe riding condition is important to your health and safety and anyone who owns a motorcycle will greatly benefit from the knowledge learned in our program. Successful completion of both courses earns a Continuing Education certificate. Call Ms. Sandra Brown for certificate at 301-322-0062.

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

Students should bring their motorcycle owner’s manual to class. 2 sessions, $75*

74740 TW 1/28–1/29 6–9 p.m. CE-124
74741 TW 3/25–3/26 6–9 p.m. CE-124

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs
This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics include: engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text required: "How to Repair Your Motorcycle" by Charles Everitt, 2007 (See instructor on first day of class). Instructor: Dan McCreary. 8 sessions, $265* (includes a $40 lab fee)

74734 TW 2/25–3/19 6–9 p.m. WTC
74735 TW 4/29–5/21 6–9 p.m. WTC

SMALL GAS ENGINES

OCC-316 Small Gas Engine 2.4 CEUs
This course covers the basic principles of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the "why" in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $270* (includes a $30 lab fee)

74612 MW 4/26–5/21 6–9:30 p.m. AB

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

### TRAVEL BUSINESS AND SALES

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

- **BUS-343 Getting into the Travel Business**
- **BUS-394 Destination Awareness: The Discovery Series**
- **BUS-446 Travel Industry Basics for Starting Your Own Small Business**
- **BUS-447 Geography: It’s Your Business to Know Destinations**
- **BUS-510 Computer Skills to Build Your Travel Business**
- **BUS-361 Sales and Marketing Techniques for Travel**
- **BUS-362 Package Your Tours and Cruises for Profit Potential**
- **BUS-381 Grow Your Cruise Business**

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

Students will also earn a one-year exemption of the five-year work experience requirement for the Certified Travel Counselor (CTC) Program. Students may be able to earn their CTC designation with just four years of industry experience. A program reference guide is available from Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt, Maryland.

### BUS-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, $30**

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<td>3/18-3/18</td>
<td>7-10 p.m.</td>
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### 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, $30**

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### BUS-446 Travel Industry Basics
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, $60***

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### BUS-447 Geography
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, $85***

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

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### BUS-362 Package Your Tours and Cruises for Profit
Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. **2 sessions, $60***

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### BUS-381 Grow Your Cruise Business
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. **2 sessions, $60***

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## VETERINARY ASSISTANT AND TRAINING

**Continuing Education Certificate, Veterinary Assistant**

This 116 hour certificate program consists of five courses that include 44 hours of clinical training with live animals. Students must be 18 years of age and complete the Reading Comprehension Placement Test with a score of 65 or higher before registering for the first course. A Continuing Education Certificate in Veterinary Assistant will be awarded upon successful completion of the following courses:

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

Prince George’s Community College’s Veterinary Assistant Program has been approved and supported by the Maryland Veterinary Medical Association. **Note:** The Veterinary Assistant Program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Credit Hours</th>
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<tr>
<td>VET-313</td>
<td>Preparation for the Veterinary Assistant</td>
<td>3.0 CEUs</td>
<td>Prerequisite: VET-311</td>
<td>7 sessions, $290* (includes a $75 lab fee)</td>
<td>CE-104</td>
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<tr>
<td>VET-300</td>
<td>Veterinary Assistant, Part 1: Outpatient Care</td>
<td>3.0 CEUs</td>
<td>Prerequisite: VET-313</td>
<td>7 CEUs</td>
<td>CE-104</td>
</tr>
<tr>
<td>VET-301</td>
<td>Veterinary Assistant, Part 2: Diagnostics and Pharmacy</td>
<td>2.7 CEUs</td>
<td>Prerequisite: VET-300</td>
<td>5 sessions, $260* (includes a $75 lab fee)</td>
<td>CE-104</td>
</tr>
<tr>
<td>VET-310</td>
<td>Veterinary Assistant, Part 3: Patient Care and Treatment</td>
<td>3.0 CEUs</td>
<td>Prerequisite: VET-301</td>
<td>6 sessions, $235* (includes a $50 lab fee)</td>
<td>CE-104</td>
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<tr>
<td>VET-311</td>
<td>Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care</td>
<td>2.6 CEUs</td>
<td>Prerequisite: VET-310</td>
<td>5 sessions, $235* (includes a $50 lab fee)</td>
<td>CE-104</td>
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*Note: The course schedule is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.*
More about Noncredit Online and Hybrid/Online at www.pgcconline.com

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

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

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

WHAT DO I NEED TO DO TO GET READY?

