CONTINUING EDUCATION CLASSES

Job Skills Training
Personal Enrichment
Workforce Development

SUMMER 2015

TRANSFORMING LIVES.
PRINCE GEORGE'S COMMUNITY COLLEGE
Transform YOUR LIFE!

AFORDABLE • CONVENIENT • FLEXIBLE

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

Register today!

Ongoing enrollment and varying start dates throughout the year.

PGCC.edu • 301-546-PGCC (7422)

130+ Degree & Certificate Programs
1,600+ Course Offerings
40,000+ Students Served Yearly
<table>
<thead>
<tr>
<th>Registration Form</th>
<th>Inside Back Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Map</td>
<td>2</td>
</tr>
<tr>
<td>Registration Information</td>
<td>4</td>
</tr>
<tr>
<td>Register Online</td>
<td>4</td>
</tr>
<tr>
<td>Register In Person</td>
<td>4</td>
</tr>
<tr>
<td>Register by Mail</td>
<td>4</td>
</tr>
<tr>
<td>How to Read the Noncredit Schedule of Classes</td>
<td>5</td>
</tr>
<tr>
<td>What You Need to Know to Get Started</td>
<td>5</td>
</tr>
<tr>
<td>How to Find Your Largo Campus Classroom</td>
<td>5</td>
</tr>
<tr>
<td>Payment Information</td>
<td>6</td>
</tr>
<tr>
<td>Tuition (Subject to Change)</td>
<td>6</td>
</tr>
<tr>
<td>Tuition Waiver</td>
<td>6</td>
</tr>
<tr>
<td>Fees (Subject to Change)</td>
<td>6</td>
</tr>
<tr>
<td>Employer-Paid Tuition/Purchase Orders</td>
<td>6</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>6</td>
</tr>
<tr>
<td>Refunds</td>
<td>6</td>
</tr>
<tr>
<td>General Information</td>
<td>7</td>
</tr>
<tr>
<td>Eligibility</td>
<td>7</td>
</tr>
<tr>
<td>Cancellation of Classes</td>
<td>7</td>
</tr>
<tr>
<td>Room Assignments and Changes</td>
<td>7</td>
</tr>
<tr>
<td>Bookstore</td>
<td>7</td>
</tr>
<tr>
<td>Holidays</td>
<td>7</td>
</tr>
<tr>
<td>College Closings</td>
<td>7</td>
</tr>
<tr>
<td>Parking</td>
<td>7</td>
</tr>
<tr>
<td>Smoke and Tobacco Free Campus</td>
<td>7</td>
</tr>
<tr>
<td>Non-discrimination Information</td>
<td>7</td>
</tr>
<tr>
<td>Title IX</td>
<td>8</td>
</tr>
<tr>
<td>Student Right to Know Act</td>
<td>8</td>
</tr>
<tr>
<td>Annual Security Report</td>
<td>8</td>
</tr>
<tr>
<td>FERPA</td>
<td>8</td>
</tr>
<tr>
<td>Servicemember's Opportunity College</td>
<td>8</td>
</tr>
<tr>
<td>Drug and Alcohol Prevention</td>
<td>8</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>9</td>
</tr>
<tr>
<td>Disabled Students</td>
<td>9</td>
</tr>
<tr>
<td>Accessible Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Disclaimer</td>
<td>9</td>
</tr>
<tr>
<td>Additional Class Information</td>
<td>9</td>
</tr>
<tr>
<td>Campus Services Directory</td>
<td>10</td>
</tr>
<tr>
<td>Summer 2015 Noncredit Classes</td>
<td>11</td>
</tr>
<tr>
<td>Accounting and Bookkeeping</td>
<td>11</td>
</tr>
<tr>
<td>Accounting</td>
<td>11</td>
</tr>
<tr>
<td>Quickbooks</td>
<td>12</td>
</tr>
<tr>
<td>Agriculture</td>
<td>12</td>
</tr>
<tr>
<td>Urban Farming</td>
<td>12</td>
</tr>
<tr>
<td>Aquatics</td>
<td>12</td>
</tr>
<tr>
<td>Swimming</td>
<td>12</td>
</tr>
<tr>
<td>Lifeguard and Pool Management</td>
<td>12</td>
</tr>
<tr>
<td>Boating</td>
<td>13</td>
</tr>
<tr>
<td>Basic Boating and Maintenance</td>
<td>13</td>
</tr>
<tr>
<td>United States Coast Guard</td>
<td>13</td>
</tr>
<tr>
<td>Business Management Skills</td>
<td>13</td>
</tr>
<tr>
<td>Event Planning</td>
<td>13</td>
</tr>
<tr>
<td>General Business Skills</td>
<td>15</td>
</tr>
<tr>
<td>Government Service</td>
<td>15</td>
</tr>
<tr>
<td>Management and Supervisory Skills</td>
<td>15</td>
</tr>
<tr>
<td>Non-Profit Management</td>
<td>16</td>
</tr>
<tr>
<td>Notary Public</td>
<td>16</td>
</tr>
<tr>
<td>Project Management Professional Exam Prep</td>
<td>17</td>
</tr>
<tr>
<td>Public Services</td>
<td>17</td>
</tr>
<tr>
<td>Small Business</td>
<td>18</td>
</tr>
<tr>
<td>Children's Developmental Clinic and Student with Special Needs</td>
<td>20</td>
</tr>
<tr>
<td>Children's Developmental Clinic</td>
<td>20</td>
</tr>
<tr>
<td>Choices and Pathways</td>
<td>20</td>
</tr>
<tr>
<td>Computers and Information Technology</td>
<td>21</td>
</tr>
<tr>
<td>Beginners</td>
<td>21</td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>22</td>
</tr>
<tr>
<td>Help Desk</td>
<td>23</td>
</tr>
<tr>
<td>Database Design</td>
<td>24</td>
</tr>
<tr>
<td>Web Design and Management</td>
<td>25</td>
</tr>
<tr>
<td>iLife</td>
<td>26</td>
</tr>
<tr>
<td>Using the Mac</td>
<td>26</td>
</tr>
<tr>
<td>Security</td>
<td>26</td>
</tr>
<tr>
<td>Networking</td>
<td>27</td>
</tr>
<tr>
<td>Online Computer Courses</td>
<td>27</td>
</tr>
<tr>
<td>Construction Management</td>
<td>34</td>
</tr>
<tr>
<td>Construction Skilled Trades</td>
<td>35</td>
</tr>
<tr>
<td>Building Engineer</td>
<td>35</td>
</tr>
<tr>
<td>Carpenter</td>
<td>35</td>
</tr>
<tr>
<td>Computer Aided Drafting (AutoCAD)</td>
<td>36</td>
</tr>
<tr>
<td>Core Skills</td>
<td>36</td>
</tr>
<tr>
<td>Electricity and Adv. Electrical</td>
<td>36</td>
</tr>
<tr>
<td>HVAC/R (Heating, Ventilation, Air Condition/Refrigeration)</td>
<td>37</td>
</tr>
<tr>
<td>General Locksmithing</td>
<td>37</td>
</tr>
<tr>
<td>Masonry</td>
<td>38</td>
</tr>
<tr>
<td>Plumbing</td>
<td>38</td>
</tr>
<tr>
<td>Residential Maintenance</td>
<td>38</td>
</tr>
<tr>
<td>Residential Wiring</td>
<td>39</td>
</tr>
<tr>
<td>Cosmetology/Braiding/Makeup</td>
<td>39</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>39</td>
</tr>
<tr>
<td>Personal Braiding</td>
<td>39</td>
</tr>
<tr>
<td>Professional Braiding</td>
<td>39</td>
</tr>
<tr>
<td>Makeup Artistry</td>
<td>39</td>
</tr>
<tr>
<td>Creative and Performance Arts</td>
<td>40</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>40</td>
</tr>
<tr>
<td>Fine Arts Creativity</td>
<td>41</td>
</tr>
<tr>
<td>Graphics Art and Design</td>
<td>41</td>
</tr>
<tr>
<td>Performing Arts and Music</td>
<td>42</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>43</td>
</tr>
<tr>
<td>Child Care Classes</td>
<td>43</td>
</tr>
<tr>
<td>Education/Teacher Training</td>
<td>46</td>
</tr>
<tr>
<td>Teacher Training</td>
<td>46</td>
</tr>
<tr>
<td>ESL (English for Speakers of Other Languages)</td>
<td>47</td>
</tr>
<tr>
<td>English Communication and Writing</td>
<td>47</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>47</td>
</tr>
<tr>
<td>Adult Education ESL</td>
<td>48</td>
</tr>
<tr>
<td>Writing</td>
<td>48</td>
</tr>
<tr>
<td>Enrichment And Personal Growth</td>
<td>49</td>
</tr>
<tr>
<td>Career Planning</td>
<td>49</td>
</tr>
<tr>
<td>Student Success</td>
<td>49</td>
</tr>
<tr>
<td>Lifestyle</td>
<td>50</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>50</td>
</tr>
<tr>
<td>Facility Management Credential Programs</td>
<td>51</td>
</tr>
<tr>
<td>Fitness and Health</td>
<td>51</td>
</tr>
<tr>
<td>Wellness</td>
<td>51</td>
</tr>
<tr>
<td>GED® Preparation, The NEDP, and Adult Basic Skills</td>
<td>52</td>
</tr>
<tr>
<td>Green Training</td>
<td>53</td>
</tr>
<tr>
<td>Health Care Support</td>
<td>53</td>
</tr>
<tr>
<td>First Aid and CPR</td>
<td>53</td>
</tr>
<tr>
<td>Caregiving</td>
<td>54</td>
</tr>
<tr>
<td>Assisted Living Management</td>
<td>54</td>
</tr>
<tr>
<td>Assisted Living</td>
<td>54</td>
</tr>
<tr>
<td>Nursing Training</td>
<td>55</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>55</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>57</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>58</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>59</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>60</td>
</tr>
<tr>
<td>Home and Garden</td>
<td>60</td>
</tr>
<tr>
<td>Floral</td>
<td>60</td>
</tr>
<tr>
<td>Home Interior</td>
<td>61</td>
</tr>
<tr>
<td>Hospitality</td>
<td>61</td>
</tr>
<tr>
<td>Food Service</td>
<td>61</td>
</tr>
<tr>
<td>Human Resources and Payroll Management</td>
<td>62</td>
</tr>
<tr>
<td>Human Resources</td>
<td>62</td>
</tr>
<tr>
<td>Human Resources Electives</td>
<td>63</td>
</tr>
<tr>
<td>Payroll</td>
<td>63</td>
</tr>
<tr>
<td>Language Communication</td>
<td>63</td>
</tr>
<tr>
<td>American Sign Language (ASL)</td>
<td>63</td>
</tr>
<tr>
<td>Conversational Foreign Language</td>
<td>64</td>
</tr>
<tr>
<td>Mediation</td>
<td>65</td>
</tr>
<tr>
<td>Photography</td>
<td>65</td>
</tr>
<tr>
<td>Public Safety and Security</td>
<td>67</td>
</tr>
<tr>
<td>Real Estate and Insurance</td>
<td>68</td>
</tr>
<tr>
<td>Property and Casualty</td>
<td>68</td>
</tr>
<tr>
<td>Sports and Games</td>
<td>68</td>
</tr>
<tr>
<td>Transportation and Distribution</td>
<td>69</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>69</td>
</tr>
<tr>
<td>Auto Body Repair and Refinishing</td>
<td>70</td>
</tr>
<tr>
<td>Commercial Driver License A and B</td>
<td>71</td>
</tr>
<tr>
<td>Driver Education</td>
<td>72</td>
</tr>
<tr>
<td>Forklift</td>
<td>72</td>
</tr>
<tr>
<td>Heavy Equipment</td>
<td>73</td>
</tr>
<tr>
<td>Motorcycle Safety and Licensing</td>
<td>74</td>
</tr>
<tr>
<td>Motorcycle Mechanics</td>
<td>76</td>
</tr>
<tr>
<td>Small Gas Engines</td>
<td>76</td>
</tr>
<tr>
<td>Travel Business and Sales</td>
<td>77</td>
</tr>
<tr>
<td>Veterinary</td>
<td>79</td>
</tr>
<tr>
<td>Videography</td>
<td>80</td>
</tr>
<tr>
<td>Video</td>
<td>80</td>
</tr>
<tr>
<td>Apple</td>
<td>80</td>
</tr>
<tr>
<td>Final Cut Pro</td>
<td>81</td>
</tr>
<tr>
<td>Motion</td>
<td>81</td>
</tr>
<tr>
<td>Online Courses</td>
<td>85</td>
</tr>
<tr>
<td>Degree and Extension Centers</td>
<td>90</td>
</tr>
<tr>
<td>Laurel College Center</td>
<td>91</td>
</tr>
<tr>
<td>Joint Base Andrews</td>
<td>93</td>
</tr>
<tr>
<td>Skilled Trades Center</td>
<td>93</td>
</tr>
<tr>
<td>University Town Center</td>
<td>93</td>
</tr>
<tr>
<td>Westphalia Training Center</td>
<td>94</td>
</tr>
<tr>
<td>Summer Youth Programs</td>
<td>95</td>
</tr>
</tbody>
</table>
REGISTER ONLINE
To register online you must have an e-mail address and you must pay with a credit card when you register.

TO ACCESS OWL LINK

NEW STUDENTS
I. Go to www.pgcc.edu.
   1. Select Owl Link.
   3. Select Enroll and Register for courses.
   4. Click on Create a student account.
      Fill out all of the demographic information (required fields are noted by a red * ) and check the box at the bottom of the page before hitting the SUBMIT button.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct. If not, DO NOT check the check box at the bottom of the page. Just click the SUBMIT button. This will return you to the previous page to make the necessary corrections.
   6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.
   7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.
   8. After retrieving this information, select the Workforce Development and Cont. Ed. Students menu again. Select the Enroll and Register for Courses option again.
   9. This time, Click on Login to Owl Link.
      Login using the information provided to you in your e-mail. On the next screen you will immediately be prompted to change your password to one of your choosing.

II. Select the Workforce Development & Cont. Ed. Students menu again.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the Course Code number box (e.g., ENR-317) and SUBMIT. This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      You will be asked what type of credit card you will be using (Discover, Master Card, VISA).
      Choose the appropriate one and SUBMIT.
   8. You will be prompted for your credit card information.
   9. Fill out all the necessary information and SUBMIT.

III. After submitting you will see a confirmation screen. Print this out for your records.

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

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

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

II. Once you have successfully logged in to Owl Link, select the Workforce Development & Cont. Ed. Students menu.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.

III. After submitting you will see a confirmation screen. Print this out for your records.

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

REGISTER IN PERSON
In-person registration takes place on a continuous basis at the Admissions and Records department located in Bladen Hall, Room 126.

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

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

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

All mail-in registrations should be post-marked two weeks in advance of the class start date.
Continuing Education Certificate in Building Maintenance Engineer
A Certificate of Completion as a Building Maintenance Engineer I is awarded upon completion of:
- OCU-322 Building Maintenance Engineer, Level 1
- OCU-324 Building Maintenance Engineer, Level 2

OCU-327 Overview of Industrial Maintenance Careers
Whether you are considering a career in industrial maintenance or currently working in the field, this course provides an excellent overview of both the job opportunities and the skills needed for a rewarding career in industrial maintenance.
1 session, $99* plus $10 materials fee

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.
**TUITION (SUBJECT TO CHANGE)**

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

---

**TUITION WAIVER**

**Senior Citizens**

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

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

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

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

**Maryland Disabled Persons**

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

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

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

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

---

**FEES (SUBJECT TO CHANGE)**

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>A senior citizen who enrolls in a $25 course that is marked with an asterisk is still responsible for the $50 registration fee.</td>
<td></td>
</tr>
<tr>
<td>The terms for which a registration fee will be assessed are the following:</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Jan. 1–Apr. 30</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1–Aug. 26</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug. 27–Dec. 31</td>
</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.

---

**RETURNED CHECKS**

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

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

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

---

**REFUNDS**

Individuals who withdraw from a course the day before the start date of the course will be issued a 100% refund of tuition, and course-related fees, but not the registration fee. No refunds will be issued after that date. Refunds of payments made by debit or credit card will be applied to the card. If payment was made by check or with cash the refund will be sent by check to the student’s address of record. If payment was made by a third party the refund will go to that party. It may take up to 14 business days to process a refund.

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

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

CANCELLATION OF CLASSES

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

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

ROOM ASSIGNMENTS AND CHANGES

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

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

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

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

BOOKSTORE

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

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

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

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

Phone

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

UTC BOOKSTORE
301-546-8150

Store Hours

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

LARGO

• Mon.–Wed. 8:30 a.m.–7 p.m.
• Thurs. 8:30 a.m.–5 p.m.
• Fri. 8:30 a.m.–4 p.m.
• Saturday 10 a.m.–4 p.m.
• Sunday Closed

UNIVERSITY TOWN CENTER

Visit www.pgccbookstore.com for UTC store hours.

HOLIDAYS

Courses will not be scheduled on the following dates:

May 23–25 Memorial Day
July 3 Independence 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, WPCC, 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 301-546-7422.

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

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

PARKING

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

SMOKE AND TOBACCO-FREE CAMPUS

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

Nondiscrimination Information

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, 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, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin.
in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-546-0170, coordinates the college's program of nondiscrimination.

**TITLE IX**

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. Indeed, the college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Alonia C. Sharps, chief of staff, Room 130, Kent Hall, 301-546-0170.

**STUDENT RIGHT TO KNOW ACT**

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

**ANNUAL SECURITY REPORT**

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

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

**FERPA**

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

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

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

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

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

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

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

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

**SERVICE MEMBERS OPPORTUNITY COLLEGE**

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

**DRUG AND ALCOHOL PREVENTION**

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

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

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

### DISABLED STUDENTS

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

### ACCESSIBLE TRANSPORTATION

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

### DISCLAIMER

The provisions of this publication are not to be regarded as a contract between the student and Prince George's Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.

| 1. ABAR—Authentic Bartending School | 5124 B Baltimore Avenue | Hyattsville, MD 20781 |
| 2. AYTI—AYT Institute | 5700 Kirby Road | Clinton, MD 20735 |
| 3. AYT3—AYT Auto Clinic | 15005 Marlboro Pike | Upper Marlboro MD 20772 |
| 4. BLHS—Bladensburg High School | 4200 57th Ave. | Bladensburg, MD 20710 |
| 5. CHCF—Cherry Hill Composting Facility | 9330 Cherry Hill Road | College Park, MD 20740 |
| 6. CRHS—Crossland High School | 6901 Temple Hills Road | Temple Hills, MD 20748 |
| 7. ECOF—City Farm | 4913 Crittenden Street | Edmonston, MD 20781 |
| 8. FTWM—Fort Washington Marina | 13600 King Charles Terrace | Ft. Washington, MD 20744 |
| 9. GTSV—Greenbelt Travel Services | 6411 Ivy Lane | Greenbelt, MD 20770 |
| 10. HVSV—Hyattsville Vacuum Service | 5221 Baltimore Ave. (Rt. 1) | Hyattsville, MD 20782 |
| 11. JHES—John Eager Howard Elementary School | 4400 Shell Street | Capital Heights, MD 20743 |
| 12. LCC—Laurel College Center | 312 Marshall Avenue | Laurel, MD 20707 |
| 13. LDS—Linnel Driving School | 1811 Bright Seat Road | Landover, MD 20785 |
| 14. Northwestern High School | 7000 Adelphi Road | Hyattsville, MD 20782 |
| 15. QBL1—Q-Ball | 7945 Central Avenue | Capital Heights, MD 20743 |
| 16. SAM—Services Academy of MD | 741 Cady Drive | Ft. Washington, MD 20744 |
| 17. SHS—Suitland High School | 5200 Silver Hill Road | District Heights, MD 20747 |
| 18. STC—Skilled Trades Center | (evenings only) | 6400 Old Branch Avenue | Camp Springs, MD 20748 |
| 19. UMD—School of Public Health | Building 255 | College Park, MD 20742 |
| 20. UPHI—U-Photo | 5005 Garrett Avenue | Beltsville, MD 20705 |
| 21. UTC—University Town Center | 6505 Belcrest Road | Hyattsville, MD 20782 |
| 22. WTC—Westphalia Training Center | 9109 Westphalia Road | Upper Marlboro, MD 20774 |
### Academic Advising

**301-546-0151**  
Bladen Hall, Room 124  
Academic advising,  
Placement Test interpretation  
You must be present 30 minutes before closing for full service.  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

### Admissions

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

### Bookstore

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

**University Town Center (UTC)**  
301-546-8150  

**Lower Level, UTC**  
The PGCC Bookstore offers textbooks for rent or for purchase.  
Textbooks can also be rented or purchased online at [www.pgcccbookstore.com](http://www.pgcccbookstore.com) and can be picked up in store, shipped via FedEx, UPS, or sent via PGCC campus courier to University Town Center or Laurel College Center.  
The PGCC Bookstore accepts cash, check, Visa, MasterCard, Discover, and American Express.