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

- Course number and title
- SYN# (5-digit number)
- Online delivery format (ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 512 MB of RAM. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, and Apple Safari, depending on the course’s delivery format. Microsoft Word is the college standard for word processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET BY REGISTERING AND PAYING FOR YOUR COURSE

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

**ED2GO**

To Register for Online Courses That Use Ed2go . . .

**STEP 1: SELECT A COURSE AT ED2GO.**

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

**NOTE:** Do not pay for the course at the ed2go website.

**STEP 2: REGISTER AND PAY, USING THE REGISTRATION INSTRUCTIONS FOUND IN THIS SCHEDULE (PAGE 4).**

*If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester (i.e. for spring classes, choose 74409, the one that ends in the spring).

**LATE** registration is not allowed for classes at PGCC.

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

**PROTRAIN (PTRN)**

To Register for Online Courses That Use ProTrain . . .

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

**Blackboard (BLDD)**

To Register for Online Courses That Use Blackboard . . .

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

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

**GO! YOU’RE READY TO START YOUR COURSE!**

Follow the instructions for the online delivery format of your course (ed2go, ProTrain, or Blackboard).

On the start date of your course:

**ed2go**

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

**ProTrain**

Login using the login information sent you by ProTrain.

**Blackboard**

Login at pgcconline.blackboard.com.

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

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

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

We’ve got something to interest everyone!
WHAT IF I’M NOT REALLY TECHNICAL?

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

WHAT ARE NONCREDIT ONLINE COURSES?

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

Noncredit online courses at PGCC are offered in three delivery formats: ed2go, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-322-0463 or e-mail elearning@pgcc.edu.

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

ED2GO ONLINE COURSES

See the Online Courses section page 84, for ed2go registration details.

ACCOUNTING AND BOOKKEEPING

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

Quickbooks, page 12
DPR-406 Introduction to Quickbooks 2013
DPR-729 Introduction to Quickbooks 2012

BUSINESS AND MANAGEMENT SKILLS

Event Planning, page 14
BUS-558 Wow What a Great Event!

General Business Skills, page 15
OFC-346 Administrative Assistant Fundamentals

Management and Supervisory Skills, page 16
OFC-322 Fundamentals of Supervision and Management: Part 1
MGT-623 Project Management Professional (PMP) Certification Prep 1
MGT-624 Project Management Professional (PMP) Certification Prep 2
MGT-626 Project Management Fundamentals
MGT-707 Understanding the Human Resources Functions

Nonprofit Management, page 17
MGT-649 Introduction to Nonprofit Management
VOL-332 A to Z Grant Writing

Public Services, page 19
LAW-350 Paralegal: Part 1
LAW-630 Workers’ Compensation

Small Business, page 19
BUS-355 Start and Operate Your Own Home-Based Business
BUS-438 Starting a Consulting Practice