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

**Largo**  
Mon.–Wed.: 8:30 a.m.–7 p.m.  
Thurs.: 8:30 a.m.–5 p.m.  
Fri.: 8:30 a.m.–4 p.m.  
Sat.: 10 a.m.–4 p.m.  
Sun.: Closed

**University Town Center**  
Visit [www.pgcccbookstore.com](http://www.pgcccbookstore.com) for UTC store hours.

### Cashier

**301-546-0691**  
Bladen Hall, Room 120  
Bill payment: cash, check, company voucher, Visa, MasterCard, and Discover  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

### College Life Services

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

### College Web Address

[www.pgcc.edu](http://www.pgcc.edu)  
View catalog, class schedules, and course availability.

### Continuing Education

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

### Disability Support Services

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

### Financial Aid

**301-546-0822**  
Bladen Hall, Room 121  
Federal grants and loans, scholarships, work-study, financial aid transcripts. You must be inside the office 30 minutes before closing. Hours are subject to change.  
Mon.–Thurs.: 8:30 a.m.–8 p.m.  
Fri.: 8:30 a.m.–5 p.m.

### General Information/Directory Assistance

**301-546-7422**  
Mon.–Thurs.: 8:30 a.m.–9 p.m.  
Fri.: 8:30 a.m.–6 p.m.  
Sat.: 9 a.m.–1 p.m.

### Help Desk (Owl Link)

**301-546-0637**  
Bladen Hall, Room 106  
Mon.–Fri.: 8 a.m.–8 p.m.  
Sat.: 10 a.m.–5 p.m.

### ID Card Services

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

**Bladen Hall**  
Mon.–Thurs.: 8:30 a.m.–7:30 p.m.  
Fri.: 8:30 a.m.–4:30 p.m.

### Library

**301-546-0476**  
Accokeek Hall (Library), Room A-116  
Mon.–Thurs.: 9:30 a.m.–5 p.m.  
Fri.: 9:30 a.m.–4:30 p.m.  
Sat.: 10:30 a.m.–2:30 p.m.

### Placement Test interpretation

Complete the placement tests.  
You must be in the Testing Center two hours before closing to complete the placement tests.  
Mon.–Thurs.: 8:30 a.m.–7 p.m.  
Fri.: 8:30 a.m.–4:30 p.m.

### Police (Campus)

**301-546-0666**  
Bladen Hall, Sub-station  
Available 24 hours: 7 days a week

### Web Registration

[www.pgcc.edu](http://www.pgcc.edu)  
Also available weekends and holidays.  
Mon.–Sun.: 7 a.m.–midnight

### Support Services

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

### Veteran Services

**301-546-0147**  
Bladen Hall, Room 100  
You must be in the Testing Center two hours before closing to complete the placement tests.  
Mon.–Thurs.: 8:30 a.m.–7 p.m.  
Fri.: 8:30 a.m.–4 p.m.

### Other Numbers Not Listed

**301-546-7422**  
Mon.–Thurs.: 8:30 a.m.–9 p.m.  
Fri.: 8:30 a.m.–6 p.m.  
Sat.: 9 a.m.–1 p.m.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

**ACCOUNTING AND BOOKKEEPING**

**ACCOUNTING**

301-546-8340 or 301-546-3019

**OFC-350 Accounting Fundamentals** 2.4 CEUs

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports at the end of the fiscal period will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92984</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92904</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92906</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92986</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**OFC-354 Accounting Fundamentals: Part 2** 2.4 CEUs

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92979</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92999</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92901</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92981</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**MGT–630 Distribution and Logistics Management** 2.4 CEUs

Distribution and logistics management is a critical company function. Professionals in this field play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. This course will not only show you how to create and operate a logistics function, but it will also show you how to achieve success through a combination of strategies and tactics. You will discover the key elements of a logistics system, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, receiving, production stores, and returned goods. You’ll also find out how to manage inventory, effectively use technology, manage a logistics department, and complete and control transportation documents. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92980</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92982</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92983</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92985</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>
SUMMER 2015

CONTINUING EDUCATION

QUICKBOOKS
301-546-8340 or 301-546-3019

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)

AGR-311 Starting Your Urban Farm
In this course you will be taught sustainable strategies for planning and designing an intensive food production system, based on our 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. A materials fee of $15 payable to the instructor is due at the beginning of the first class. Prerequisite: AGR-301. 1 session, $165* (includes a $132 lab fee)

AGR-320 Composting for Urban Agriculture and Sustainable Landscaping
An introduction to community composting, this course will include a walk-through of the composting process, explore, recipes, for effective composting, and compare different approaches to composting, particularly bins versus windrows. The course will also cover incorporating worms into your compost system for a value-added product (worm castings). A materials fee of $20 payable to the instructor is due at the beginning of the first class. Prerequisite: AGR-301. 1 session, $165* (includes a $132 lab fee)

AGRICULTURE

CERTIFICATION PREPARATION, URBAN WATERSHED RESTORATION PROGRAM—CONTRACTOR TRAINING
The course will provide instruction and guidance to existing and potential contractors on how to become a designated County-based business with the County’s Office of Central Services. This program is focused on training professional landscape company owners and supervisors on the construction of non-structural Low Impact Development (LID) storm water management techniques.

Rebates are available to commercial, residential, non-profit and faith-based property owners in the County who install and maintain rain gardens, permeable pavements, rain barrels and other practices by themselves or by using a contractor. The class will include lectures from national experts, site visits and self-directed studies. Prince George’s County Government will provide property owners who are interested in the Rebate Program with a list of certificate holders and their contact information.

AQUATICS

SWIMMING
301-546-0979 or www.pgccc.edu/go/swim

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

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

LIFEGUARD AND POOL MANAGEMENT

OCC-325 Swimming Pool Management
This course covers the safety regulations, administrative practices, operational procedures, and chemical knowledge required to meet the standards set by the Prince George’s County Division of Environmental Health. Topics include water chemistry, filtration, chlorination, record keeping, regulations, and legal responsibilities. Students successfully completing the course receive a letter of certification, which satisfies the training course requirements to receive a pool operator’s license. To successfully complete the course, a student must attend all sessions and receive a passing grade of at least 75% on the course examination. Textbook should be brought to first class. Text required: Pool and Spa Operators’ Handbook, by L. Kowalsky. Note: students who are late or miss a class will not be eligible to take the course examination.

5 sessions, $140*

OCC-337 Swimming Pool Management Recertification
This course is designed to meet the recommended requirements for license renewal of pool operators. Topics include the most recent changes in regulations as well as a review of pool operations.

2 sessions, $65
BOATING

BASIC BOATING AND MAINTENANCE
301-546-0797 or 301-546-5299

OCC-326 Maryland Boating Basics
This course is approved by the Department of Natural Resources to meet the requirements of Maryland’s Boating Safety Education Act. Any person born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate. 3 sessions, $35

93620 TTh 5/28–6/4 6:30–9:30 p.m. Largo
93621 TTh 6/25–7/2 6:30–9:30 p.m. Largo
93622 TTh 7/28–8/4 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*

89377 TTh 5/7–5/21 6:30–9:30 p.m. Largo

BUSINESS MANAGEMENT SKILLS

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE
A letter of recognition in Event Planning Management is awarded upon completion of 36 hours total in this area.

EVENT PLANNING
301-546-0797 or 301-546-5299

BUS-579 Cutting Edge Tricks and Technologies for Successful Event Businesses
Want to work smarter and avoid costly planning/design mistakes? This practical and exciting session will unleash your creativity and show you tried and true tricks to grow your business. Improve the quality of your work by introducing strategies used by industry event professionals. Topics will include logistics, time management, inventory, delegation, recycling to get organized, and technology’s “latest tools and gadgets”. Instructor: Lilly Whitaker. 1 session, $30

93935 T 6/30–6/30 6:30–9:30 p.m. Largo

BUS-576 Party Planning in a Pinch
If you need to plan a party but you don’t have a clue where to begin and you don’t have much time or a big budget, then this course is for you. Learn the basic tips and tricks on how to put together birthday parties, retirement parties, anniversary parties, bridal and baby showers, receptions, sweet sixteens and family reunions. You can save time and money while executing a great event in a pinch. Instructor: Shakira Sturdivant 1 session, $30

92435 S 7/18–7/18 10 a.m.–1 p.m. Lago

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

93146 T 6/2–6/2 6:30–9:30 p.m. Largo

BUS-422 Conference Planning Management 0.6 CEU
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, budgeting, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger, C.M. 1 session, $60*

92411 S 6/6–6/6 9 a.m.–4 p.m. LCC-205

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

92410 Th 6/18–6/18 6:30–9:30 p.m. LCC-205

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 addend that will protect the organization. Instructor: Beverly Litsinger. 1 session, $30

92408 Th 7/23–7/23 6:30–9:30 p.m. LCC-205

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

92409 S 7/11–7/11 9 a.m.–4 p.m. LCC-205

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
BUS-467 Creating an RFP (Request for Proposal) 0.6 CEU
A Request for Proposals (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information the company history and the company’s offer including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposals provided will be accurate. 1 session, $60*
89972 S 5/9–5/9 9 a.m.–4 p.m. Largo

BUS-301 Ethics and the Professional Meeting Planner
Should I? Should I not? What should I do? Meeting planners regularly face decisions that include making ethical judgments. This session will present tips for planners on bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $30
88711 S 5/16–5/16 10 a.m.–1 p.m. Largo

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30
88595 Th 5/14–5/14 6:30–9:30 p.m. LCC-205
92407 Th 7/30–7/30 6:30–9:30 p.m. LCC-205

BUS-466 Crash Course in Event Planning 0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $55*
92367 TTh 6/9–6/11 6:30–9 p.m. LCC-205
92368 TTh 7/14–7/16 6:30–9 p.m. Largo

BUS-569 Food and Beverage Costly Choice
Is it the taste or the cost that matters? It’s both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Rene Maxwell. 1 session, $30
92432 T 6/16–6/16 6:30–9:30 p.m. Largo

BUS-558 Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. 12 sessions, $130 (includes a $65 lab fee)
92617 WF 5/13–7/3 online E2GO
92623 WF 8/12–10/2 online E2GO

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. 1 session, $30
89974 S 5/2–5/2 10 a.m.–1 p.m. LCC-205

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the Internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools. Instructor: Bart Logan. 1 session, $30
93311 T 7/20–7/20 6:30–9:30 p.m. Largo

BUS-467 Creating an RFP (Request for Proposal)
A Request for Proposals (referred to an RFP) is an invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information the company history and the company’s offer including the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposals provided will be accurate.
1 session, $60*
89972 S 5/9–5/9 9 a.m.–4 p.m. Largo

BUS-301 Ethics and the Professional Meeting Planner
Should I? Should I not? What should I do? Meeting planners regularly face decisions that include making ethical judgments. This session will present tips for planners on bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $30
88711 S 5/16–5/16 10 a.m.–1 p.m. Largo

BUS-307 Developing Sponsorship Opportunities
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a yearlong basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30
88595 Th 5/14–5/14 6:30–9:30 p.m. LCC-205
92407 Th 7/30–7/30 6:30–9:30 p.m. LCC-205

BUS-466 Crash Course in Event Planning 0.5 CEU
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. Be ready to discuss an event on which you are currently working, such as a baby shower, birthday, conference, retreat etc. Let’s work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $55*
92367 TTh 6/9–6/11 6:30–9 p.m. LCC-205
92368 TTh 7/14–7/16 6:30–9 p.m. Largo

BUS-569 Food and Beverage Costly Choice
Is it the taste or the cost that matters? It’s both! Food and beverage is the most important part of any event. Not knowing how to select the right combination can affect your event. You will be taught how to create and stay within a realistic budget. Instructor: Rene Maxwell. 1 session, $30
92432 T 6/16–6/16 6:30–9:30 p.m. Largo

BUS-558 Wow What a Great Event! 2.4 CEUs
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event. 12 sessions, $130 (includes a $65 lab fee)
92617 WF 5/13–7/3 online E2GO
92623 WF 8/12–10/2 online E2GO

BUS-549 Not-For-Profit Fundraisers/Events
Develop the key steps for earning profit from fundraisers/events. Learn how to effectively and efficiently produce, run and manage an event from a not-for-profit perspective. This course will discuss marketing, developing a sponsorship brochure, and essential techniques in reaching out to organizations for sponsorships and/or in-kind donations. 1 session, $30
89974 S 5/2–5/2 10 a.m.–1 p.m. LCC-205

BUS-573 Intro to Social Media for Event Planners
This course is meant to help you understand the fundamentals of cultivating an audience, get the needed marketing for your event, and start and maintain a positive marketing campaign on the Internet. It will focus on what social media is, how to use social networking sites, and what tools to use to keep abreast of it all. Learn the tricks of the trade and other professional marketing tools. Instructor: Bart Logan. 1 session, $30
93311 T 7/20–7/20 6:30–9:30 p.m. Largo

INNOVATE.
Olalekan Ajifowoke
Radiography

Prince George’s Community College ● Transforming Lives ● 301-546-7422 ● www.pgcc.edu
GENERAL BUSINESS SKILLS
301-546-0797 or 301-546-5299

OFC-346 Administrative Assistant Fundamentals 2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a highly productive workplace. 12 sessions, $130* (includes a $65 lab fee)

93043 WF 5/13–7/3 online E2GO
92942 WF 6/17–8/7 online E2GO
92943 WF 7/15–9/4 online E2GO
93044 WF 8/12–10/2 online E2GO

GOVERNMENT SERVICE
301-546-0797 or 301-546-5299

BUS-330 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

88989 W 5/13–5/13 6:30–9:30 p.m. Largo

MANAGEMENT AND SUPERVISORY SKILLS
301-546-8340 or 301-546-3019

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
- Six hours of additional elective coursework COM-320, MGT-412 or OFC-321

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

92496 T 6/2–6/23 6:30–9:30 p.m. Largo

MGT-464 Leadership Dynamics 1.2 CEUs
In this course, you will examine the functions of leadership styles and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions. Text required: Leadership: Essential Steps Every Manager Needs to Know, (3rd or latest edition) (Prentice Hall). 4 sessions, $145*

92497 Th 6/4–6/25 6:30–9:30 p.m. Largo

MGT-465 Managing Human Resources 1.2 CEUs
In today’s complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. Textbook: Human Resource Management Demystified, (McGraw Hill), paperback, (1st edition), by Robert DeCampo. 4 sessions, $145*

92498 T 7/7–7/28 6:30–9:30 p.m. Largo

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

93041 WF 5/13–7/3 online E2GO
92937 WF 6/17–8/7 online E2GO
93022 WF 7/15–9/4 online E2GO
93042 WF 8/12–10/2 online E2GO

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

92499 MWTh 6/1–7/1 6–8:45 p.m. Largo
NON-PROFIT MANAGEMENT  
301-546-0797 or 301-546-5299

MGT-649 Introduction to Nonprofit Management  2.4 CEUs
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. 12 sessions, $130* (includes a $65 lab fee)

VOL-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 whom 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)

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

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

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.

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

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

GEN-361 Notarizing on the Job
A notary public who works for an employer often faces a dilemma in serving the requirements of the business. Through lack of knowledge, employers’ requests do not always coincide with notary laws. However, notaries public are appointed by the state to serve the public and must abide by the laws of the state. Topics to be covered include: common misunderstandings that notaries and supervisors share about potential liability issues for the employers and notaries, how to solve potential problems in the workplace, notar-employee case studies, and notary public laws and accepted guidelines and standards. Instructor: Elaine Wright 1 session, $30

GEN-363 Advanced Notarial Procedures  0.5 CEU
Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any request presented for notarization, including but not limited to the three most common notarizations (Apostilles, Protests, and Medallion Signature requests) and responding to challenging signers. Instructor: Elaine Wright. 1 session, $50*

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

92574 S 6/13–6/13 10 a.m.–4 p.m. Largo
92575 S 6/18–6/27 10 a.m.–4 p.m. Largo
92576 S 7/22–8/11 10 a.m.–4 p.m. MCCR-205
### GEN-354 Appropriate Notary Procedures for Serving Challenged Signers
A conscientious and well-informed notary is crucial when serving ill or handicapped patients and notarizing universal healthcare documents. Learn appropriate notary techniques for determining willingness and competency of a signer. Learn the do's and don'ts when notarizing universal healthcare documents. Recommended prerequisites: Notary Public Procedures and Applied Practices and Procedures. Instructor: Elaine Wright. 1 session, $30

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89023</td>
<td>Th</td>
<td>5/21-5/21</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### PROJECT MANAGEMENT PROFESSIONAL EXAM PREP (PMP)
301-546-8340 or 301-546-3019

#### 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)

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>93032</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92937</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92934</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93035</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

#### MGT-623 Project Management Professional Certification: Prep 1
2.4 CEUs
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th or latest edition—the essential resource for the PMP® certification exam. Find out about the project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>93005</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92921</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92925</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93007</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

#### 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 all about the 10 project management knowledge areas, five process groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you’ll encounter on the PMP® exam. Use proven learning techniques to help absorb key terminology, concepts, and formulas. 12 sessions, $170* (includes a $85 lab fee)

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>93032</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92927</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92930</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93033</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### MGT-711 Project Management Applications
2.4 CEUs
In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You will also become proficient at recruiting project team members and empowering them to succeed. You will understand the stages of team development, and gain skills in developing and motivating team leaders. You’ll be taught about project software, statistics, change management, processes, and estimating. And gain valuable experience with project planning, control and data analysis tools. 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)

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>94007</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92931</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92935</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93039</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### PUBLIC SERVICES
301-546-0120 or 301-546-0158

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

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>93010</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93111</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93012</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93013</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

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

**301-546-0797 or 301-546-5299**

**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 relevant to today's business environment, and to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate.