COMPUTERS AND INFORMATION TECHNOLOGY

Computer Online Training, page 30
OFC-388 Keyboarding
DPR-696 Introduction to PC Troubleshooting
DPR-649 Wireless Networking
DPR-431 Introduction to Networking
DPR-591 Intermediate Networking
DPR-716 Introduction to Windows 7
DPR-719 Introduction to Windows 8
DPR-699 Introduction to Microsoft Word 2010
DPR-514 Introduction to Linux
DPR-451 Computer Skills for the Workplace
DPR-394 Introduction to Buying and Selling on eBay
DPR-771 Mac, iPhone, and iPad Programming
DPR-773 Introduction to Microsoft Outlook 2010
DPR-758 Introduction to Microsoft Access 2010
DPR-710 Introduction to Microsoft Excel 2010
DPR-462 Introduction to Database Development
DPR-463 Introduction to SQL
DPR-461 Introduction to Oracle
DPR-712 Introduction to Microsoft PowerPoint 2010
DPR-434 Intermediate Oracle
DPR-479 C++ for the Absolute Beginner
DPR-723 How to Get Started in Game Development
DPR-485 Creating Web Pages
DPR-724 Introduction to Google Analytics
DPR-409 Achieving Top Search Engine Positions
DPR-690 Introduction to Dreamweaver CS5
DPR-717 Introduction to Dreamweaver CS6
DPR-725 Introduction to Flash CS5
DPR-718 Introduction to Flash CS6
DPR-329 Java for the Beginner
DPR-651 Intermediate Java Programming
DPR-540 Introduction to PHP and MySQL
DPR-383 Introduction to ASP.NET
DPR-670 Introduction to PC Security
DPR-671 Advanced Personal Computer Security
DPR-672 Introduction to CSS and XHTML
DPR-746 Introduction to Microsoft Project 2010
DPR-741 Introduction to Creating WordPress Web Sites
DPR-766 Creating WordPress Web Sites 2
DPR-765 Creating Mobile Apps With HTML

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu.
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<td>SKB-307 The Craft of Magazine Writing</td>
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<td>SKB-367 Writing Your Life's Story</td>
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<td>SKB-393 Beginner’s Guide to Getting Published</td>
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<td>SKB-722 Beginning Writer’s Workshop</td>
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<td>DPR-713 Introduction to InDesign CS5</td>
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<td>CRE-363 Secrets of Better Photography</td>
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<td>SKB-476 Solving Classroom Discipline Problems</td>
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| SKB-568 Teaching Adult Learners |
| SKB-478 Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD) |
| SKB-479 Creating a Classroom Website |

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<td>HES-554 Human Anatomy and Physiology: Part 1</td>
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<tr>
<td>HES-555 Human Anatomy and Physiology: Part 2</td>
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<td>HES-546 Spanish for Medical Professionals</td>
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<td>HES-545 HIPAA Compliance</td>
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<td>LGE-521 Speed Spanish</td>
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<tr>
<td>See the Online Courses section page 84 for ProTrain registration details.</td>
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<thead>
<tr>
<th>BUSINESS AND MANAGEMENT SKILLS</th>
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<tr>
<td>For information about tax preparation courses, visit pgcc.theknowledgebase.org or call 301-322-0120.</td>
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<tr>
<th>GREEN TRAINING</th>
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<tbody>
<tr>
<td>For listing of “Green” Training courses, visit pgcc.theknowledgebase.org or contact <a href="mailto:westphalia@pgcc.edu">westphalia@pgcc.edu</a></td>
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<th>BLACKBOARD ONLINE COURSES</th>
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<td>See the Online Courses section page 84 for Blackboard registration details.</td>
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<td>DPR-731 Help Desk Tools and Procedures—meets concurrently with credit course INT-1370</td>
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<tr>
<th>Database Design, page 27</th>
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<tr>
<td>DPR-732 Introduction to Database Management—meets concurrently with credit course INT-1150</td>
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<th>EARLY CHILDHOOD EDUCATION</th>
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<td>Childhood Education, page 49</td>
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<tr>
<td>DCR-455 Communication Skills for Child Care Professionals</td>
</tr>
<tr>
<td>DCR-510 Family Child Care Pre-Service</td>
</tr>
</tbody>
</table>
WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?

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

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

HYBRID/ONLINE COURSES

See the Online Courses section page 84, for Blackboard registration details.