- **BUS-427** Accounting and Recordkeeping for Small Business
- **BUS-414** Legal Issues that Face Business Owners: Your Business and the Law
- **BUS-435** Basic Federal Tax Information for Small Business
- **BUS-418** Business Plan: Developing the Blueprint for Success
- **BUS-411** Financial Aspects of Your Business
- **BUS-440** Marketing Strategies for Today and Tomorrow
- **BUS-427** Business Plan: Developing the Blueprint for Success
- **BUS-414** Financial Aspects of Your Business
- **BUS-440** Marketing Strategies for Today and Tomorrow
- **BUS-427** Accounting and Recordkeeping for Small Business

### 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*

**8916 W** 5/7–5/14 6:30–9:30 p.m. Largo

### BUS-435 Basic Federal Tax Information for Small Businesses 0.6 CEU

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

**8870 S** 5/9–5/9 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*

**92361 S** 6/6–6/6 9 a.m.–4 p.m. LCC-205

### BUS-411 Financial Aspects of Your Business 0.6 CEU

Learn how to fund and grow your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and understand the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Sinclair-Robinson. 1 session, $60*

**89239 S** 5/6–5/16 9 a.m.–4 p.m. Largo

**92362 S** 6/20–6/20 9 a.m.–4 p.m. LCC-205

### BUS-440 Marketing Strategies for Today and Tomorrow 0.6 CEU

Learn the timeless marketing basics that every business owner must know, including marketing metrics, targeting by profiling, advertising, sales, customer service, Web strategies and more. Instructor: Robert Gatewood. 1 session, $60*

**92364 S** 6/13–6/15 9 a.m.–4 p.m. Largo

**92365 S** 7/11–7/11 9 a.m.–4 p.m. LCC-205

### BUS-546 Networking Works!

Rub elbows with the owners and management of the companies you are targeting. Discover the many benefits and proven techniques of effective networking. Instructor: Robert Gatewood. 1 session, $30

**92369 M** 6/29–6/29 6:30–9:30 p.m. Largo

### BUS-328 Is Entrepreneurship Really for You?

Thinking about starting a business? Have you recently started your own business or are you getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $30

**89090 T** 5/5–5/5 6:30–9:30 p.m. LCC-205

### 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

**92051 M** 5/4–5/4 6:30–9:30 p.m. LCC-205
### 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 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. 2 sessions, $60*

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89956</td>
<td>W 5/6-5/13</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89059</td>
<td>W 5/20-5/20</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>93313</td>
<td>T 6/9-6/9</td>
<td>6:30–9:30 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93312</td>
<td>M 6/15-6/15</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### 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 Freeland. 1 session, $60*

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93578</td>
<td>S 5/30-5/30</td>
<td>9 a.m.–4 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

### BUS-555 Start and Operate Your Own Home-Based Business
Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for business ownership, or to enhance the business you already have. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92727</td>
<td>WF 6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92629</td>
<td>WF 8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92614</td>
<td>T 6/16-6/16</td>
<td>6:30–9:30 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

### BUS-540 Start Your Own Small Business 2.4 CEUs
Learn how to take your dream of starting a business and put it into action. In this class, you’ll be taught everything you need to know about starting a business including startup options, proven marketing techniques, unique financing options, and easy employee-management tips. You will discover the secrets that separate successful entrepreneurs from struggling ones. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92628</td>
<td>WF 7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### BUS-476 Starting Your Own Boutique 0.6 CEU
You will get an overview of the various aspects of owning and operating a small retail business, whether storefront or in-home. This is a good introductory course for those interested in fashion retailing either as a start to owning a business or to improving personal knowledge as an educated consumer. Topics to be discussed include buying, merchandising, pricing, marketing and advertising. Instructor: Maria Smith, Top Kitty CEO & Lead Stylist. 1 session, $60*

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>91284</td>
<td>S 5/2-5/2</td>
<td>9 a.m.–4 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

### BUS-571 Blogging for Business
Do you want to learn the Do’s and Don’ts of blogging? Do you need to implement a blog for your business? Want to learn creative blogging strategies? Consider this class to help you develop a solid plan for implementing a blog and using it to grow your business. Instructor: Karlene Sinclair Robinson, author and social media expert. 1 session, $30

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93623</td>
<td>W 6/10-6/10</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

### BUS-535 Creating a Successful Business Plan 2.4 CEUs
Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan increases not only your chances of obtaining financing, but also of keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92649</td>
<td>WF 8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### BUS-575 Social Media Strategy
Social media is here to stay. Find out which network is right for you and how to make it work for your business. Instructor: Robert Gatewood. 1 session, $30

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92784</td>
<td>M 7/27-7/27</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu
BUS-577 Making Webinars Work for Your Business
Webinars are an efficient way to transmit and share information. Webinars save time and money because there is no transportation involved! Your webinar can be a presentation, discussion, demonstration, or instructional session. Looking for help with webinar basics, wish to make them more effective, become a confident presenter, or have them help with lead generation for your business? This course is here to help you prepare, promote, and deliver your webinar! Instructor: Monica Bounds. 1 session, $30

93624 Th 6/11-6/11 6:30–9:30 p.m. Largo

BUS-582 Life After Your Business Launch: Webinar
You have launched your business, now what? This webinar will focus on how to develop a “team ten” and establish your own management team (subject matter experts in other industries) to brainstorm ideas and help grow and assist you in business. This course will also discuss time saving methods when planning your projects, workload and much more. Instructor: Monica Bounds. 1 sessions, $30

93674 WTh 6/18-6/24 online BLBD

BUS-583 Business Owners: How to Prepare for Your First Date: Webinar
This webinar will focus on how to prepare for the first meeting with a client including checklists, resources and more for that “wow factor” to win them over. Instructor: Monica Bounds. 1 sessions, $30

93675 WTh 6/25-7/1 online BLBD

BUS-584 Having a “Likeable” Business: Webinar
Are you a “solepreneur” or do you have a team working with you and want to keep your customers coming back for more? This webinar will focus on how to create a winning customer service environment, market your business and provide great customer service. This course will also include discovering what it is in it for the customer and how to go the extra mile. Instructor: Monica Bounds. 1 sessions, $30

93676 WTh 7/9-7/15 online BLBD

CHILDREN’S DEVELOPMENTAL CLINIC AND STUDENTS WITH SPECIAL NEEDS

CHILDREN’S DEVELOPMENTAL CLINIC
Summer Session, 2015 (Birth through 12 years of age)
The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Continuing Education division at Prince George’s Community College. The clinic provides a special service to children who are experiencing various developmental difficulties such as learning problems, physical fitness and coordination problems, language delays, emotional problems or orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in the language program at the clinic.
The five week summer session is held only at the Largo campus for children birth through age 12. Children are scheduled to attend one and one-half hour sessions, two days per week. Two schedule options are offered: Mondays and Wednesdays or Tuesdays and Thursdays. A mandatory Parent Education Program runs in conjunction with the children’s sessions.
Choice of weekdays:            Choice of times:
MW June 29–July 30, 2015      8:30–10 a.m.
TTh June 29–July 30, 2015     10:15–11:45 a.m. and 12–1:30 p.m.
The cost for a child and his/her parent to attend the five-week session is $169 for Prince George’s County residents, $179 for out-of-county residents and $189 for out-of-state residents. To register additional children, the fee is $122 per child for in-county residents. For more information and registration forms for the summer session, please visit our website at www.pgcc.edu/go/cdc. Print out all forms for correct information.

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

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

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

For more information or to request an application, contact the number and e-mail above or call 301-546-4660.

PLEASE NOTE: Individuals 16 years of age and above with developmental and intellectual disabilities are encouraged to register for any noncredit courses in this guide for which they meet the eligibility requirements.
SPP-353 Reading Essentials
This course will integrate reading, writing, spelling, vocabulary, grammar, and spoken English. Each student comes to this class with a unique set of skills and needs. Students will be expected to work to meet the objectives of the class, beginning at their current level and progressing at their individual pace. Students will practice these skills through a sequential reading program. Writing skills will be taught using various writing activities that emphasize grammar, punctuation, capitalization and spelling. Instructor: Marie Schablein.
12 sessions, $198* (includes a $120 lab fee)

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

SPP-358 Job Readiness
Students are taught ethical behaviors and career research, job acquisition, workplace communication, self-awareness, self-advocacy, customer service and life skills. This comprehensive individualized program is designed to prepare students for a style of living that will require a minimum dependence on family. The course is geared to meet the needs of students as they prepare to enter employment and emphasizes developing interpersonal skills, following directions, working independently, completing a task, and developing self-advocacy and other community living skills. 14 sessions, $198* (includes a $120 lab fee)

COMPUTER AND INFORMATION TECHNOLOGY

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

CONTINUING EDUCATION CERTIFICATES BASIC COMPUTER SKILLS FOR BUSINESS APPLICATIONS

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

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

Entry-Level Administrative Assistant

This five-course certificate program is designed to recognize a student's achievement in the 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 include successful completion of the following courses.

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

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

**Any version (year) of Microsoft Office Suite

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

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

DPR-778 Applied Office Skills 0.9 CEU
Administrative assistants and secretaries are some of the most in-demand workers in the business world today. Learn how to provide support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students should bring a USB-compatible flash drive to each class. 3 sessions, $140* (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
DPR-604 Introduction to the Internet and Email 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)

92462  F  7/10–7/31  6–9 p.m.  CAT-105

DPR-331 Windows 0.6 CEU
This class addresses the features of Windows for use on personal computers. Students should be familiar with using personal computers and have used a mouse and keyboard. Students should bring a USB-compatible flash drive to each class. 1 session, $110* (includes a $50 lab fee)

92461  S  6/6–6/6  9 a.m.–4 p.m.  CAT-105

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 be taught how to use their computer’s desktop to type and edit text easily create documents, and to save and organize their work. Students will be taught tips to help them 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. Students 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)

92464  MWF  8/5–8/7  6:30–9:30 p.m.  Largo

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 your needs, and techniques in using computer peripherals. 6 sessions, $150* (includes a $30 lab fee)

92463  S  7/18–8/22  9 a.m.–12 p.m.  Largo

MICROSOFT OFFICE

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

DPR-814 Microsoft Excel 2013: Level 1 1.2 CEUs
This course is designed to provide training to students on using the 2013 version of Microsoft Excel. Topics include creating folders, archiving messages, organizing contacts, utilizing the calendar and alert features, and Excel customizations. 6 sessions, $215* (includes a $120 lab fee)

93559  TTh  7/28–8/6  6:30–9:30 p.m.  LCC-205

DPR-786 Introduction to Microsoft Office 2013 3.6 CEUs
This course is designed to provide students with the fundamentals of the new interface and functionality of Microsoft Office 2013. Topics include: using the navigation tools in Word, PowerPoint, and Excel; creating and sharing documents; creating presentations; and preparing charts. Students should bring a USB-compatible flash drive to each class. Text: Microsoft Excel 2013: Level 1, Microsoft Office PowerPoint 2013: Level 1 and Microsoft Office Word 2013: Level 1. 6 sessions, $450* (includes a $150 lab fee)

92449  S  7/11–8/15  9 a.m.–4 p.m.  CAT-135

DPR-786 Microsoft Office 2013 3.6 CEUs
This course provides instruction on using Microsoft Word 2013 basic, intermediate, and advanced features. Basic 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, (including master documents and tables 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 required: Microsoft Word 2013, Level 1. 6 sessions, $600* (includes a $150 lab fee)

93555  MWF  6/1–6/17  6:30–9:30 p.m.  LCC-205

DPR-807 Career Track: MS-Word 2013 3.6 CEUs
This course provides instruction on using Microsoft Word 2013 basic, intermediate, and advanced features. Basic 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, (including master documents and tables 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 2013: Books for Level 1, 2, 3. 12 sessions, $450* (includes a $150 lab fee)

92450  MW  6/1–6/17  6:30–9:30 p.m.  CAT-105

DPR-814 Microsoft Excel 2013: Level 1 1.2 CEUs
Learn to create, modify, print, and format documents. Become familiar with basic Microsoft Word 2013 features. Prerequisite: Microsoft Windows. 4 sessions, $215* (includes a $120 lab fee)

93559  TTh  7/28–8/6  6:30–9:30 p.m.  LCC-205

DPR-790 Introduction to Microsoft Word 2013: Level 1 1.8 CEUs
This course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2013. Topics include how to create, edit, format and print a document using the basic features of Word. Students should bring a USB-compatible flash drive to each class. Prerequisite: students should be familiar with using personal computers and have used a mouse and keyboard. Text required: Microsoft Word 2013, Level 1. 6 sessions, $240* (includes a $90 lab fee)

92450  MW  6/1–6/17  6:30–9:30 p.m.  CAT-105

DPR-841 Microsoft Excel 2013: Level 1 1.2 CEUs
Learn to create, modify, print, and format worksheets, use templates, styles and Auto-Formats, and find and replace data. Prerequisite: Working with Windows or equivalent. 4 sessions, $215* (includes a $120 lab fee)

93559  TTh  7/28–8/6  6:30–9:30 p.m.  LCC-205
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-782</td>
<td>Introduction to Microsoft Excel 2013: Level 1</td>
<td>1.8</td>
<td>6 sessions, $240* includes a $90 lab fee</td>
</tr>
<tr>
<td>DPR-783</td>
<td>Intermediate Microsoft Excel 2013: Level 2</td>
<td>1.8</td>
<td>6 sessions, $240* includes a $90 lab fee</td>
</tr>
<tr>
<td>DPR-815</td>
<td>Power Point Presentation 2013</td>
<td>0.6</td>
<td>6 sessions, $240* includes a $80 lab fee</td>
</tr>
<tr>
<td>DPR-787</td>
<td>Introduction to PowerPoint 2013</td>
<td>0.6</td>
<td>2 sessions, $110* includes a $50 lab fee</td>
</tr>
<tr>
<td>DPR-784</td>
<td>Advanced PowerPoint 2013</td>
<td>0.6</td>
<td>2 sessions, $110* includes a $50 lab fee</td>
</tr>
<tr>
<td>DPR-788</td>
<td>Introduction to Microsoft Project 2013: Level 1</td>
<td>1.8</td>
<td>6 sessions, $230* includes a $85 lab fee</td>
</tr>
<tr>
<td>DPR-789</td>
<td>Introduction to Microsoft Project 2013: Level 2</td>
<td>1.8</td>
<td>6 sessions, $230* includes a $85 lab fee</td>
</tr>
<tr>
<td>DPR-810</td>
<td>Troubleshooting MS-Access for Help Desk</td>
<td>0.9</td>
<td>3 sessions, $150* includes a $50 lab fee</td>
</tr>
</tbody>
</table>

**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.

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
- Help Desk Technology: Part 1
- Help Desk Technology: Part 2
- Troubleshooting Windows (used to be DPR 534)
- Troubleshooting MS-Word
- Troubleshooting MS-Access
- Troubleshoot Excel: Help Desk

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

**HELP DESK**

301-546-0873 or itcerts@pgcc.edu

**CONTINUING EDUCATION DISTRICT RECOMMENDATION**

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.
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)

93324  W  5/20–5/27  6:30–9:30 p.m.  Largo

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)

92458  W  6/3–6/10  6:30–9:30 p.m.  Largo

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

93300  W  6/24–7/8  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 software running right in order to protect the PC and its data. 3 sessions, $150* (includes a $50 lab fee)

92455  W  7/22-8/5  6:30–9:30 p.m.  Largo

DATABASE DESIGN
301-546-0873 or itcerts@pgcc.edu

DPR-327 Introduction to SQL 2.4 CEUs
For many new or intermediate database developers, it’s difficult to know where to start when designing a relational database. It’s easy to make the mistake of assuming that the functionality of a database will take shape over time, or the design will fall into place as you build the database. This course covers the steps to effectively plan and design functional, efficient databases. It will start with an introduction to SQL and relational database management systems, the fundamentals of SQL concepts and principles, and creating and altering RDBMS objects. Prerequisites: basic understanding of your computer’s operating system. For example, you should know how to launch an application, create and save files, and copy files from CD and other media; you should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. Text: Database Systems Using Oracle (2nd edition) by Nilesh Shah. (ISBN: 978-0-1310-1857-0). 4 sessions, $150* (includes a $40 lab fee)

92443  M  7/6–7/27  6:30–9:30 p.m.  LCC-205
WEB DESIGN AND MANAGEMENT
301-546-0873 or itcerts@pgcc.edu

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

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

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

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

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

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

DPR-767 Web Design: Part I 1.5 CEUs
This first course in the series is to learn to design web pages. All hands-on activities require no prior knowledge of (HTML)Hyper Text Markup Language. Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Students will experience creating web pages using different layouts, images with rounded corners and much more. Use the web site www.w3c.org to validate your HTML code. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)

92487 MW 6/1-6/15 6–9 p.m. CAT-135

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

92488 MW 6/29-7/13 6–9 p.m. CAT-135

DPR-769 Web Design: Part III 1.5 CEUs
The third course in this series explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events displaying dates and time, along with a slideshow of images. Prerequisite: Web Design: Part 2. Text required: New Perspectives on HTML and CSS: Comprehensive, (6th edition) by Patrick M. Carey. ISBN: 13-9781111526443. 5 sessions, $234* (includes a $100 lab fee)

92489 MW 7/27-8/10 6–9 p.m. CAT-135

EXCEL.
Dominicia Dunston
Early Childhood Education

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ILIFE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-704 Introduction to Cyber Security</td>
<td>1.5 CEUs</td>
<td>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.</td>
<td>$200 (includes a $50 lab fee)</td>
<td>6/6-6/27</td>
<td>9 a.m.–1 p.m.</td>
<td>CAT-135</td>
</tr>
<tr>
<td><strong>USING THE MAC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR-702 Computer Security/Security +</td>
<td>4.2 CEUs</td>
<td>This class meets concurrently with 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.</td>
<td>$360* (includes a $150 lab fee)</td>
<td>6/1-6/27</td>
<td>9 a.m.–1 p.m.</td>
<td>CAT-135</td>
</tr>
<tr>
<td><strong>APP-432 iPad: The Basics</strong></td>
<td>0.3 CEU</td>
<td>This course provides hands-on training in basic skills to efficiently operate an iPad for personal use. Students will discover how to properly care for their iPad, navigate the settings menu, and download apps onto their device. Basic device set ups will also be discussed.</td>
<td>$50</td>
<td>6/20-6/20</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
<tr>
<td><strong>APP-300 Quick Guide:</strong></td>
<td>0.6 CEU</td>
<td><strong>Using the Mac:</strong> Part 1 <strong>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.</strong></td>
<td>$55* (includes a $20 lab fee)</td>
<td>5/9-5/16</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
<tr>
<td><strong>APP-301 Quick Guide:</strong></td>
<td>0.6 CEU</td>
<td><strong>Using the Mac:</strong> Part 2 <strong>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.</strong></td>
<td>$55* (includes a $20 lab fee)</td>
<td>5/20-6/6</td>
<td>9:30 a.m.–12:30 p.m.</td>
<td>CAT-103</td>
</tr>
<tr>
<td><strong>APP-440 Introduction to iWork</strong></td>
<td>1.2 CEUs</td>
<td>This hands-on course introduces students to the basic key features and interface of iWork. iWork is a suite of productivity tools that includes Pages for producing professional looking documents, Numbers for creating spreadsheets, tables and charts, and Keynote for developing high-quality presentations. All three applications give you import and export compatibility with Microsoft Office applications. <strong>4 sessions, $290 (includes a $95 lab fee)</strong></td>
<td>$290 (includes a $95 lab fee)</td>
<td>7/3-7/22</td>
<td>6–9 p.m.</td>
<td>CAT-103</td>
</tr>
</tbody>
</table>

**Learn to Swim**

Please contact the Robert I. Bickford Natatorium for learn to swim information.

[www.pgcc.edu/go/swim](http://www.pgcc.edu/go/swim) 301-546-0979

Flyer will also be available at the Natatorium.
CERTIFICATION PREPARATION, CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)
Certification Preparation, Cisco Certified network associate
The Cisco Certified Network Associate (CCNA) is one of the most in-demand IT industry credentials. The CompTIA Network+, an entry level credential, prepares you to start a career in the networking field. The college is part of the Cisco Networking Academy Program and uses the Cisco developed curriculum. Students have access to state-of-the art Cisco routers and switches in the hands-on labs.

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

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

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

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

Prince George's Community College (PGCC) is pleased to announce that we have become a public Pearson VUE testing center. A Pearson VUE testing center delivers computer-based certification and licensure tests for various testing programs in secure test centers. PGCC has joined with the world's largest network of test centers in 175 countries across the world. PGCC will be offering over a wide variety of tests such as GED, A+, Net+, Security+ and any other tests found at www.pearsonvue.com. The testing center can be found in the Center for Advanced Technology in Room 137.

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

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

DPR-393 Designing Effective Websites
2.4 CEUs

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

92698 WF 5/15–7/3 online E2GO
92700 WF 6/17–8/7 online E2GO
92703 WF 7/15–9/4 online E2GO
92706 WF 8/12–10/2 online E2GO

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. 20 sessions, $370* (includes a $135 lab fee)

93575 TTh 6/2–8/6 6–9:30 p.m. CAT-315

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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 be taught computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. By the end of the course, you will know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. 12 sessions, $130* (includes a $65 lab fee)

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

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

DPR-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 and completion of Introduction to Networking. 12 sessions, $130* (includes a $65 lab fee)

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

DPR-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)
**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92751</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92753</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92756</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92758</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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. 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. No text required. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92741</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92744</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92746</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92749</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92794</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92795</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92796</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92797</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**DPR–771 Mac, iPhone, and iPad Programming** 2.4 CEUs
You will start with the basic steps to writing any program, then progress to using Xcode, the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you will explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92798</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92799</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92800</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92801</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92802</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92803</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92804</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92805</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**DPR–797 Introduction to QuickBooks 2014** 2.4 CEUs
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsize business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. You will gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. Whether you are new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92987</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92988</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92989</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92990</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Delivery Method</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>92737</td>
<td>5/13-7/3</td>
<td>8/20</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92738</td>
<td>6/17-8/7</td>
<td>9/23</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92740</td>
<td>7/15-9/4</td>
<td>10/11</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92742</td>
<td>8/12-10/2</td>
<td>11/19</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>
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)

92806  WF  5/13–7/3  online  E2GO
92807  WF  6/17–8/7  online  E2GO
92808  WF  7/15–9/4  online  E2GO
92809  WF  8/12–10/2  online  E2GO

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

92810  WF  5/13–7/3  online  E2GO
92811  WF  6/17–8/7  online  E2GO
92812  WF  7/15–9/4  online  E2GO
92813  WF  8/12–10/2  online  E2GO

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)

92814  WF  5/13–7/3  online  E2GO
92815  WF  6/17–8/7  online  E2GO
92816  WF  7/15–9/4  online  E2GO
92817  WF  8/12–10/2  online  E2GO

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)

92818  WF  5/13–7/3  online  E2GO
92819  WF  6/17–8/7  online  E2GO
92820  WF  7/15–9/4  online  E2GO
92821  WF  8/12–10/2  online  E2GO

DPR-712 Introduction to Microsoft PowerPoint 2010  
2.4 CEUs
Take your PowerPoint presentations from “so-so” to sensational! In these lessons, 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)

92822  WF  5/13–7/3  online  E2GO
92823  WF  6/17–8/7  online  E2GO
92824  WF  7/15–9/4  online  E2GO
92825  WF  8/12–10/2  online  E2GO

DPR-793 Introduction to Microsoft Project 2013  
2.4 CEUs
In this course, you will master the basics of Microsoft Project 2013 so you can create a project schedule in no time flat and then share it with clients and co-workers. Using the program’s different views, such as the Calendar and Gantt chart views, you will be able to manage your project information and produce effective reports. Armed with this information, you will avoid going down dead-end alleys and overloading your schedule. And should you encounter trouble, you will master a number of tried-and-true problem-resolution techniques to help get your project back on track. You will also learn how to fine-tune different aspects of your project, including splitting tasks for work interruptions and defining material consumption rates. After completing the course, you will know how to develop, implement, and control a project plan that meets organizational and customer objectives.
12 sessions, $130* (includes a $65 lab fee)

92826  WF  5/13–7/3  online  E2GO
92827  WF  6/17–8/7  online  E2GO
92828  WF  7/15–9/4  online  E2GO
92830  WF  8/12–10/2  online  E2GO
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

DPR–746 Introduction to Microsoft Project 2010 2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. 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)

92730 WF 5/13–7/3 online E2GO
92732 WF 6/17–8/7 online E2GO
92734 WF 7/15–9/4 online E2GO
92735 WF 8/12–10/2 online E2GO

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

92730 WF 5/13–7/3 online E2GO
92732 WF 6/17–8/7 online E2GO
92734 WF 7/15–9/4 online E2GO
92735 WF 8/12–10/2 online E2GO

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 newly 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)

92743 WF 5/13–7/3 online E2GO
92745 WF 6/17–8/7 online E2GO
92747 WF 7/15–9/4 online E2GO
92748 WF 8/12–10/2 online E2GO

DPR–724 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)

92758 WF 5/13–7/3 online E2GO
92759 WF 6/17–8/7 online E2GO
92760 WF 7/15–9/4 online E2GO
92761 WF 8/12–10/2 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**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 http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and the installation instructions are available in Lesson 4. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92762</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92763</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92764</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92765</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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; Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92770</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92771</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92772</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92774</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**DPR–540 Introduction to PHP and MySQL** 2.4 CEUs
See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: a PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software. You can download WAMP5 for free from http://www.wampserver.com/en/ for Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the WAMP5 software and must provide their own PHP and MySQL development environment. Prerequisite: prior HTML coding experience is helpful, but not required. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92775</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92776</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92777</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92778</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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 vulnerabilities, 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92832</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92833</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92834</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92836</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92779</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92780</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92781</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92782</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

**DPR–672 Introduction to CSS and XHTML** 2.4 CEUs
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 12 sessions, $130* (includes a $65 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92832</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92833</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92834</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92836</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

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

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

92843 WF 5/13–7/3 online E2GO
92845 WF 6/17–8/7 online E2GO
92846 WF 7/15–9/4 online E2GO
92848 WF 8/12–10/2 online E2GO

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

92849 WF 5/13–7/3 online E2GO
92850 WF 6/17–8/7 online E2GO
92851 WF 7/15–9/4 online E2GO
92852 WF 8/12–10/2 online E2GO
92853 WF 5/13–7/3 online E2GO
92854 WF 6/17–8/7 online E2GO
92855 WF 7/15–9/4 online E2GO
92856 WF 8/12–10/2 online E2GO

PREPARE.

Charleen Robinson
Next Step Training and Education Program
DPR-780 Introduction to InDesign CS6  2.4 CEUs
Have you ever seen a terrific-looking brochure or newsletter, and won-dered how it was made? Chances are the designer used Adobe InDesign CS6, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you will get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You don’t need to be a designer or an artist to produce beautiful documents! **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>92857</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92858</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92859</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92860</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

CONSTRUCTION MANAGEMENT

**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.

**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).
CONSTRUCTION MANAGEMENT
301-546-3075 or mclaugej@pgcc.edu

CST-344 Construction Codes: 2006 International Building Code 4.2 CEUs
This course is designed to give the student a general understanding of the 2006 International Building Code. Emphasis is placed on commercial construction. Text required: International Building Code 2006. 14 sessions, $425*

92605  TTh 6/2-7/16  6-9 p.m.  Largo

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

92604  MW  6/1-7/15  6-9 p.m.  Largo

CST-416 Construction Surveying 4.2 CEUs
A class designed for construction personnel who must implement and lay out a site development plan. Lectures and hands-on field work help the student develop an understanding and use of the builder transit/level and the transit total station. Field work help the student develop an understanding of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $425*

92606  TTh 6/2-7/16  6-9 p.m.  Largo

CONSTRUCTION SKILLED TRADES

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

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

• one year of apartment or rental housing maintenance experience;
• successfully completed the seven courses and online content listed above
  (which total 90 1/2 hours); and
• meet all examination requirements within 24 months of declaring candidacy for CAMT.

BUILDING ENGINEER
301-546-0894

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

93594  Th  6/11-9/17  5-8 p.m.  STC

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

93595  W  6/10-9/16  5-8 p.m.  STC

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

CRP-302 Introduction to Carpentry: Part 2 4.8 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) curriculum for carpentry students. Topics will include floor systems, framing walls, ceilings, and an introduction to concrete and reinforcing materials. Prerequisite: CRP-301 and OCU-410. Text, basic tools, and calculator required. 24 sessions, $585* (includes a $80 lab fee)

89119  MW  5/4-7/27  6-9:30 p.m.  WTC

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

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

CST-394 Introduction to Computer-Aided Drafting with AutoCAD  6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2014 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required.  20 sessions, $440*

93576  TTh  6/2-8/6  6–9:30 p.m.  CAT-313

CORE SKILLS
301-546-0894

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

Option 1
• OCU-410
  Core: Introductory Craft Skills

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

OCU-410 Introductory Craft Skills (Core)  7.3 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting and plumbing students. Topics include basic safety, introduction to construction math, basic communication and employability skills. Textbook and calculator required: NCCER Core Curriculum (4th edition).  10 sessions, $910* (includes a $100 lab fee)

93504  S  5/2-7/18  8:30 a.m.–5 p.m.  STC

OCU-408 CORE: Introductory Craft Skills, Part 1  3.9 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. Text book and calculator required at first class: NCCER Core Curriculum (4th edition).  13 sessions, $455* (includes a $50 lab fee)

93600  MW  5/18-7/1  6–9 p.m.  STC
93601  TTh  5/19–6/30  6–9 p.m.  STC

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 required at first class: NCCER Core Curriculum, (4th edition).  12 sessions, $455* (includes a $50 lab fee)

93602  MW  7/6–8/12  6–9 p.m.  STC
93603  TTh  7/7–8/13  6–9 p.m.  STC

SUCCEED.

Marie Abega
Early Childhood Educator

ELECTRICITY AND ADVANCED ELECTRICAL
301-546-8514 or jonesce@pgcc.edu

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

• ELC-312 Electrical: Level 2
• ELC-332 Construction: Level 2: Part 2
• ELC-346 Electrical: Level 3, Part 1
• ELC-347 Electrical: Level 3, Part 2
• ELC-348 Electrical: Level 3, Part 3
• CST-431 NEC Update 2011
• ELC-321 Basic Electronics and Motor Control
• ELC-349 Electrical: Level 4, Part 1
• ELC-350 Electrical: Level 4, Part 2
• ELC-351 Electrical: Level 4, Part 3
• ELC-376 National electric Code: Part 3, Journeyman Preparation

ELC-301 Electrical: Level 1  2.7 CEUs
This course is the first level of the National Center for Construction Education and Research (NCCER) curriculum for electrical students. Topics will include an orientation to the trade, electrical safety, electrical circuits, and electrical theory. Textbook, calculator and a copy of the 2011 edition of the National Electric Code (NEC) is required at the first class session.  9 sessions, $350* (includes a $50 lab fee)

93273  MW  5/4–6/3  6–9:30 p.m.  WTC

ELC-350 Electrical Level 4, Part 2  5.6 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 4 electrical curriculum. Topics include specialty transformers, advanced controls, HVAC controls, heat tracing and freeze protection. Prerequisite: Electrical Level 4, Part 1. Textbook: NCCER Electrical Level 4.  16 sessions, $770* (includes a $50 lab fee)

80565  MW  6/22–8/12  6–9:30 p.m.  WTC
### HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVC-367 HVAC/R Level 4, Part 3</td>
<td>HVAC/R Level 4, Part 3</td>
<td>4.9 CEUs</td>
<td>8/17-10/5</td>
<td>$525* (includes a $50 lab fee)</td>
</tr>
</tbody>
</table>

#### GENERAL LOCKSMITHING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY-399 Locksmithing Background Screening</td>
<td>Background Screening</td>
<td></td>
<td>8/3-8/7</td>
<td>$58 (includes a $58 lab fee)</td>
</tr>
</tbody>
</table>

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

**OUC-418 Introduction to Plumbing: Level 1: Part 3B**

This course with OUC-410 completes the NCCER level one curriculum for plumbing students. Topic will include an introduction to drain, waste, vent, and water distribution systems. Flexible plastic-coated steel tubing, safety and code requirements will be reviewed. Piping system components, connections and installation options will be discussed. Hands-on training will be provided. Prerequisites: OUC-410. Textbook required. 6 sessions, $300* (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88412</td>
<td>MW</td>
<td>5/27-6/15</td>
<td>6-9:30 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

### OSD RESIDENTIAL MAINTENANCE

**OUC-329 Electrical Repair: Basic Skills**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93599</td>
<td>T</td>
<td>8/4-8/25</td>
<td>6-9 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

**OUC-330 Plumbing Repair: Basic Skills**

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>95598</td>
<td>T</td>
<td>7/7-7/28</td>
<td>6-9 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

**OUC-331 Drywall Installation and Repair**

This hands-on course introduces the basic drywall (gypsum board) installation, finishing and repair. Student will have hands-on use of tools and materials. Textbook: *Step by Step Guide Book on Room Finishing*. Instructor: Janaina Rocha. 4 sessions, $190* (includes a $30 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87160</td>
<td>T</td>
<td>5/5-6/2</td>
<td>6-9 p.m.</td>
<td>STC</td>
</tr>
</tbody>
</table>

---

**OUC-411 Introduction to Plumbing Level 1: Part 1**

This course is one of a series of courses designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing profession, safety, tools, and fixtures and faucets. Textbook required. Prerequisite: OUC-410. Note: Due to scheduling, the required Core: Introductory Craft Skills course for level one students may be completed concurrently. 10 sessions, $450 (includes a $50 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93855</td>
<td>MW</td>
<td>5/4-6/8</td>
<td>6-9:30 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

**Continuing Education Certificate, Basis Plumbing**

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

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

**CONTINUING EDUCATION**

4.9 CEUs

**OUC-411 Introduction to Plumbing Level 1: Part 1**

This course is one of a series of courses designed to teach entry-level plumbing skills, using the National Center for Construction Education and Research (NCCER) level one curriculum for plumbing students. Topics will include an introduction to the plumbing profession, safety, tools, and fixtures and faucets. Textbook required. Prerequisite: Stocksmith Background Screening. Textbook required. 14 sessions, $590 (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94504</td>
<td>MW</td>
<td>5/4-6/22</td>
<td>5:30-9 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>95669</td>
<td>MW</td>
<td>8/7-10/5</td>
<td>5:30-9 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

**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, autorlock, lock functions and finishes. Prerequisite: Locksmith Background Screening. Textbook required.

14 sessions, $590 (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94505</td>
<td>MW</td>
<td>6/9-8/12</td>
<td>5:30-9 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94504</td>
<td>MW</td>
<td>5/4-6/22</td>
<td>5:30-9 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>95669</td>
<td>MW</td>
<td>8/7-10/5</td>
<td>5:30-9 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>
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)
93597 T 6/9-6/30 6-9 p.m. STC

RESIDENTIAL WIRING
301-546-8514 or jonesce@pgcc.edu

ELC-308 Residential Wiring, Level 1, Part 1 2.7 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 1 electrical curriculum to prepare students to wire a residence according to the National Electrical Code. Topics will include an introduction to the National Electric Code (NEC), device boxes, and hand bending. Textbook and calculator required. Prerequisite: ELC-301. 9 sessions, $390* (includes a $50 lab fee)
96667 MW 6/15-7/13 6-9:30 p.m. WTC

ELC-311 Residential Wiring, Level 1, Part 2 2.7 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 1 residential wiring curriculum for electrical students. Topics will include basic electrical construction drawings, residential electric services, and electrical test equipment. Textbook required. Prerequisite: ELC-308. 8 sessions, $415* (includes a $50 lab fee)
96668 MW 7/20-8/12 6-9:30 p.m. WTC

COSMETOLOGY/BRAIDING/MAKEUP

COSMETOLOGY
This 1500 clock-hours program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills. Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $6,000.00. Additional fees of approximately $1,750.00 (registration, entrance exam, textbooks, labs, and cosmetology kit). Prerequisites: High School Diploma/GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided at time of exam.

To set up an appointment for the entrance exam or have questions answered call the above for more information and identify yourself as Prince George’s Community College student.

PERSONAL BRAIDING

OCU-435 Hair Braiding Techniques for Home Practice
The Home Braiding class is designed for mothers, teens, caregivers and those who have no braiding skills. Learn basic skills such as parting, platting, basic cornrows, and use of hair bow and elastics. Braiding kit required. This is not a certificate course. 5 sessions, $140 (includes a $75 lab fee)
93614 M 6/1-6/29 6-9 p.m. WTC

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

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

OCU-433 Professional Braiding: Level 4
Topics include hair locking methods, introduction to weaving, braid removal and scalp care, and hands-on practice. Prerequisite: OCU432. 5 sessions, $235* (includes a $75 lab fee)
88204 M 5/18-6/22 6-9:30 p.m. WTC

MAKEUP ARTISTRY
301-546-0120 or 301-546-0158

OCU-438 Professional Makeup for Beginners
If you are considering becoming a professional makeup artist to work as a cosmetic consultant, to become an individual beauty representative or to be self-employed, bring your kit to discuss the items you have and the items you will need to get started. Class one will include lecture, demonstrations and open forum questions and answers covering the fundamentals of professional sanitation, assessing skin, face and eye shapes, and how to determine and use the products necessary to achieve the look your client desires. The second class will consist of practicing hands-on makeup application designed to give you confidence and experience. Students will serve as both models and artists, using the skills learned in the first class, as you experi-
Students will be taught about skin care and will practice makeup techniques using their own beauty supplies. Andi Bradshaw has over twenty years of experience in the cosmetology field. 1 session, $69 (includes a $50 lab fee)

9215  S  5/2-5/2  9:30 a.m.-12:30 p.m. LCC-205
93416  S  7/18-7/18  9:30 a.m.-12:30 p.m. LCC-205

CREATIVE WRITING

SKB–326 Write Fiction like a Pro 2.4 CEUs

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

9248  WF  5/13-7/3 online E2GO
9209  WF  6/17-8/7 online E2GO
9291  WF  7/15-9/4 online E2GO
9290  WF  8/12-10/2 online E2GO

SKB–386 Keys to Effective Editing 2.4 CEUs

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

9255  WF  5/13-7/3 online E2GO
9296  WF  6/17-8/7 online E2GO
9298  WF  7/15-9/4 online E2GO
9295  WF  8/12-10/2 online E2GO

SKB–307 The Craft of Magazine Writing 2.4 CEUs

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

92940  WF  5/13-7/3 online E2GO
92900  WF  6/17-8/7 online E2GO
92903  WF  7/15-9/4 online E2GO
92936  WF  8/12-10/2 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)

92952  WF  5/13-7/3 online E2GO
92913  WF  6/17-8/7 online E2GO
92915  WF  7/15-9/4 online E2GO
92954  WF  8/12-10/2 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)

92944  WF  5/13-7/3 online E2GO
92905  WF  6/17-8/7 online E2GO
92907  WF  7/15-9/4 online E2GO
92946  WF  8/12-10/2 online E2GO

Ocu-427 Polished Daytime Makeup

Women who wear makeup every day will be taught new, flattering application tips in this class. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the makeup you currently employ and recommend additional products (not brands) and techniques that will enhance your look. Learn the basics of good skin care and the colors that work best for you. Please bring the makeup and skin care products you use to class. 1 session, $64 (includes a $50 lab fee)