EARLY CHILDHOOD EDUCATION

Childhood Education, page 49
DCR-303 Child Growth and Development: 45 Hours (HYLAG and HYLCC)
DCR-304 Curriculum/Activities: 45 Hours (HYLAG)
DCR-315 Infant and Toddler: 45 Hours (HYLAG)
DCR-456 School-Age Curriculum Development: 45 Hours (HYLCC)
DCR-466 Child Care Administration for Directors (HYLCC)

HEALTH CARE SUPPORT

Medical Office Assistant, page 64
HES-396 Medical Office Assistant Overview (HYLAG)

MORE ONLINE ED2GO COURSES: SPRING 2014

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

Administrative Assistant Applications
Advanced Web Pages
Be Assertive!
Blogging and Podcasting for Beginners
Business and Marketing Writing
Creating a Successful Business Plan
Creating K-12 Learning Materials
Differentiating K-12 Assessments
Easy English 2
Employment Law Fundamentals
Fundamentals of Supervision and Management 2
Get Paid to Travel
Growing Plants for Fun and Profit
Homeschool With Success
Individual Excellence
Intermediate C# Programming
Intermediate Dreamweaver CS5
Intermediate Microsoft Access 2010
Intermediate Microsoft Excel 2010
Intermediate Photoshop CS4
Intermediate PHP and MySQL
Intermediate SQL
Introduction to Adobe Acrobat 9
Introduction to Ajax Programming
Introduction to Business Analysis
Introduction to CoreiDRAW X5
Introduction to Digital Scrapbooking
Introduction to Illustrator CS4
Introduction to Interior Design
Introduction to Lightroom 4
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Publisher 2010
Introduction to Natural Health and Healing
Introduction to Photoshop CS4
Introduction to Python 3 Programming
Introduction to Ruby Programming
Introduction to the Internet
Lose Weight and Keep It Off
Managing Life as a Single Parent
Marketing Your Business on the Internet
Mastering Your Digital SLR Camera
Medical Math
Microsoft Excel 2010 in the Classroom
Microsoft Word 2007 in the Classroom
Navigating Divorce
Performing Payroll in QuickBooks 2011
Photographing Nature with Your Digital Camera
Photoshop CS5 for the Digital Photographer
Photoshop Elements 10 for the Digital Photographer
Photoshop Elements 11 for the Digital Photographer
Plenties of Poetry
Project Management Applications
Purchasing Fundamentals
QuickBooks 2012 for Contractors
Real Estate Investing
Research Methods for Writers
SAT/ACT Preparation—Part 2
Singapore Math Strategies: Model Drawing for Grades 1-6
Skills for Making Great Decisions
Spanish in the Classroom
Start a Pet Sitting Business
Start Your Own Gift Basket Business
Stocks, Bonds, and Investing: Oh, My!
Teaching ESL/EFL Reading
Teaching Science: Grades 4-6
Teaching Writing: Grades 4-6
The Classroom Computer
Total Quality Fundamentals
Understanding Adolescents
What’s New in Microsoft Office 2010
Writing and Selling Self-Help Books

Ed2go online courses can begin every month of the year!
DEGREE CENTERS

Joint Base Andrews
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 91) for course listings.

Laurel College Center
(A Partnership of Prince George’s Community College and Howard Community College)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-610
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 89) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934.
See University Town Center (page 91) for course listings.

EXTENSION CENTERS

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

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

ADDITIONAL LOCATIONS

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

Law Library, Upper Marlboro
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.
LAUREL COLLEGE CENTER

A Partnership of Prince George’s and Howard Community Colleges
A Maryland Regional Higher Education Center
Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707
1-866-228-6101 or 443-518-4162

Office Hours
Monday–Thursday: 8:30 a.m.–8 p.m.
Friday: 8:30 a.m.–4:30 p.m.

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

Registration Instructions

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

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

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–6 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration for Continuing Education Students
To register online, simply go to the college’s website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. 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 $15 each semester will be added to your bill (regardless of the number of courses you are taking).

- Senior citizens and students retired on disability will be charged a $50 registration fee per term.

- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

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

General Information

Websites
Prince George’s Community College
www.pgcc.edu

Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite 205 and at the elevator on the second, third, fourth, and fifth floors of the Laurel College Center.

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

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

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

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

Tuition Waiver
Senior Citizens Who Are 60 Years Or Older Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees. Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received. It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (non-exempt) students.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
<table>
<thead>
<tr>
<th>BUSINESS MANAGEMENT SKILLS</th>
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<tbody>
<tr>
<td>Event Planning</td>
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<tr>
<td>BUS-422  Conference Planning Management</td>
</tr>
<tr>
<td>BUS-460  The Site Selection Process</td>
</tr>
<tr>
<td>BUS-347  Working with Hotels</td>
</tr>
<tr>
<td>BUS-410  Starting Your Meeting Planning Company</td>
</tr>
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<td>BUS-371  Marketing Your Meetings and Exhibits</td>
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<tr>
<td>BUS-466  Crash Course in Event Planning</td>
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<td>BUS-516  Parties for Every Occasion</td>
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<tr>
<th>Non-Profit Management</th>
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<tr>
<td>VOL-313   Writing Grant Proposals</td>
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<th>Small Business</th>
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<tbody>
<tr>
<td>BUS-414  Legal Issues for Business Owners</td>
</tr>
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<td>BUS-418  Business Plan: Blueprint for Success</td>
</tr>
<tr>
<td>BUS-411  Financial Aspects of Your Business</td>
</tr>
<tr>
<td>BUS-440  Marketing Strategies for Today and Tomorrow</td>
</tr>
<tr>
<td>BUS-328  Is Entrepreneurship Really for You?</td>
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<tr>
<td>BUS-547  Entrepreneurship as a Second Career</td>
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<td>BUS-386  Copyrights, Trademarks, Trade Secrets and Licensing</td>
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<td>BUS-432  Virtual Assistant Business</td>
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<td>BUS-562  Making Money on the Internet: Lead Generation</td>
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<tr>
<td>Keyboarding</td>
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<tr>
<td>OFC-314  Introduction to Keyboarding</td>
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<th>Beginners</th>
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<tbody>
<tr>
<td>DPR-436  Working with Windows 7</td>
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<td>DPR-470  Microsoft-Excel: Level 1</td>
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<td>Construction</td>
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<tr>
<td>CST-354  Construction Planning and Scheduling</td>
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<tr>
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<td>Make-Up Artistry</td>
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<tr>
<td>OCU-436  Bridal and Special Occasion Make-Up</td>
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<td>OCU-427  Polished Daytime Make-Up</td>
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<td>ART-311  Drawing I</td>
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<td>ART-312  Watercolor: Landscapes</td>
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<td>ART-313  Oil Painting: Landscapes</td>
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<td>ART-392  Design and Create Jewelry!</td>
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<td>ART-303  Fashion Sketching</td>
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<td>ART-395  Doodling</td>
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<td>ART-363  Abstract Collage</td>
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<td>COM-347  Voiceovers: Such a Voice</td>
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<tr>
<td>Childhood Education</td>
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<tr>
<td>DCR-555  Early Childhood Program Administration</td>
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<tr>
<td>DCR-303  Child Growth and Development: 45 Hours</td>
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<tr>
<td>DCR-322  Infant/Toddler Care</td>
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<tr>
<td>DCR-456  School-Age Curriculum Development: 45 Hours</td>
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<tr>
<td>DCR-466  Child Care Administration for Directors</td>
</tr>