9214  S  5/30-5/30  9:30 a.m.-12:30 p.m. LCC-205
93415  T  7/17-7/17  6:30-9:30 p.m. LCC-205

Ocu-436 Bridal and Special Occasion Makeup

Occasionally, you may be invited to a wedding or a special event where you would like to appear a little different from your everyday look. This class will take your makeup to the next level. Bring your own makeup, and you will be taught to achieve a soft, more polished natural appearance or a special glam look.
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, publishers, writers, clubs and the future of publishing.  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-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 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

ART-404 Oh Wait. There’s More. New Collage Techniques
Rev up your collage experience with an expanded repertoire of materials and techniques. Work on wood or canvas supports, using an assortment of gels, household materials and alternative methods of attaching objects and materials. Papers modified with stamps and other materials will be the starting point for class projects. Techniques will include making stamps, image transfers, acrylic skins, and painted aluminum foil. Suggested prerequisite: Abstract Collage. Note: additional cost of materials estimated at $30. 6 sessions, $159 (includes a $40 lab fee)

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

ART-403 Drawing in Pastels
Students will draw from observing a still life set up only for taking pictures. Bring your own camera and decide which picture to choose. Take your drawing ability a step further by applying color and adding more details to your drawing. Please have materials the first day of class Aqua Net super hold (used as a fixative so the medium will be fixed on the surface), drawing pencils, shammy cloth, masking tape, BFK paper, 3 sheets 16x24 pastel pad or larger and charcoal or vine sticks. Instructor: Edward Taylor. 4 sessions, $120

ART-391 Drawing to Real Life
Learn to draw realistic drawings in pencil. Students will learn to see and draw in nature. Instructor: Edward Taylor. 3 sessions, $120

ART-396 Canvas and Clay for Beginners
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

ART-399 Basketry: Weaving Fun with Yarn
Weave baskets out of yarn or other natural materials. Instructor: Brandy E. Lord. 1 session, $60

ART-390 Design and Create Clay Jewelry!
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-394 Drawing the Human Figure
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)
PERFORMING ARTS AND MUSIC
301-546-0797 or 301-546-5299

COM-347 Voice-overs: Now is Your Time
You’ve heard Lisa Foster on TV and radio commercials. Now hear Lisa LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Lisa will show you a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And now is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you’ve been looking for! (Lisa Foster’s voice can be heard on commercials and narrations for such clients as Crest Toothpaste, Olay, Sleep Train, and LA Weight Loss). 1 session, $69 (includes a $40 lab fee)

89308 S 6/20–6/20 9–11:30 a.m. LCC-205

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

93190 W 6/3-6/10 6:30–9:30 p.m. Largo

MUS-339 Music Made Easy
As Music Made Easy instructor Marianne Murawski, Ph.D says, “Anyone can learn to read music. It’s simply a matter of learning to match what you see on a sheet of music to keys on a keyboard.” In her course, Murawski teaches students the basics of rhythm, and how to read treble and bass 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.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $130 (includes a $65 lab fee)

92631 WF 7/15–9/4 online £250

ART-358 Acting Skills: Auditioning
Auditioning is an integral part of acting, and is a skill you need to train and keep sharp. Learn the different types of skills and techniques to go into your next audition ready for anything. Class time will be spent doing mock auditions, consisting of cold reads, improvised auditions, and performing monologues. Come to class with one prepared monologue (memorized and performance-ready, classical or contemporary, comedic or dramatic; must be from a published playwright/source). Instructor: Robin Zerbe. 4 sessions, $120

93843 S 5/9-6/6 10 a.m.-1 p.m. LCC-205

CHILD CARE

Contact: Erin Olsen
301-546-7545
olsenek@pgcc.edu
# EARLY CHILDHOOD EDUCATION

## CHILD CARE CLASSES

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

## MARYLAND CHILD CARE CERTIFICATION AND PRE-SERVICE TRAINING

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

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

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

### Prerequisite

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

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

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

### Online Course Information

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

All online classes have at least one mandatory campus visit.

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

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

### 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 call the number above.
DCR-303 Child Growth and Development: 45 Hours 4.5 CEUs

Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. 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 Prince George’s Community College Bookstore. Note: all online classes require mandatory campus visits. $190*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92530</td>
<td>M</td>
<td>5/18-6/28</td>
<td>online</td>
<td>HYLCC</td>
<td>9 a.m.-12 p.m.</td>
<td>LCC-205</td>
</tr>
<tr>
<td>92505</td>
<td>S</td>
<td>6/26-6/26</td>
<td>(7 sessions)</td>
<td>Largo</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

DCR-304 Curriculum/Activities: 45 Hours 4.5 CEUs

Learn the principles of curriculum planning for programs serving children from age three through age six. Activities & materials appropriate to the learning environment in an early childhood program. This course provides the second 45 hours of the 90 classroom hours needed to become a teacher in a pre-school program licensed by Maryland State Department of Education (MSDE) Office of Child Care. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and qualifying score on 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. $190*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92509</td>
<td>MW</td>
<td>7/15-8/26</td>
<td>6:30-10 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92506</td>
<td>S</td>
<td>7/18-8/22</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DCR-305 Child Growth and Development: 45 Hours 4.5 CEUs

Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include the social, emotional, physical, and intellectual development of children. 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 Prince George’s Community College Bookstore. Note: all online classes require mandatory campus visits. $190*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92530</td>
<td>M</td>
<td>5/18-6/28</td>
<td>online</td>
<td>HYLCC</td>
<td>9 a.m.-12 p.m.</td>
<td>LCC-205</td>
</tr>
<tr>
<td>92505</td>
<td>S</td>
<td>6/26-6/26</td>
<td>(7 sessions)</td>
<td>Largo</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

DCR-455 Communication Skills for Child Care Professionals 0.9 CEU

Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communications strategies, and critical techniques for communicating with parents and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. $90*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92521</td>
<td>TTh</td>
<td>6/2-6/25</td>
<td>(8 sessions)</td>
<td>UTC</td>
<td>9 a.m.-3 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

DCR-566 CDA Preparation 3.6 CEUs

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92515</td>
<td>S</td>
<td>7/11-8/15</td>
<td>9 a.m.-3:30 p.m.</td>
<td>Largo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DCR-315 Infant and Toddler: 45 Hours 4.5 CEUs

Introduces the philosophy of infant and toddler education with child development theory focusing on how very young children (birth to age three) grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age-appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. This course satisfies the Maryland State Department of Education (MSDE) curriculum requirement of 45 hours of infant/toddler training for group and family child care settings. Perfect attendance is required. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care; qualifying score on the reading comprehension placement test. Textbook information is available at the Prince George’s Community College Bookstore. Note: all online classes have mandatory campus visits. $190*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92525</td>
<td>MW</td>
<td>6/22-7/12</td>
<td>online</td>
<td>HYLCC</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>LCC-205</td>
</tr>
<tr>
<td>92511</td>
<td>S</td>
<td>5/30-7/11</td>
<td>(6 sessions)</td>
<td>Largo</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Term</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92532</td>
<td>M</td>
<td>6/29-8/9</td>
<td>online.</td>
<td>HYLCC</td>
<td>9 a.m.-12 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*Contact your local Child Care Agency (CCAB) to obtain their autobiography, competency statement and resource file. For full information on CDA certification call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdacouncil.org. 

**Students must 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.**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCR-322</td>
<td>Infant/Toddler Care</td>
<td>5.4</td>
<td>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 for 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-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. 7 sessions, $200* (includes a $90 lab fee)</td>
</tr>
<tr>
<td>DCR-456</td>
<td>School-Age Curriculum Development: 45 Hours</td>
<td>4.5</td>
<td>Discuss curriculum development for school-age children. This course provides 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisites: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care, and qualifying score on 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. $190*</td>
</tr>
<tr>
<td>DCR-466</td>
<td>Child Care Administration for Directors</td>
<td>4.5</td>
<td>Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department of Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisites: qualifying score on the reading comprehension placement test and completion of the 90 hour certificate. Perfect attendance is required. Textbook information is available at the Prince George’s Community College Bookstore. Note: all online classes require mandatory campus visits. $190*</td>
</tr>
<tr>
<td>DCR-496</td>
<td>Discipline and the Demanding Child</td>
<td>0.6</td>
<td>All children have demanding days! This course is designed to provide you tips that will help you feel less overwhelmed and provide sensitive guidance to those demanding children. Topics include solution center alternatives, contributing factors, anger management solutions, and major motivators for children. Content Area: Child Development. 1 session, $75*</td>
</tr>
<tr>
<td>DCR-510</td>
<td>Family Child Care Pre-Service Module 1: Child Development</td>
<td>2.4</td>
<td>This course satisfies state training requirements for family child care applicants and new providers to start and operate a home-based child care business. Includes a total of 24 clock hours: four clock-hours of training in each of the approved Core of Knowledge areas: Child Development, Curriculum, Health, Safety &amp; Nutrition, Special Needs, Professionalism, and Community. $180*</td>
</tr>
<tr>
<td>DCR-457</td>
<td>Family Child Care Pre-Service Module 2: Curriculum</td>
<td>0.4</td>
<td>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*</td>
</tr>
<tr>
<td>DCR-458</td>
<td>Family Child Care Pre-Service Module 3: Health/Safety/Nutrition</td>
<td>0.4</td>
<td>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*</td>
</tr>
<tr>
<td>DCR-459</td>
<td>Family Child Care Pre-Service Module 4: Special Needs</td>
<td>0.4</td>
<td>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*</td>
</tr>
<tr>
<td>DCR-460</td>
<td>Family Child Care Pre-Service Module 5: Inclusive Care</td>
<td>0.4</td>
<td>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*</td>
</tr>
</tbody>
</table>

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
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*
9259 S 8/22-8/22 8:30 a.m.-12:30 p.m. Largo

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*
9250 S 8/22-8/22 1-5 p.m. Largo

DCR-550 Medication Administration 0.6 CEU
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. This state-approved curriculum addresses Maryland child care licensing requirements and NAECY standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. Medication Administration handbook provided in class. Core of Knowledge: 6 clock hrs. (HSN) Health, Safety and Nutrition. 1 session, $80* (includes a $55 lab fee)
93608 S 7/25-7/25 9 a.m.-3:30 p.m. LCC-205

DCR-567 Sudden Infant Death Syndrome 0.2 CEU
Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age. 1 session, $25*
89413 S 6/13-6/13 2-4 p.m. LCC-205

DCR-464 Emergency Preparedness Training 0.6 CEU
This training is designed for child care center staff, family child care provider, 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)
89224 S 5/2-5/2 9 a.m.-3:30 p.m. LCC-205

DCR-328 Enhancing Language Development in Childhood 2.4 CEUs
Content Area D: This is a user-friendly course for parents, teachers, and caregivers. Discover how children learn to process language and how they become proficient speakers and thinkers. Help to enrich your child’s life by stimulating their continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way. 12 sessions, $130* (includes a $65 lab fee)
92704 WF 5/13-7/3 online E2GO

DCR-529 Teaching Pre-School: A Year of Inspiring Lessons 2.4 CEUs
This course is designed for those who are teaching or want to teach preschoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from-plenty of inspiration to take 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)
92695 WF 6/7-8/7 online E2GO

EDUCATION/TEACHER TRAINING

TEACHER TRAINING
301-546-7545 or 301-546-0158

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)
92689 WF 7/15-9/4 online E2GO

SKB-431 Strategies for Teaching Students with Autism 2.4 CEUs
Just 20 years ago, we did not see students with autism in our classrooms. Today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuron-typical peers. Reaching and teaching these students requires a delicate balancing act, including understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom. 12 sessions, $130* (includes a $65 lab fee)
92694 WF 7/15-9/4 online E2GO

SKB-616 Merrill Ream Speed Reading 2.4 CEUs
This course is designed to introduce techniques used to enhance skills in speed reading. Topics will include evaluation of reading rate, regulated reading skills, timed reading skills with exercises to increase reading rates with better comprehension, skimming techniques, setting goals, and overcoming bad reading habits. 12 sessions, $130* (includes a $65 lab fee)
92690 WF 5/13-7/3 online E2GO

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

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

SKB–476 Solving Classroom Discipline Problems 2 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)

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)

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

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

TRANSITION ESL CLASSES
Are you ready to take your English skills to the next level? Transition ESL is for you if:

- You are confident of your English speaking skills to navigate within the community and workplace, and want to improve your English reading, grammar and vocabulary, or
- You took the Michigan Test at the college and scored a 45 or below, or
- You are enrolled in Academic ESL-0081 or ESL-0082 and need additional support

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

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

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

TRANSACTION ESL
301-546-8399 or Transitiones@pgcc.edu

ENGLISH COMMUNICATION AND WRITING

COMMUNICATION SKILLS
301-546-8340 or 301-546-3019

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)
CONTINUING EDUCATION

OFC-349 Keys to Effective Communication
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93049</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92949</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92951</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93050</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>89217</td>
<td>S</td>
<td>5/2–5/2</td>
<td>9 a.m.–4 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

COM-320 At Ease with Public Speaking
This course provides five-weeks of fun designed to literally get you up on 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. Textbook: How to Write and Give a Speech, (St. Martins Press) latest edition. **5 sessions, $155**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92502</td>
<td>S</td>
<td>5/30–6/27</td>
<td>9–11 a.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

WRITING

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92500</td>
<td>Th</td>
<td>7/16–8/20</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

MGT-602 Grammar and Proofreading
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. Textbook: The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real Work Examples and Reproducible Quizzes (11th Edition) by Jane Strausss. **6 sessions, $205**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92505</td>
<td>Th</td>
<td>5/28–7/2</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

ADULT EDUCATION ESL CLASSES

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

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

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

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

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

OFC-321 Effective Business Writing
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93051</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92953</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92956</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93053</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

OFC-358 Fundamentals of Technical Writing
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93055</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92957</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>92958</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>93056</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92500</td>
<td>Th</td>
<td>5/16–7/3</td>
<td>6:30–9:30 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>
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)

92966  WF  5/13–7/3 online E2GO
92926  WF  6/17–8/7 online E2GO
92928  WF  7/15–9/4 online E2GO
92967  WF  8/12–10/2 online E2GO

ENRICHMENT AND PERSONAL GROWTH

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

JCL–354 Ten Steps to a Federal Job  1.8 CEUs
Careers with the federal government offer excellent benefits, competitive wages, and stable employment yet the federal hiring process is quite detailed and complex. This course will acquaint students with ways to conduct a federal job search, types of federal hiring programs, searching for jobs on USA Jobs, and the Federal Resume Outline Format. 6 sessions, $120*

92529  W  6/3–7/8  6:30–9:30 p.m. Largo

JCL–355 Resume Writing  2.4 CEUs
Learn how to create an effective resume or how to write resume and cover letters for profit. Explore self-assessment, resume formats, references, Internet resume secrets and ways to overcome age discrimination and employment gaps. 12 sessions, $130* (includes a $65 lab fee)

92710  WF  8/12–10/2 online E2GO

JCL–363 Twelve Steps to a Successful Job Search  2.4 CEUs
This course will help students identify the job that is best for their needs and how to get it. Learn how to build rapport with any interviewer and master the six phases of a successful job interview. 12 sessions, $130* (includes a $65 lab fee)

92707  WF  6/17–8/7 online E2GO

JCL–362 Achieving Success with Difficult People  2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. 12 sessions, $130* (includes a $65 lab fee)

92711  WF  6/17–8/7 online E2GO

JCL–361 Building Teams That Work  2.4 CEUs
Discover the components of a successful team and master the skills needed to effectively manage projects, make decisions and solve problems in a team setting. 12 sessions, $130* (includes a $65 lab fee)

92709  WF  7/15–9/4 online E2GO

JCL–360 Jumpstart Your Career with LinkedIn  2.4 CEUs
Learn how to use LinkedIn, a free and popular job search and career development tool. Discover how the Internet can help expand professional networks. 12 sessions, $130* (includes a $65 lab fee)

92705  WF  5/13–7/3 online E2GO

SKB–799 Career Transition Options for Plus 50 Workers
This course is designed to help Plus 50 workers identify competencies acquired from life and work, assess skill strengths, articulate their marketability through resumes and interviews, determine deficits and analyze the best way to upgrade skills, analyze experiences and their relevance to self-marketing, and write a cogent resume illustrating core competencies. Resources for realistic skill assessment and improvement, resume writing and computer skill upgrade will be included. 2 sessions, $75* (includes a $25 lab fee)

92775  F  5/1–5/8  8:30 a.m.–4 p.m. Largo

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

SKB–357 GRE Preparation, Course 1: Verbal
This course reviews sample questions on the verbal and analytical sections of the Graduate Record Examination (GRE). Text required at first class: Practicing to Taking the GRE General Test, (10th edition) (available from www.amazon.com). 12 sessions, $130* (includes a $65 lab fee)

93014  WF  5/13–7/3 online E2GO
93015  WF  6/17–8/7 online E2GO
93016  WF  7/15–9/4 online E2GO
93017  WF  8/12–10/2 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)

93018  WF  5/13–7/3 online E2GO
93019  WF  6/17–8/7 online E2GO
93020  WF  7/15–9/4 online E2GO
93021  WF  8/12–10/2 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)

93552  WF  5/13–7/3 online E2GO
93553  WF  6/17–8/7 online E2GO
93554  WF  7/15–9/4 online E2GO
93555  WF  8/12–10/2 online E2GO

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SUMMER 2015

CONTINUING EDUCATION

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 www.Amazon.com or www.LSDAS.org). 12 sessions, $130* (includes a $65 lab fee)

ENR-570 LEGO® Bricks Aren’t Just for Kids: Think Outside the Bricks!
Participants will use LEGO® bricks to unlock their creativity and break habitual thinking resulting in greater personal and professional effectiveness and productivity. Participants will build LEGO® models in response to a variety of questions and will share the meaning of their models. The workshop will be led by a facilitator trained in the LEGO® Serious Play Methodology. Instructor: Loretta Veney. 1 session, $30

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)

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)

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)

LIFESTYLE

301-546-0797 or 301-546-5299

ENR-533 Family Reunion
This family reunion and oral history workshop is designed to lay the groundwork for planning a family reunion and explore ways to use this special time to make the memories last a lifetime. Participants will be taught how to plan a one-three day reunion, interview relatives for valuable family history, work with a committee, create a budget, and arrange activities for all age groups. Also, discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $30

ENR-427 Past Life Regression and Future Life Progression
Experience a firsthand review of your past lives and a peek into your soul’s future. You will discover ways to share family anecdotes and history through photographs and family bibles, and create a family tree. Instructor: Nathania Branch Miles. 1 session, $25

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

FIN–346 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 real 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)

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 learn 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 IFMA Chesapeake Chapter must register for syn# 93858 to get the discounted price, and non-members must register for syn# 94041. 2 sessions, Non-members: $760* (includes a $300 lab fee) Members: $625 (includes a $300 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94041</td>
<td>5/29-5/30</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>93858</td>
<td>5/29-5/30</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

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# 93859 to get the discounted price; non-members must register for syn# 94042. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94042</td>
<td>6/26-6/27</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>93859</td>
<td>6/26-6/27</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

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 IFMA Chesapeake Chapter must register for syn# 93860 to get the discounted price, and non-members must register for syn# 94043. 2 sessions, non-members: $760* (includes a $300 lab fee) members: $625 (includes a $300 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>94043</td>
<td>8/21-8/22</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
<tr>
<td>93860</td>
<td>8/21-8/22</td>
<td>8:30 a.m.-5 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

WELLNESS

HES-336 Pilates/Yoga
This course is designed to integrate yoga postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improved 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92491</td>
<td>6/4-7/23</td>
<td>7-8 p.m.</td>
<td>UTC</td>
</tr>
</tbody>
</table>

PERSONAL TRAINER NATIONAL CERTIFICATION

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

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

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

HES-451 Personal Trainer: National Certification 4.5 CEUs
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 comprised 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country including comprehensive practical training and internship components.

Students must be 18 years or older to attend this class. 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 comprised 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components.

Students must be 18 years or older to attend this class. 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 comprised 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country including comprehensive practical training and internship components. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for Therapeutic Massage and Bodywork, Veterans Training and Education, and the International Association of Continuing Education and Training.

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

301-546-8340 or 301-546-3019
ATH-360 Weight Training and Conditioning
Weight training is combined with aerobics in a customized program for each individual student. Meets concurrently with credit course PED-1030. **10 sessions, $365 (includes a $100 lab fee)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92536</td>
<td>MWF</td>
<td>6/1-6/22</td>
<td>5-7:30 p.m.</td>
<td>NF-100</td>
</tr>
</tbody>
</table>

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

**1 session, $39**

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93414</td>
<td>S</td>
<td>7/11-7/11</td>
<td>10 a.m.-12 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

---

**GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS**

**GED PREPARATION**
301-546-8350 or ged@pgcc.edu

---

**GED PREPARATION, THE NEDP, AND ADULT BASIC SKILLS**

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

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

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

GED® preparation courses are available at locations around the county, with morning, evening, and Saturday schedule options. There is no tuition for these classes; students purchase their textbooks. An online GED® preparation class is available for qualified individuals. For information, please visit www.mdadultedonline.org.

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

**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 more information:
- 301-546-7509 Monday through Thursday evenings
- nedp@pgcc.edu

**Adult Basic Skills**
Prince George's Community College offers classes and tutoring to assist adults who want to work on their basic reading skills. Priority is given to individuals who do not hold a high school diploma.

For more information:
- 240-696-2888 (Hyattsville office)
- Jill Hall (halljf@pgcc.edu)

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

For more information:
- 240-696-2888 (Hyattsville office)
- Loreta Jordan (jordanlm@pgcc.edu)
**GREEN TRAINING**

**ENERGY AND SUSTAINABILITY**
301-546-8514 or jonesce@pgcc.edu

**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 the number or e-mail above.

**HEALTH CARE SUPPORT**

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

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

**HES-592 Mental Health First Aid**
This program for healthcare providers, law enforcement personnel, counselors, teachers, caregivers, and citizens is designed to respond to support anyone who is developing signs and symptoms of a mental illness or experiencing an emotional crisis. The program introduces a five-step action plan to assess a situation and select and implement interventions using role-play and simulations. The program also teaches common risk factors and warning signs of specific types of illnesses like anxiety, depression, substance use, bipolar disorder, eating disorders and schizophrenia. 100% course attendance required. Successful completion earns a Mental Health First Aid certificate valid for three years. Textbook required at first class session. 1 session, $124* (includes a $5 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88740</td>
<td>6/13–6/13</td>
<td>9 a.m.–6 p.m.</td>
<td>CHS-2101</td>
</tr>
<tr>
<td>93636</td>
<td>6/27–6/27</td>
<td>9 a.m.–6 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>93610</td>
<td>7/11–7/11</td>
<td>9 a.m.–6 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>93619</td>
<td>7/25–7/25</td>
<td>9 a.m.–6 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92540</td>
<td>6/15–6/15</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

**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 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87507</td>
<td>5/2–5/2</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92542</td>
<td>5/9–5/9</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92543</td>
<td>6/6–6/6</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92546</td>
<td>7/25–7/25</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92547</td>
<td>8/1–8/1</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92548</td>
<td>8/15–8/15</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

**HES-324 First Aid**
This course is designed to train the public to respond appropriately in emergency situations. Topics will include injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: NSC First Aid, CPR & AED Workbook. 1 session, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92596</td>
<td>6/27–6/27</td>
<td>1–4:45 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92597</td>
<td>6/27–6/27</td>
<td>9 a.m.–12:45 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

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

---

**HEART HEALTH AND WELLNESS**

**CARDIOPULMONARY RESUSCITATION CERTIFICATION**

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

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

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92540</td>
<td>6/15–6/15</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

**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 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>87507</td>
<td>5/2–5/2</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92542</td>
<td>5/9–5/9</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92543</td>
<td>6/6–6/6</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92546</td>
<td>7/25–7/25</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92547</td>
<td>8/1–8/1</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
<tr>
<td>92548</td>
<td>8/15–8/15</td>
<td>9 a.m.–3:30 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>

**HES-324 First Aid**
This course is designed to train the public to respond appropriately in emergency situations. Topics will include injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Students must bring textbook to class. Text required: NSC First Aid, CPR & AED Workbook. 1 session, $60*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92596</td>
<td>6/27–6/27</td>
<td>1–4:45 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92597</td>
<td>6/27–6/27</td>
<td>9 a.m.–12:45 p.m.</td>
<td>CHS-2103</td>
</tr>
</tbody>
</table>
## Continuing Education

### Summer 2015

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>92551 Th</td>
<td>5/21-5/21</td>
<td>6-10 p.m.</td>
<td>CHS-203</td>
<td></td>
</tr>
<tr>
<td>92552 Th</td>
<td>6/18-6/18</td>
<td>6-10 p.m.</td>
<td>CHS-203</td>
<td></td>
</tr>
<tr>
<td>93166 S</td>
<td>6/20-6/20</td>
<td>9 a.m.-1 p.m.</td>
<td>UTC</td>
<td></td>
</tr>
<tr>
<td>93167 S</td>
<td>7/11-7/11</td>
<td>9 a.m.-1 p.m.</td>
<td>UTC</td>
<td></td>
</tr>
<tr>
<td>92553 S</td>
<td>7/18-7/18</td>
<td>9 a.m.-1 p.m.</td>
<td>CHS-203</td>
<td></td>
</tr>
</tbody>
</table>

**HES-578 Family Caregiving** 1.0 CEU

This course is designed to explain the responsibilities of a family caregiver. Topics will include dressing, grooming, feeding, toileting, bathing, oral hygiene, communication, safety, recreation and exercise, basic housekeeping, resources, and caregiver fatigue prevention. 2 sessions, $115*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>92595 SSu</td>
<td>7/18-7/19</td>
<td>12-3 p.m.</td>
<td>Largo</td>
<td></td>
</tr>
</tbody>
</table>

### CAREGIVING

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

**HES-588 Certificate in Stress Management** 1.4 CEUs

Stress is at epidemic levels in the world today. In this course, you will explore the impact of stress and learn how to get stress under control. Discover how healthy living habits, strategies, and therapies can counteract, reduce, and help you manage its negative impact. Topics include: the physiological, social and psychological impacts of stress; modalities to control stress the relationship between stress and health nutrition; physical activity and how stress develops in the workplace. 9 sessions, $100* (includes a $61 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>92685 WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

**HES-589 Certificate in Meditation** 0.8 CEU

Explore the many meditation techniques that can be used to support the mind-body connection to reduce stress, deal with pain or illness and support overall well-being. This course designed for health professionals, nurses, and general consumers will cover the following meditation techniques: Transcendental Meditation (TM), guided imagery and visualization; mindfulness Osho Kundalini Vipassana walking laughter centering prayer; and concentration. 4 sessions, $75* (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>92599 WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

**HES-497 Assisted Living Manager Refresher** 2.1 CEUs

This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for assisted living managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management. 3 sessions, $255* (includes a $15 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>86671 FS</td>
<td>5/15-5/30</td>
<td>9 a.m.-4 p.m.</td>
<td>CHS-221</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>86673 S</td>
<td>5/2-5/9</td>
<td>9 a.m.-3 p.m.</td>
<td>CHS-1203</td>
<td></td>
</tr>
</tbody>
</table>
NURSING TRAINING
301-546-0795 or 301-546-0879

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)

HES-326 The Registered Nurse Case Manager and Delegating Nurse: Assisted Living 1.6 CEUs
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: current active Maryland RN license in good standing. 3 sessions, $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
www.pgcc.edu/go/pharmtek or 301-546-0795

PHARMACY TECHNICIAN PROGRAM
This five-month training program and exam, approved by the Maryland Board of Pharmacy, is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical training.
The program is designed to provide information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must complete the entire program according to schedule by registering for the following required courses:

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

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

Prior to enrolling, individuals must demonstrate reading and math proficiency by providing proof of (a):
- Reading: score of 65 or above on the college’s reading placement test or of college credits in English within the last two years;
- Math: score of 82 or above on the college’s algebraic math placement test or of college credits in math within the last two years or of completion of HES-577, Medical Math, with a final grade of at least 75% and High School or GED completion.

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

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

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

160 hours of clinical training is required. Students must register for both HES-529 and HES-530. Background check and drug screening are required ten days prior to starting the clinical. The clinical coordinator will assist each student with placement.
### Strategic Goals 2014-2017

#### Enhance

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

#### Cultivate

**Responsive Learning**
Cultivating a welcoming and responsive learning environment.

#### Foster

**Partnerships**
Fostering partnerships to respond to a diverse and evolving community and workforce.

#### Promote

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

---

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-529</td>
<td>8.0 CEUs</td>
<td>This course complements HES-332 and includes 80 hours of the 160 hours required for certification. Register for both courses at the same time. Prerequisite: proof of background check and drug screening must be provided 10 days prior to clinical. <strong>20 sessions, $125</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92564</td>
<td>5/26-7/20</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-530</td>
<td>8.0 CEUs</td>
<td>Continuation of Pharmacy Technician Clinical Part I. This course complements HES-332 and provides the remaining 80 hours of the 160 hours required for certification. Prerequisite: proof of background check and drug screening, must be provided 10 days prior to clinical. <strong>20 sessions, $125</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92565</td>
<td>5/26-7/20</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

### HES-543 Pharmacy Technician Orientation

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-543</td>
<td>4.5 CEUs</td>
<td>This is a must-attend for those interested in learning more about the Pharmacy Technician program, program requirements, certifications, and job environment. <strong>1 session</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88735</td>
<td>TTh 5/19–7/7</td>
<td>6–9 p.m.</td>
<td>CHS-2101</td>
</tr>
</tbody>
</table>

### HES-577 Medical Math

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-577</td>
<td>2.4 CEUs</td>
<td>In these lessons, you will gain the medical math skills you need, from calculating dosages to using scientific formulas. Whatever medical field you are in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily. Topics include basic math skills with a review of fractions, decimals, percentages, measurement systems, medical conversions, an introduction to basic statistics and probability, and how to interpret the latest medical findings. This course also prepares you to tackle dosage calculations for oral, parenteral, and intravenous medications with confidence. (Note: students taking this course as a prerequisite for the Pharmacy Technician program must provide a copy of their test score along with their certificate of completion. A minimum 75% is required). <strong>12 sessions, $130</strong> (includes a $65 lab fee)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90152</td>
<td>WF 5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
</tr>
<tr>
<td>90153</td>
<td>WF 6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
</tr>
</tbody>
</table>

### HES-591 Pharmacy Technician Certification Exam Prep

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES-591</td>
<td>4.5 CEUs</td>
<td>This course is designed to prepare students to take the Pharmacy Technician Certification Board’s (PTC) exam for national certification. The course focuses on testing techniques, and reviews the nine knowledge domains identified on the 2013 PTCB update. Topics will include pharmacology, pharmacy law regulations, compounding, medication safety, quality assurance order entry and fill processes inventory management, billing and reimbursement; information systems usage and application. Prerequisites: must have worked continuously in the pharmacy area, worked at the same pharmacy since Jan. 1, 2006, or recently completed a state-approved pharmacy technician training program; HS diploma, GED or foreign diploma, and computer and math proficiency. Students will need a working e-mail and Internet access textbooks are required at first class. Students must attend all sessions. Tuition covers cost of one certification exam. <strong>15 sessions, $355</strong> (includes a $175 lab fee)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>80153</td>
<td>TTh 5/19–7/7</td>
<td>6–9 p.m.</td>
<td>CHS-2101</td>
</tr>
</tbody>
</table>

---

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

**Transforming Lives Mission**
Transforming students’ lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.
**NURSING ASSISTANT (CNA/GNA)**
301-546-5215 or 301-546-0040

**CERTIFIED NURSING ASSISTANT/GERIATRIC NURSING ASSISTANT ADMISSION**

Individuals must:
- Be at least 18 years of age
- Take and pass the reading comprehension placement tests in the college testing center with a score of 45+ before registering for the Theory course
- Be computer literate and have access to the Internet
- Be able to speak and understand standard American English at a functional level

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

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

**HES-544 Certified Nursing Assistant: Theory**
Prepare for a career as a nursing assistant in a variety of health care settings. This course is approved by the Maryland Board of Nursing. It provides training in life span development, vital signs, basic patient care skills, etc. Both the theory (including lab) and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing assistant examination (GNA). A Geriatric Nursing Assistant test preparation class, which is included in the cost of the course, will be scheduled after your clinical rotation. Each CNA Theory class is assigned to a specific CNA Clinical class. If you are unsure, please call 301-546-5215 before registering for the clinical portion.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92389</td>
<td>TTh</td>
<td>5/5-6/18</td>
<td>9 a.m.-4 p.m.</td>
<td></td>
<td>CHS-2215</td>
</tr>
<tr>
<td></td>
<td>MWF</td>
<td>5/6-6/24</td>
<td>5:30-9:30 p.m.</td>
<td></td>
<td>CHS-2215</td>
</tr>
<tr>
<td>92390</td>
<td>TTh</td>
<td>6/2-7/6</td>
<td>6-10 p.m.</td>
<td></td>
<td>UTC</td>
</tr>
<tr>
<td>92393</td>
<td>TTh</td>
<td>6/8-8/6</td>
<td>5-9:30 p.m.</td>
<td></td>
<td>LCC-205</td>
</tr>
<tr>
<td>92392</td>
<td>MWTh</td>
<td>7/6-8/13</td>
<td>9 a.m.-2 p.m.</td>
<td></td>
<td>UTC</td>
</tr>
<tr>
<td></td>
<td>T</td>
<td>7/7-7/17</td>
<td>9 a.m.-2 p.m.</td>
<td></td>
<td>UTC</td>
</tr>
<tr>
<td></td>
<td>(14 sessions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92396</td>
<td>SSu</td>
<td>6/15-6/28</td>
<td>7 a.m.-3:30 p.m.</td>
<td>5-9 p.m.</td>
<td></td>
</tr>
<tr>
<td>92394</td>
<td>MTWTh</td>
<td>6/19-6/26</td>
<td>7 a.m.-3:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92399</td>
<td>SSu</td>
<td>7/11-8/2</td>
<td>7 a.m.-3:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92395</td>
<td>SSu</td>
<td>7/21-7/25</td>
<td>7 a.m.-3:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92398</td>
<td>MTW</td>
<td>8/17-8/19</td>
<td>7 a.m.-3:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92386</td>
<td>S</td>
<td>5/6-5/16</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92387</td>
<td>S</td>
<td>6/19-6/20</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92388</td>
<td>S</td>
<td>7/18-7/18</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HES-325 Medicine Aide**
For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Note: employment through an agency does not meet course requirements. Please bring documentation to first class. Learn about the recognition, safe preparation, and administration of medications. The course consists of theory and supervised clinical experience at area nursing homes. Refund policy does not apply to this course. 18 sessions, $850* (includes a $165 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92385</td>
<td>MW</td>
<td>5/4-6/29</td>
<td>5-9 p.m.</td>
<td></td>
<td>Largo</td>
</tr>
<tr>
<td>92386</td>
<td>S</td>
<td>5/16-5/16</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92387</td>
<td>S</td>
<td>6/20-6/27</td>
<td>7 a.m.-3:30 p.m.</td>
<td></td>
<td>Largo</td>
</tr>
<tr>
<td>92388</td>
<td>S</td>
<td>7/11-7/18</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92386</td>
<td>S</td>
<td>5/16-5/16</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td>CHS-2215</td>
</tr>
<tr>
<td>92387</td>
<td>S</td>
<td>6/20-6/20</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td>CHS-2215</td>
</tr>
<tr>
<td>92388</td>
<td>S</td>
<td>7/18-7/18</td>
<td>8:30 a.m.-5 p.m.</td>
<td></td>
<td>CHS-2215</td>
</tr>
</tbody>
</table>

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

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

HES-584 Patient Care Technician 8.8 CEUs
This course is designed to advance the skills of certified nursing assistants working in hospitals or other health care settings. It provides a review of the anatomy and physiology of major body systems, medical terminology, legal and ethical issues, skills training in catheter care, phlebotomy, electrocardiograms, glucose monitoring, oxygen therapy and trach care, basic wound care and more. Note: students must have an active CNA certification on the Maryland Board of Nursing’s registry to take this program. 22 sessions, $1150* (includes a $250 lab fee)

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*

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

HES-321 Physician Office Billing 4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-10 CM/CPT/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1940. NOTE: those interested in furthering their career in medical coding should contact the Academic Health Science office at 301-546-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $355* (includes a $10 lab fee)
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

**HES-563 Advanced Medical Billing** 3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of health insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basics of financial reporting. Prerequisite: successfully completion of HES-409, HES-553, and HES-321. **12 sessions, $420* (includes a $15 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92380</td>
<td>MWF</td>
<td>8/3–8/28</td>
<td>9 a.m.–12 p.m.</td>
<td>CHS–1233</td>
<td></td>
</tr>
<tr>
<td>92381</td>
<td>MWF</td>
<td>8/3–8/28</td>
<td>6:30–9:30 p.m.</td>
<td>CHS–1233</td>
<td></td>
</tr>
</tbody>
</table>

**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 will also be taught how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we'll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92651</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92652</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92653</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92655</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

**HES-354 Medical Terminology: Word Association Approach** 2.4 CEUs
This course teaches medical terminology according to body systems. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92662</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92664</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92666</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92667</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

**HES-555 Human Anatomy and Physiology: Part 2** 2.4 CEUs
Gain a more advanced understanding of the structure and function of the human body! In this course, you’ll also be taught about the four main types of tissues, the general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. You will also find out about significant events throughout the lifespan, from fertilization of an egg cell through old age. **12 sessions, $130* (includes a $65 lab fee)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92669</td>
<td>WF</td>
<td>5/13–7/3</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92671</td>
<td>WF</td>
<td>6/17–8/7</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92673</td>
<td>WF</td>
<td>7/15–9/4</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
<tr>
<td>92674</td>
<td>WF</td>
<td>8/12–10/2</td>
<td>online</td>
<td>E2GO</td>
<td></td>
</tr>
</tbody>
</table>

**MEDICAL OFFICE ASSISTANT**

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

**Prerequisites**
Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR provide proof of college credits.

**MEDICAL OFFICE ASSISTANT**

**301-546-0878 or 301-546-0796**

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

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

**Prerequisites**
Successful completion of the Accuplacer Reading Comprehension Placement Test with a minimum score of 65 OR provide proof of college credits.
HES-545 HIPAA Compliance  2.4 CEUs
This course focuses on the Administrative Simplification portion of the Health Insurance Portability and Accountability Act (HIPAA). Topics included 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)

92676 WF  5/13–7/13 online  E260
92677 WF  6/17–8/17 online  E260
92679 WF  7/15–9/14 online  E260
92680 WF  8/12–10/2 online  E260

PHLEBOTOMY TECHNICIAN
301-546-0878 or 301-546-0796

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 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)

92374 MW  5/27–8/24  6:15–9:15 p.m.  CHS-2229

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)