<tr>
<td>DCR-457  Family Child Care Pre-Service Module 1: Child Development</td>
</tr>
<tr>
<td>DCR-458  Family Child Care Pre-Service Module 2: Curriculum</td>
</tr>
<tr>
<td>DCR-459  Family Child Care Pre-Service Module 3: Health/Safety/Nutrition</td>
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<tr>
<td>DCR-460  Family Child Care Pre-Service Module 4: Special Needs</td>
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<tr>
<td>DCR-461  Family Child Care Pre-Service Module 5: Professionalism</td>
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<tr>
<td>DCR-462  Family Child Care Pre-Service Module 6: Community</td>
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<td>DCR-485  Medication Administration</td>
</tr>
<tr>
<td>DCR-464  Emergency Preparedness Training</td>
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<tr>
<td>DCR-556  Maryland Model for School Readiness (MMSR)</td>
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<th>ENGLISH COMMUNICATION AND WRITING</th>
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<tr>
<td>English</td>
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<tr>
<td>ENR-537  Speaking with Confidence</td>
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<th>ENRICHMENT AND PERSONAL GROWTH</th>
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<tr>
<td>Career Planning</td>
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<tr>
<td>JCL-354  Ten Steps to a Federal Job</td>
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<tr>
<th>Lifestyle</th>
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<tbody>
<tr>
<td>ENR-437  Fit and Fabulous in 15 Minutes</td>
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<td>ENR-375  Develop Your Psychic Ability</td>
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<tr>
<td>ENR-427  Past Life Regression and Future Life Progression</td>
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<tr>
<td>ENR-533  A Family Affair to a Family Reunion</td>
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<td>ENR-547  Manifesting Love</td>
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<tr>
<th>Personal Finance</th>
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<tbody>
<tr>
<td>FIN-359  Little Known Secrets of Paying for College</td>
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<th>HEALTH CARE SUPPORT</th>
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<tr>
<td>Registered Nursing Training</td>
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<tr>
<td>HES-326  The Registered Nurse Case Manager and Delegating Nurse: Asst. Living</td>
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<tr>
<th>Nursing Assistant</th>
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<tbody>
<tr>
<td>HES-568  CNA Orientation</td>
</tr>
<tr>
<td>HES-544  Certified Nursing Assistant: Theory</td>
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<tr>
<th>HOME AND GARDEN</th>
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<tbody>
<tr>
<td>Floral</td>
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<tr>
<td>OCU-338  Basic Floral Design</td>
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<thead>
<tr>
<th>Home Interior</th>
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<tbody>
<tr>
<td>ENR-460  Interior Decorating Basics</td>
</tr>
<tr>
<td>ENR-356  Feng Shui Basics</td>
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<tr>
<td>ENR-403  Feng Shui for You</td>
</tr>
<tr>
<td>ENR-514  Home Staging: The Key to Selling a Home for Top Dollar</td>
</tr>
<tr>
<td>ENR-530  The Art of Accessorizing</td>
</tr>
<tr>
<td>ENR-531  Arranging and Hanging Artwork</td>
</tr>
<tr>
<td>ENR-561  Have a Clutter-Free Closet</td>
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<thead>
<tr>
<th>LANGUAGE COMMUNICATION</th>
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<tbody>
<tr>
<td>American Sign Language (ASL)</td>
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<tr>
<td>COM-330  Sign Language 2</td>
</tr>
<tr>
<td>COM-326  Sign Language 3</td>
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<tr>
<th>Cvrl Foreign Language</th>
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<tbody>
<tr>
<td>LGE-370  Introduction to Spanish: Part 1</td>
</tr>
<tr>
<td>LGE-328  Introduction to Spanish: Part 2</td>
</tr>
<tr>
<td>LGE-307  Beginning French</td>
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<thead>
<tr>
<th>TRANSPORTATION AND DISTRIBUTION</th>
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<tr>
<td>Comm Driver Lic: Class A and B</td>
</tr>
<tr>
<td>CDL-315  Commercial Driver License: Learner’s Permit Preparation</td>
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</tbody>
</table>
Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