92375 TTh  6/23–7/23  6:30–9:30 p.m.  CHS-2229

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. Note: students must register for both Part 1 and Part 2. Prerequisites: successful completion of HES-418: Phlebotomy Technician, CPR for Health Professionals card, immunization records (PPD, MMR, Hepatitis B), proof of health care insurance background check and drug screening. 8 sessions, $120*

92376 MWTThF  5/15–7/24  TBA
92377 MWTThF  7/16–9/5  TBA

HES-470 Phlebotomy Technician Clinical: Part 2  6.0 CEUs
Continuation of HES-469 (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, CPR for Health Professionals card, immunization records (PPD, MMR, Hepatitis B) and proof of health care insurance, background check and drug screening. 7 sessions, $120*

92378 MWTThF  5/15–7/24  TBA
92379 MWTThF  7/16–9/5  TBA

HOME AND GARDEN

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

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

The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:
• OCU-338 Floriculture: Basic Floral Design
• OCU-376 Floriculture: Advanced Floral Design
• OCC-377 Floriculture III: Advanced Seasonal/Event Designs
• OCU-381 Floriculture IV: Tributes

A student who has completed all of the requirements for this program should contact the information above for verification and to request a certificate.
## OCU-376 Advanced Floral Design
This level will cover advanced styles of design. Current trends will be used to keep the class fresh and up-to-date. This class will introduce the student to the “event” floral industry. This is a lot different from the traditional retail shop and relies on the student’s creativity to enhance the designs introduced by the instructor. The class will cover bridal designs and party designs; theme parties will be discussed along with possible career choices as a party planner. Note: students should bring wire cutters and floral knife to first class. Note: $300 floral supplies fee payable to the instructor at the first class. Prerequisite: OCU-338: Basic Floral Design. **8 sessions, $175***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92528</td>
<td>F</td>
<td>6/19-8/14</td>
<td>6:30-8:30 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>
HUMAN RESOURCES AND PAYROLL MANAGEMENT

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

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

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

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

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

MGT-728 Principles of Human Resource Management 1.2 CEUs
This course will examine the theoretical foundation of the human resource management field. The evolution of human resource management planning, recruitment, training and development, performance management, and reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs to human resource management, theories and knowledge of human resource practices in organizations, and performance management issues and processes. 4 sessions, $278* (includes a $45 lab fee)

MGT-667 Introduction to Compensation 1.2 CEUs
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standard Act (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, and the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 4 sessions, $278* (includes a $45 lab fee)

MGT-727 Human Resource Law 1.2 CEUs
This comprehensive course condemns the most critical legislation and/or legal obligations that every human resource professional should be aware of. Each session is designed to be highly interactive, incorporating both formal law and applications of the law in real world case studies. Some of the key legislation and topics students can expect to know, with their associated impacts include: Title VII-Civil Rights Act, PPACA Patient Protection and Affordable Care Act-2010 Family and Medical Leave Act (FMLA) and Fair Labor Standards Act (FLSA) Equal Pay Act; Portal to Portal Act and many other human resource laws. 4 sessions, $278* (includes a $45 lab fee)

MGT-648 Successful Recruitment, Selection and Placement 0.9 CEU
This course is a comprehensive overview of the recruitment function. Participants will study the fundamental principles of workforce development, develop a recruitment strategy, review recruitment methods and identify alternative staffing options, develop and implement selection procedures (including applicant tracking, interviewing and testing), develop employment offers and conduct negotiations, and evaluate retention strategies and practices. 3 sessions, $262* (includes a $45 lab fee)

MGT-727 HR’s Role in Organizational Development and Change Management 0.9 CEU
This course will discuss human resource management interventions concerned with managing individual and group performance. In addition, this course will look at organizational development as the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. 3 sessions, $262* (includes a $45 lab fee)
ELECTIVES
301-546-0032 or 301-546-5216

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 within broader HR frames and competency models. 1 session, $257* (includes a $45 lab fee)

93322 S 6/27–6/27 9 a.m.—4 p.m. Largo

MGT-734 HR’s Role in Creating a Positive Work Environment 0.6 CEU
This course will explain the characteristics of a positive workplace where employees are passionate about their work and exhibit 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 effective coaching and development, and about recognizing and acknowledging good work, effective performance management and being proactive in dealing within issues as they arise in a fair and transparent manner. 1 session, $257* (includes a $45 lab fee)

93323 S 6/13–6/23 9 a.m.—4 p.m. Largo

MGT-423 Leadership 2.4 CEUs
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. 12 sessions, $130 (includes a $65 lab fee)

92972 WF 5/13–7/13 online E260
92984 WF 6/17–8/7 online E260
92985 WF 7/15–9/4 online E260
92974 WF 8/12–10/2 online E260

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)

92976 WF 5/13–7/13 online E260
92987 WF 6/17–8/7 online E260
92988 WF 7/15–9/4 online E260
92977 WF 8/12–10/2 online E260

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 Gnansi Konan, 301-546-0032 or e-mail konange@pgcc.edu. 8 sessions, $815* (includes a $350 lab fee)

93521 T 7/7–7/21 6:30–9:30 p.m. Largo
S 7/18–8/15 9:30 a.m.—4 p.m. Largo

LANGUAGE COMMUNICATION

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

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

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

93554 S 6/27–8/22 9 a.m.—12 p.m. Largo
93556 M 6/29–8/17 6:30–9:30 p.m. Largo

PAYROLL
301-546-0032 or 301-546-5216

MGT-690 PayTrain Fundamentals 2.4 CEUs
PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification examinations. This course covers the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Topics will include conceptual and operational fundamentals, paycheck essentials payroll benefit basics, tax reporting, payroll accounting, and professional administration. 8 sessions, $684* (includes a $350 lab fee)

93320 Th 5/5–5/28 6–9 p.m. Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
**COM-330 Sign Language 2** 2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Text required: *Talking with Your Hands: Listening with Your Eyes* by Gabriel Grayson (Square One Pub.)  8 sessions, $150*  
93553 M 6/29–8/17 6:30–9:30 p.m. Largo

**COM-378 ASL Vocabulary Building** 2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Ray Anderson. 8 sessions, $150*  
93548 M 6/29–8/17 6:30–9:30 p.m. Largo

**COM-337 American Sign Language and Performing** 2.4 CEUs
This course will assist the ASL practitioner in developing the ability to use ASL in creative and expressive ways. The basics of ASL performing from translation to actual performing will include the dos and don’ts and hands-on exercises to develop the skills. Prerequisite: COM-325: Sign Language 1 and COM-330: Sign Language 2 (preferred). Instructor: Ray Anderson. 8 sessions, $150*  
93547 T 6/30–8/18 6:30–9:30 p.m. Largo

**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*  
93561 M 6/29–8/17 6:30–9:30 p.m. Largo

**CONVERSATIONAL FOREIGN LANGUAGE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Instructors</th>
<th>Text</th>
<th>Sessions</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGE-370 Introduction to Spanish: Part 1</td>
<td>COM-330: Sign Language 2</td>
<td>Ray Anderson</td>
<td><em>Talking with Your Hands: Listening with Your Eyes</em> by Gabriel Grayson (Square One Pub.)</td>
<td>8 sessions</td>
<td>M 6/29–8/17 6:30–9:30 p.m. Largo</td>
<td>$140*</td>
</tr>
<tr>
<td>LGE-370 Speed Spanish</td>
<td>COM-325: Sign Language 1 or 24 hours of previous instruction</td>
<td></td>
<td></td>
<td>12 sessions</td>
<td>WF 6/17–8/7 online E2GO</td>
<td>$130* (includes a $65 lab fee)</td>
</tr>
</tbody>
</table>

**COM-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*  
93565 M 6/29–8/17 6:30–9:30 p.m. Largo

**COM-330 Sign Language 2** 2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24 hours of previous instruction. Text required: *Talking with Your Hands: Listening with Your Eyes* by Gabriel Grayson (Square One Pub.)  8 sessions, $150*  
93553 M 6/29–8/17 6:30–9:30 p.m. Largo

**COM-378 ASL Vocabulary Building** 2.4 CEUs
This course is designed for those who have a basic understanding of ASL grammar and structure but desire greater depth of vocabulary to use in conversation. Prerequisite: COM-330: Sign Language 2. Instructor: Ray Anderson. 8 sessions, $150*  
93548 M 6/29–8/17 6:30–9:30 p.m. Largo

**COM-337 American Sign Language and Performing** 2.4 CEUs
This course will assist the ASL practitioner in developing the ability to use ASL in creative and expressive ways. The basics of ASL performing from translation to actual performing will include the dos and don’ts and hands-on exercises to develop the skills. Prerequisite: COM-325: Sign Language 1 and COM-330: Sign Language 2 (preferred). Instructor: Ray Anderson. 8 sessions, $150*  
93547 T 6/30–8/18 6:30–9:30 p.m. Largo

**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*  
93561 M 6/29–8/17 6:30–9:30 p.m. Largo

**LGE-521 Speed Spanish** 2.4 CEUs
Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will be shown six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish-speaking situation and converse in Spanish. Que’ Bueno!  
12 sessions, $130* (includes a $65 lab fee)  
92725 WF 6/17–8/7 online E2GO
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.

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

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

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 Guided Method of Mediation: Return to the Original Ideals of ADR (2nd Edition) by Mary K. Hope. 10 sessions, $425* (includes a $125 lab fee)
92494 1Th 7/7/14-8/6 6-10 p.m. Largo

LAW-516 Mediation for Youth
This course is designed for teens ages 14 to 19 to earn a mediation certificate. Students will be taught the basic mediation skills through lecture, case studies, role playing and supervised mediation examples. Learning credits that count toward high school graduation; Life skills in conflict management. Become a member of the Maryland Program for Mediator Excellence (MPME). 10 sessions, $190* (includes a $125 lab fee)
AGES 14-15
90790 MTWThF 7/6-7/17 9 a.m.-3 p.m. Largo

AGES 16-19
90791 MTWThF 7/6-7/17 9 a.m.-3 p.m. Largo

PHOTO

CONTINUING EDUCATION CERTIFICATE, PHOTOGRAPHY
The six-course continuing education certificate program documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity. Please note that you need to complete either Adobe Elements or Photoshop CS6.

To earn this certificate, successful completion of the following classes is required:
• Digital Photography: The Basics
• Adobe Photoshop Elements 12: Part 1
• Adobe Photoshop Elements 12: Part 2
• Introduction to Photoshop CS6
• Advanced Photoshop CS6
• Light—the Essence of Photography
• Using Lighting to Create Spectacular Portraits
• Presentation and Display Techniques for Photographs

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

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

CRE-343 Digital Camera Basics Workshop (ages 13-15)
0.6 CEU
Start from the very beginning! Learn digital camera operation photographic principles, and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual, and a bag lunch with you. Enroll early; class size limited. 1 session, $84*
93781 S 6/13-6/13 9:30 a.m.-3:30 p.m. CAT-105
93782 S 7/25-7/25 9:30 a.m.-3:30 p.m. CAT-105

CRE-383 Digital Camera Basics Workshop
Start from the very beginning! Learn digital camera operation and photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $84*
92465 S 6/13-6/13 9:30 a.m.-3:30 p.m. CAT-105
92466 S 7/25-7/25 9:30 a.m.-3:30 p.m. CAT-105

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
PHO-300 Digital Photography: The Basics 1.8 CEUs

In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and (ISO) (International Organization for Standardization) 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 $20 fee for printed materials payable to the instructor. 6 sessions, $250* (includes a $125 lab fee)

92482 TTh 6/2-6/18 6:30-9:30 p.m. CAT-103

PHO-326 Digital Photography: Beyond the Basics 1.8 CEUs

This continuation class is designed for digital SLR camera owners who have started using the manual modes (aperture priority, shutter priority or manual) and who want to learn more and take their photography a step further. You will be shown how to fine tune exposure and focus, and introduced to the more advanced settings to get the most out of your camera and grow your photography. 5 sessions, $250* (includes a $125 lab fee)

87469 TTh 5/5-5/19 6:30-9:30 p.m. CAT-105

PHO-340 Adobe Photoshop Elements 12: Part 1 1.2 CEUs

Tired of red eyes in your photos? Then this is the course for you. Adobe Photoshop Elements 12 is the #1 selling consumer photo-editing software. In this course, the first of a three-part series, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $55 lab fee)

92467 TTh 7/7-7/16 6:30-9:30 p.m. CAT-105

PHO-341 Adobe Photoshop Elements 12: Part 2 1.2 CEUs

This is the second course in the three-part series on Adobe Photoshop Elements 12, the #1 selling consumer photo-editing software. In this course, you will be taught how to use the advanced features of the software, including layers and masks. Students are required to bring a USB portable drive to each class. Note: $20 fee for printed materials payable to the instructor at the first class. 4 sessions, $165* (includes a $55 lab fee)

92468 TTh 7/28-8/6 6:30-9:30 p.m. CAT-105

PHO-321 Introduction to Photoshop CS6 2.4 CEUs

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two-part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 8 sessions, $288* (includes a $50 lab fee)

92483 TTh 6/30-7/23 6:30-9:30 p.m. CAT-103

PHO-331 Introduction to Photoshop CS6 2.4 CEUs

Create powerful images with the professional standard Adobe Photoshop CS6 using the MAC platform. This is the first course in a two-part series designed for professional photographers or hobbyists who want their images to have that professional look. This software redefines digital imaging with powerful new photography tools and breakthrough capabilities for complex image selections, realistic painting, and intelligent retouching. Students must have basic computer skills. Students are required to bring a USB portable drive to each class. No text required. 12 sessions, $130* (includes a $65 lab fee)

92615 WF 5/13-7/3 online E2GO
92627 WF 6/17-8/7 online E2GO
92630 WF 7/15-9/4 online E2GO
92632 WF 8/12-10/2 online E2GO

PHO-322 Advanced Photoshop CS6 2.4 CEUs

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

92484 TTh 7/28-8/20 6:30-9:30 p.m. CAT-103

CRE-349 Exploring Digital Photography: An Online Class 2.4 CEUs

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

92650 WF 5/13-7/3 online E2GO
92654 WF 6/17-8/7 online E2GO
92657 WF 7/15-9/4 online E2GO
92659 WF 8/12-10/2 online E2GO

PHO-324 Introduction to Lightroom 4 2.4 CEUs

This continuation class is designed for professional photographers and graphic designers. In this course, you will learn that 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)

92663 WF 5/13-7/3 online E2GO
92668 WF 6/17-8/7 online E2GO
92665 WF 7/15-9/4 online E2GO
92670 WF 8/12-10/2 online E2GO
**PUBLIC SAFETY AND SECURITY PROTECTION**

### SECURITY

301-546-0175 or policeacademy@pgcc.edu

#### SEEKING CANDIDATES TO BECOME POLICE OFFICERS

Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 26-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

**Admission Requirements**

Police Academy candidates must meet the following minimum requirements:

1. Be at least 21 years old upon graduation from the academy
2. Be a U.S. citizen
3. Be a high school graduate or have a GED® recognized by the State of Maryland
4. Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
5. Have a driving record with no more than three points and no serious or repeated traffic offenses
6. Pass a physical examination and a drug screening test. Authorize a complete background investigation
7. Present three letters of reference

In addition, the candidate must be able to:

1. Pay a $170 nonrefundable processing fee that must accompany the application (if accepted into the academy, this fee will be applied to tuition) plus tuition and fees of $4,000.
2. Successfully complete all physical training requirements
3. Attend the full academy program in its entirety. Financial aid may be available for qualified applicants, and the academy is approved for veterans’ benefits. Students may also earn up to 18 credits toward an academic degree. Classes are now forming for upcoming orientation sessions.

**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. Contact the above phone number or e-mail for Prince George’s Community College Security Officer Training Academy to receive an application and information. Text required: Practical Security Strategies and Emerging Trends. 20 sessions, $353* (includes a $68 lab fee)

**PHO-325 Mastering Your Digital SLR Camera**

2.4 CEUs

In this course, you will be taught how to take control of your digital SLR camera. Learn about the many features, controls, and lenses for this kind of photography. You will also be taught about metering, exposure compensation, managing aperture, shutter speed and ISO 180.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>92672</td>
<td>WF</td>
<td>5/13-7/3</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92675</td>
<td>WF</td>
<td>6/17-8/7</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92678</td>
<td>WF</td>
<td>7/15-9/4</td>
<td>online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>92681</td>
<td>WF</td>
<td>8/12-10/2</td>
<td>online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

CERTIFICATION PREPARATION, REAL ESTATE SALES LICENSURE
The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George’s Community College offers one 60-hour course to meet this requirement.

The Maryland Real Estate Commission requires students to attend all hours of each commission-approved course. A student who arrives late, leaves early or misses a session will be required to make up the time in 3 hour time slots.

There will be no exceptions. For more information visit the Maryland Real Estate Commission’s website at www.dllr.state.md.us/license/mrec. Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson licensing exam.

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

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

Appraisal Certification Preparation, Real Estate Appraisal Licensure
Effective Jan. 1, 2008, a trainee license can be obtained upon completion of 75 hours of training. (RES-403 and RES-400)

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

PROPERTY AND CASUALTY

RES-305 Real Estate Principles and Practices for Salespersons
This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100% attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read chapters one to four before the first class session. Meets concurrently with credit course BRE-1030. Text required at first class. 20 sessions $595* (includes a $65 lab fee)

93830 TTh 6/2-8/6 6:30-9:30 p.m. Largo

SPORTS AND GAMES

SPORTS

ATH-352 Bowling
A game played by rolling a ball down a wooden floor (alley) in order to knock down a triangular group of ten pins. Meets concurrently with credit course PED-1030. Fees set by lanes. 5 sessions, $265

92492 T 6/2-6/30 12:30-3:30 p.m. Largo

ATH-329 Golf for Beginners
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 9 sessions, $300

92490 MW 6/1-6/29 5-8:15 p.m. CE-117

INSPIRE.

Ibrahim Onafeko
General Studies
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 the 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 students 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 the first day of class. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

OCC-406 Auto Technician: Heating and Air Conditioning 3.2 CEUs
Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-423 Auto Technician: Automatic/Manual Transmission and 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)
OCC-424 Auto Technician: Steering and Suspension 3.2 CEUs
This course is designed to introduce the student to automotive steering and suspension basics, as well as the troubleshooting diagnosis and repair procedures used by today’s automotive technicians. Upon successful completion of this course students will understand the important theory of steering and suspension systems, and the function of each system component. Students will be taught to identify steering problems by visually inspecting the condition of the steering and suspension system and will perform two and four wheel alignments using laser guided equipment to make necessary adjustments. Note: located at Advance Your Technology (AYT3) Auto Clinic, 15005 Marlboro Pike, Upper Marlboro, MD 20772. $20 shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

OCC-437 Auto Technician: Diesel Engine Theory and Maintenance 3.5 CEUs
This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will be taught about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, engine repair for common engine failures. Topics include an 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)

OCC-405 Auto Technician: Auto Body Repair and Refinishing 4.0 CEUs
Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: located at Advance Your Technology (AYT) Institute, 5700 Kirby Rd, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

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)
### COMMERCIAL DRIVER LICENSE: CLASS A AND B
443-518-4172 or tdi@pgcc.edu

<table>
<thead>
<tr>
<th>CONTINUING EDUCATION</th>
</tr>
</thead>
</table>

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

According to the US Department of Labor, Bureau of Labor Statistics, overall employment of truck drivers and driver/sales workers is expected to grow 9% over the 2008–18 decade. As the economy grows, the demand for goods will increase, which will lead to more job opportunities. Because it is such a large occupation, 291,900 new jobs will be created over the 2008–18 period. That means excellent employment opportunities for you as a tractor-trailer or smaller commercial vehicle driver!