Launched in January 2007, Prince George’s Community College is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

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

Core Skills
OCU-410 Introductory Craft Skills (Core
OCU-408 CORE: Introductory Craft Skills, Part 1
OCU-416 CORE: Introductory Craft Skills, Part 2

HVAC
HVC-340 CFC Preparation and Certification
HVC-300 Introduction to HVAC/R Level 1: Part 1
HVC-331 HVAC/R Level 1: Part 2
HVC-334 HVAC/R Level 1: Part 1
HVC-335 HVAC/R Level 2: Part 2

Residential Maintenance
OCU-329 Electrical Repair: Basic Skills
OCU-330 Plumbing Repair: Basic Skills
OCU-331 Drywall Installation and Repair
OCU-409 Ceramic Tile Installation and Repair

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.

First Aid and CPR
HES-344 CPR for Health Professionals

Nursing Assistant
HES-568 CNA Orientation
HES-544 Certified Nursing Assistant: Theory
Prince George's Community College has opened a new training center, located at 9109 Westphalia Road in Upper Marlboro, to educate and train workers for in-demand jobs. Operated by the college's Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and to performance-based training within each classroom.

Additionally, students will experience a unique opportunity to train in all three phases of green/renewable energy. Students enrolled in courses at the center will receive full access to construction including residential, industrial and commercial. The training center is a collaboration between PGCC and Mid-Atlantic Carpenters Training Centers (MACTC), which is sharing the training responsibilities with the college.

**CONSTRUCTION/SKILLED TRADES**

- **Electricity and Adv. Electrical**
  - ELC-312 Electrical: Level 2
  - ELC-323 Construction Electricity 2; Part 1
  - ELC-321 Basic Electronics and Motor Controls
  - CST-376 National Electric Code: Journeyman Preparation

- **Hvac**
  - HVC-300 Introduction to HVAC/R Level 1: Part 1
  - HVC-331 HVAC/R Level 1: Part 2

**LOCKSMITHING**

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

**RESIDENTIAL WIRING**

- ELC-322 Residential Wiring 1, Part 3

**COSMETOLOGY/BRAIDING/MAKE-UP**

**PROFESSIONAL BRAIDING**

- OCU-432 Professional Braiding: Level 3
- OCU-433 Professional Braiding: Level 4

**MAKE-UP ARTISTRY**

- OCU-422 Introduction to Make-Up Artistry
- OCU-423 Advanced Make-Up Artistry

**FACILITY MANAGEMENT CREDENTIAL PROGRAM**

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

**HOME AND GARDEN**

- HRT-311 Home Vegetable Gardening 101

**TRANSPORTATION AND DISTRIBUTION**

**AUTO TECHNOLOGY**

- 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**

- HEO-305 OSHA Forklift Operator Certification

**MOTORCYCLE MECHANICS**

- OCC-376 Motorcycle Mechanics and Repair
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the college offers a range of credit classes including:

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- business management
- economics
- English
- history
- information technology
- mathematics
- nutrition
- philosophy
- physical science
- sociology
- speech communication

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OFFICE HOURS: MON–THU (10 a.m.–7:30 p.m.) | FRI (10 a.m.–4:30 p.m.)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
ABOUT BICSI
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BICSI TRAINING—LEVEL 1

CLASS SCHEDULE
Jan. 27–31, 2014
May 5–9, 2014
Jun. 9–13, 2014
Jul. 7–11, 2014

REGISTER BY
Jan. 10
Feb. 7
Mar. 7
Apr. 10
May 23
Jun. 20

To register please contact:
Bree Cosh or Brittani Brown
Phone: 301-322-0964
Fax: 301-322-0989
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9109 Westphalia Road
Upper Marlboro, MD 20774
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- Child Care
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Workforce Development and Continuing Education

Noncredit Student Registration

Student ID (if known) ______________________________ Application Date __________ / __________ / __________

Semester
Year: __________________________ Fall ______ Spring ______ Summer ______

Name
Last: ___________________________ ___________________________ First: ___________________________ Middle Init.: ______

Address
Zip: ___________________________ Street: ___________________________

Telephone
Home: ___________________________ ___________________________ Cell: ___________________________ ___________________________

Work: ___________________________ ___________________________

Identification #s
Soc. Sec. No.: (opt) ___________________________ D.O.B.: (req) __________ / __________ / __________

Ethnicity/Gender
Native American ______ Black/African American ______ White ______ Multiple ______ Gender (M/F) ______
Asian ______ Hispanic ______ Pacific Islander ______ Other ______

student Type
Standard, No Exemptions (STAND) ______ College Employee (EMPL) ______
Retired & Disabled (REDIS) ______ Employee Dependant (DEP) ______
Active Military In-county (ADMILC) ______ Active Military In-state (ADMILS) ______

Resident Status
Prince George's County (PGCO) ______ Out of County in MD (OUTCO) ______
Out of State (OUTST) ______

For OFFICE USE: Academic Program = NDEG.CEND (. . . 176)

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

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

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