Prince George's Community College offers programs for both Class A (tractor-trailer) and class B (straight trucks, passenger and school buses, dump and concrete mixer trucks, and utility vehicles) licensing. Courses include classroom instruction, hands-on training, license testing, and job placement assistance.

#### Class A Admission Requirements:
1. A student must:
2. Be 21 years of age or older;
3. Possess a valid Non-Provisional Driver's License from Maryland;
4. Pass a Department of Transportation (DOT) physical and drug screen; and
5. Obtain a CDL Class A Learner's Permit.

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

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

#### CDL-315 Commercial Driver License: Learner’s Permit Preparation
This course will prepare students for the Maryland MVA CDL Class-A or B Commercial Driver's license knowledge permit test. The seven hour course will cover the following topics: general knowledge, air brakes, transporting passengers, school bus and combination vehicles. It is recommended that students get a Commercial Driver License Manual at the local Motor Vehicle Administration (MVA) office and read sections 1-6 & 10 prior to start of class. Instructor: Aaron Moore. 2 sessions, $80*

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>92419</td>
<td>WF</td>
<td>6/24-6/26</td>
<td>6–9:30 p.m.</td>
<td>LCC-205</td>
</tr>
<tr>
<td>92420</td>
<td>WF</td>
<td>8/19-8/21</td>
<td>6–9:30 p.m.</td>
<td>LCC-205</td>
</tr>
</tbody>
</table>

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

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

#### CDL-316 Commercial Driver’s License: Class A Part-1 (Theory)
This is part one of a three part course. Students who register for this course must also register for CDL-317 (part-2) and CDL-318 (part-3). This course is designed to cover the basic operational knowledge and skills necessary for a CDL Class-A license. Students will review the requirements of the Federal Motor Carriers Safety Regulations and how the law has improved highway safety through mandatory enforcement. Other topics will include trip planning, map reading, cargo documentation, log books, vehicle inspection and malfunctions, handling hazardous material, and other operational matters. $1265* (includes a $1137 vehicle fee.)

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

---

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
CDL-317 Commercial Driver’s License: Class A Part 2 (Range & Road) 7.5 CEUs
Students who register for this course must also register for CDL-316 (part-1) and CDL-318 (part-3). Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license exam. Skills practiced will include parallel parking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. $1265* (includes a $1137 vehicle fee.)

CDL-318 Commercial Driver’s License: Class A Part 3 (Advanced Skills)
Students who register for this course must also register for CDL-316 (part-1) and CDL-317 (part-2). This course is designed to teach advanced range and road skills as the student prepares to take the MVA Commercial Driver, Class-A exam for licensure. Students learn advanced backing and parking maneuvers, up and down shifting, and safe operation principles. Also included are review of pre-trip inspection, highway and roadside sign identification and on road safety practices. Practice exams are also included to ensure student knowledge and skill preparation for licensing exam. 1265* (includes a $1137 vehicle fee.)

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

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, (LDS) an MVA Certified Driver Education Program provider that utilizes the college as a branch location. Linnel will forward completion information and other records to the MVA as required by Maryland statute. 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)

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

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

OSHA FORKLIFT CERTIFICATION
A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Exam-ples 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)(i). 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

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

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) requires that lift-truck operators be trained under specified guidelines. To register, a students must be 18 years of age or older. 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. Practical training (part two) includes 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 an OSHA certificate and wallet card at the successful completion of the class. Lunch provided. 1 session, $120* (includes a $85 lab fee)

Note: Please call 443-518-4172 for schedule dates and information.
Department of Labor (DOL) – Occupational Outlook Handbook states the following:

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

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

**Job Outlook**
Employment of construction equipment operators is projected to grow 19% from 2012 to 2022, faster than the average for all occupations. Spending on infrastructure should generate many new jobs for construction equipment operators. Workers who can operate multiple types of equipment should have the best job opportunities.

---

**HEO-307 Skid Steer Operator Certification**
1.2 CEUs
This OSHA certified course introduces students to the fundamentals of safely operating a skid steer loader vehicle. Topics include Introduction to skid steers, general safety precautions, safe operating procedures, handling emergency situations and driver evaluations. Students will be taught how to identify vehicle controls and safety features, perform a pre-operation vehicle inspection, and demonstrate component identification. Also included is a review of OSHA federal requirements, vehicle operating techniques and load moving and handling. Note: students are required to wear steel toe shoe or boot. 2 sessions, $275 (includes a $200 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93994</td>
<td>MT</td>
<td>8/10-8/11</td>
<td>8 a.m.-3:30 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>93995</td>
<td>MT</td>
<td>8/17-8/18</td>
<td>8 a.m.-3 p.m.</td>
<td>WTC</td>
</tr>
</tbody>
</table>

---

**INNOVATE.**

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

MOTORCYCLE SAFETY

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

Quality Motorcycle Training for over 30 Years
Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF).

Successful motorcycling is not just a matter of being careful and having good instincts; it requires specialized knowledge, skills, techniques, and strategies.

If you have never ridden, are self-taught or have learned from friends, you will benefit from our professional training.

About The Courses
Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a Department of Transportation (DOT)-certified helmet that completely covers the ears and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine. Water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

To get the maximum benefit from Prince George’s Community College’s Motorcycle Safety Program, students may want to consider taking the Basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics and Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

Class M Licensing
Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion. This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required if you wish to legally ride motorcycles on public roads. Out-of-state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing. Students who successfully complete the BRC, ABRC or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

Policies
In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must comply with the following Maryland Motor Vehicle Administration’s policies: Students must report to all classes promptly at the stated time and must attend all sessions. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program.

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

Refund Policy
College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.
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 complete an MVA-required eCourse, and 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. 4 sessions, $320* (includes a $35 lab fee)

90801 M 5/4-5/4 6:30-8:15 p.m. CE-124
F 5/8-5/8 6:30-8:15 p.m. CE-124
S 5/9-5/9 7:45 a.m.-5 p.m. CE-124
Su 5/10-5/10 7:45 a.m.-4 p.m. CE-124

90804 M 5/11-5/11 7:30 a.m.-12 p.m. CE-124
M 5/15-5/15 7:30 a.m.-2:30 p.m. CE-124
T 5/19-5/19 7:30 a.m.-12 p.m. CE-124
W 5/20-5/20 7:30 a.m.-2:30 p.m. CE-124

90803 M 5/11-5/11 6:30-8:15 p.m. CE-124
F 5/15-5/15 6:30-8:15 p.m. CE-124
S 5/16-5/16 7:45 a.m.-5 p.m. CE-124
Su 5/17-5/17 7:45 a.m.-4 p.m. CE-124

90802 T 5/12-5/12 5:45-9:15 p.m. CE-124
M 5/16-5/16 5:45-9:15 p.m. CE-124
T 5/19-5/19 5:45-9:15 p.m. CE-124
W 5/20-5/20 5:45-9:15 p.m. CE-124
Th 5/21-5/21 5:45-9:15 p.m. CE-124
(5 sessions)

90805 M 5/18-5/18 6:30-8:15 p.m. CE-124
F 5/22-5/22 6:30-8:15 p.m. CE-124
S 5/23-5/23 7:45 a.m.-5 p.m. CE-124
Su 5/24-5/24 7:45 a.m.-4 p.m. CE-124
**OCC-419 Motorcycle Alternate Basic Rider Course**  
0.7 CEU  
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)  
92863 S 5/2-5/2 7:30 a.m.-3 p.m. CE-124

**OCC-354 Basic Motorcycle Maintenance**  
2.4 CEUs  
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening session course will help the beginner understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include pre-ride safety inspection maintenance schedules 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*  
92417 TW 8/11-8/12 6-9 p.m. CE-124

**OCC-376 Motorcycle Mechanics and Repairs**  
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, and chain adjustment and replacement. Text required: How to Repair Your Motorcycle by Charles Everitt, 2007 (see instructor on first day of class).  
8 sessions, $265 (includes a $40 lab fee)  
92418 TW 8/25-9/16 6-9 p.m. WTC

**SMALL GAS ENGINES**  
301-546-0062 or tdi@pgcc.edu

**OCC-316 Small Gas Engine**  
2.4 CEUs  
This course covers the basic principles of small engine operation and service from engine theory to troubleshooting and failure analysis. It explains the why in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green.  
7 sessions, $270* (includes a $30 lab fee)  
89301 MW 5/4-5/27 6-9:30 p.m. AB  
92435 MW 8/17-9/9 6-9:30 p.m. AB

**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.
TRAVEL BUSINESS AND SALES

TRAVEL
301-546-0797 or 301-546-5299

CONTINUING EDUCATION CERTIFICATE, TRAVEL SERVICES
PGCC's Business Owners' Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provides the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

- BUS-343 Getting into the Travel Business
- BUS-394 Destination Awareness: The Discovery Series
- BUS-446 Travel Industry Basics for Starting Your Own Small Business
- BUS-447 Geography: It's Your Business to Know Destinations
- BUS-510 Computer Skills to Build Your Travel Business
- BUS-361 Sales and Marketing Techniques for Travel
- BUS-362 Package Your Tours and Cruises for Profit Potential
- BUS-381 Grow Your Cruise Business

Proudly supported by Greenbelt Travel Services!

Home to many of the graduates of this program as Independent Contractors.
Home to Certified Travel Consultants (CTC) & Certified Travel Agents (CTA)

Member of Cruise Line International (CLIA)
- Master Cruise Counselor (MCC)
- Accredited Cruise Counselor (ACC)
- Luxury Cruise Counselor (LCC)

Certified Sandals & Beaches Specialists
AM Resorts Master Agents
Aussie Specialist
Jamaica Travel Specialists

THE TAP (TRAVEL AGENT PROFICIENCY) TEST
For many individuals, the Travel Agent Proficiency or TAP test is the first step towards professional recognition. Often included at the end of entry-level training programs, the TAP test allows candidates to demonstrate that they have mastered the basics of the travel industry – selling skills, basic geography, and the items/products sold by travel counselors.

The TAP test is a proctored* test consisting of 100 multiple-choice questions. Candidates are given two hours to complete the test.

The national TAP Test is a basic competency test that measures the entry-level knowledge of travel professionals within all aspects of the travel industry. The Travel Institute (formerly JICTA) and the American Society of Travel Agents (ASTA) developed this test to provide a national standard of excellence for entrants into the travel industry. Let the TAP Test be your compass to a career in the travel industry!

Passing the TAP Test will:
- increase your competitive edge.
- reduce the work experience requirement for the CTA designation by six months providing you with the opportunity to earn your professional certification within one year.

The TAP Test is a closed-book proctored test.

For more details, email vicki@greenbelttravel.com.
Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt MD. 20770
BUS-361 Sales and Marketing Techniques for Travel 0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $60*

92358 T 5/19–5/26 7–10 p.m. GTSV

BUS-362 Package Your Tours and Cruises for Profit 0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? How 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*

92359 T 6/2–6/16 7–10 p.m. GTSV

BUS-361 Grow Your Cruise Business 0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges? How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. 2 sessions, $60*

92361 T 6/25–6/30 7–10 p.m. Largo

BUS-510 Computer Skills to Build Your Travel Businesses 0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a broadband card with wireless connection. Prerequisites: BUS-446: Travel Industry Basics and BUS-447: Geography (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

88557 T 5/5–5/12 7–10 p.m. GTSV

BUS-580 Optimizing Your Travel Experience
You’ve decided on your travel destination, whether it is across a state line or country border. Now you need to plan your itinerary with the goal of being safe and gaining a positive memorable experience. Learn how travelers can take a proactive approach to minimize impacts that have been known to ruin a trip, while optimizing their travel. Travel Checklist includes the following and more: destinations (know before you go), situational awareness, preparation mobility (using technology), adding value with membership benefits, and top travel tips. Instructor: Darryell Fortier, CGTP, CGTE. 1 session, $30

93568 T 7/7–7/7 6:30–9:30 p.m. Largo

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 301-546-0576 or visit www.pgcc.edu/go/veteransupwardbound.

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

CONTINUING EDUCATION CERTIFICATE, VETERINARY ASSISTANT

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

Prerequisites:

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

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

• VET-313. Preparation for the Veterinary Assistant Training Course Series (Required)
• VET-300. Veterinary Assistant I: Outpatient Care
• VET-301. Veterinary Assistant II: Diagnostics and Pharmacy
• VET-310. Veterinary Assistant III: Patient Care and Treatment
• VET-311. Veterinary Assistant IV: Surgery, Anesthesia, and Emergency Care

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

Note: The Veterinary Assistant program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled. Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

It is recommended that you attend a free VET-400 Veterinary Assistant Orientation.

OWL ALERT

REGISTER NOW

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

Visit www.pgcc.edu/go/owlalert
VETERINARY ASSISTANT TRAINING
301-546-0878
or wdcuhealthcare@pgcc.edu

VET-400 Veterinary Assistant Orientation
This free orientation is a must-attend for those interested in learning more about the veterinary assistant field, job environment, program prerequisites and requirements.
1 session

92383 T 6/2–7/7 3–4 p.m. Largo
1 session

92384 T 8/11–8/11 3–4 p.m. Largo

VIDEOGRAPHY

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

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

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

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

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

VIDEOMETRY

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)

92485 M 6/1–7/13 6–9 p.m. CAT-137
3 sessions, $240* (includes a $80 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 YouTube and/or a personal Wiki. Prerequisite: VID-308: Videography: Part 1.
7 sessions, $255* (includes a $55 lab fee)

92486 M 7/20–8/19 6–9 p.m. CAT-137

VID-336 Digital Storytelling 1.8 CEUs
This course provides hands-on training in basic skills for producing digital stories using photos, video, graphics, music and narration. Participants will explore innovative web tools and multimedia applications to create short three to five-minute digital stories for personal, organizational or educational use. The course includes an introduction to script writing, selecting and preparing images, audio and video recording, and using editing software to integrate images and audio. This course is ideal for individuals interested in creating a digital story about their life or family; organizations interested in producing a compelling story about their cause or mission; and for educators interested in creating academic content for teaching and learning. Participants will write their own script, record their narration, and utilize still images, video and music to produce their own digital stories. Through the use of guided computer tutorials and instructor support, participants will be able to edit their own stories on Mac computers. Participants will be emailed materials prior to the workshop to assist them in preparation, including suggestions about scripts, image selection and use of video clips. Prerequisite: basic computer knowledge, Mac preferred, (including Internet use), ability to navigate computer files and folders and ability to use basic word processing programs.
3 sessions, $240* (includes a $80 lab fee)

92442 Su 7/12–7/26 9:30 a.m.–4 p.m. CAT-103

APPLE

PRINCCE GEORGE’S COMMUNITY COLLEGE HAS BEEN DESIGNATED AS AN APPLE AUTHORIZED TRAINING CENTER.
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 and convenient classes

You can become certified as an Apple Certified Pro who 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!

We also offer fun and creative courses so everyone can learn to use all the great features of MAC OS X and Apple’s sophisticated site of applications. Check out our other MAC courses such as iPad and Mac.

APP-400 Apple End User Certification Exam
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. 1 session, $175 (includes a $75 lab fee)

92469 F 5/29–5/29 6:30–9:30 p.m. CAT-137
92472 F 6/26–6/26 6:30–9:30 p.m. CAT-137
92473 F 7/24–7/24 6:30–9:30 p.m. CAT-137
92474 F 8/14–8/14 6:30–9:30 p.m. CAT-137

Prince George’s Community College ● Transforming Lives ● 301-546-7422 ● www.pgcc.edu
**FINAL CUT PRO**  
301-546-0873 or itcerts@pgcc.edu

**APP-352 Final Cut Pro X**  
3.6 CEUs  
Final Cut Pro X is a revolutionary video editing application that makes it possible for beginners and experienced users to produce professional-quality videos. 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. Prerequisites: knowledge of OS X and basic computer navigation. Basic knowledge of editing terminology is highly recommended. **12 sessions, $605* (includes a $150 lab fee)**  
92470  TTh  5/19–6/25  6:30–9:30 p.m.  CAT-137

**MOTION**  
301-546-0873 or itcerts@pgcc.edu

**APP-406 Introduction to Motion 5**  
3.0 CEUs  
Create brilliant titles, transitions, effects, and more with Motion 5, the motion graphics companion to Final Cut Pro X. This hands-on course starts with motion graphics fundamentals and moves into compositing, animation, and the world of 3D. Explore new intelligent templates to quickly and flexibly create high-quality effects, titles, transitions, and generators; create rigs to adjust related parameters with a single control. Topics include creating Smart Motion Templates and publishing them to Final Cut Pro X, creating parameter rigs to quickly adjust related parameters with a single control, understanding behavior-based animation, using keyframes to create animation, creating content with generators, shapes and paint strokes, stabilizing and tracking media, animating cameras and using advanced 3D features. **12 sessions, $605* (includes a $150 lab fee)**  
92471  TTh  7/7–8/13  6:30–9:30 p.m.  CAT-137

**YOUTH**

**SUMMER PROGRAMS**  
301-546-0120 or 301-546-0158

**YTH-470 Minecraft Coders and Designers**  
If you love the game Minecraft, but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3-D models using new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in teams for most of the program. **10 sessions, $220 (includes a $150 lab fee)**  
90446  MTWThF  7/6–7/17  12:30–3:30 p.m.  Largo

**SKB-591 Math Review**  
This course on the math portion of the SAT and on reviewing concepts learned during the previous school year. Topics may include measurement, geometry, proportion and percent, statistics, probability, factoring, rational numbers, and pre-algebra. Materials needed: graphing calculator. **10 sessions, $95* (includes a $40 lab fee)**  
90264  MTWThF  7/6–7/17  11:15 a.m.–12:45 p.m.  JHES

**YTH-443 Language Arts Middle**  
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause and effect, important details, main idea, sequencing, author’s purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, and punctuation usage. **10 sessions, $150 (includes a $50 lab fee)**  
90240  MTWThF  7/6–7/17  8:30–11:30 a.m.  Largo

**SKB-729 IT Fundamentals**  
CompTIA Strata (IT Fundamentals) is for students who desire to learn more about a career in Information Technology (IT), and/or students who are interested in pursuing an IT education and wish to have a deeper understanding of technology. With this basic understanding of personal computer (PC) and networking fundamentals made possible by Strata (IT Fundamentals) training, students will have confidence to pursue more advanced skills certifications, and have a valuable credential to prove to prospective employers that they’re ready to enter the IT workforce. **20 sessions, $230* (includes a $50 lab fee)**  
89425  MTWThF  7/6–7/31  8:30–11 a.m.  JHES

**YTH-467 IT Fundamentals**  
CompTIA Strata (IT Fundamentals) is for students who desire to learn more about a career in Information Technology (IT), and/or students who are interested in pursuing an IT education and wish to have a deeper understanding of technology. With this basic understanding of personal computer (PC) and networking fundamentals made possible by Strata (IT Fundamentals) training, students will have confidence to pursue more advanced skills certifications, and have a valuable credential to prove to prospective employers that they’re ready to enter the IT workforce. **20 sessions, $230 (includes a $50 lab fee)**  
89424  MTWThF  7/6–7/31  8:30–11 a.m.  JHES

**YTH-464 Baking for Kids: Cupcakes and Cakes**  
Eating cupcakes and cakes is fun, but they taste much better if you decorate them yourself. Learn how to decorate cupcakes and cakes with fun and pizzazz. Make your own icing, and learn a few techniques using pastry bags and decorating tips. **5 sessions, $95 (includes a $50 lab fee)**  
89265  MTWThF  7/6–7/10  12:30–3:30 p.m.  Largo

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
### YTH-462 Video Game Design
During the first week of class, students will create their video game in this one-of-a-kind class that shows you the crucial keys to designing a 2-D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we’ll explore as you learn how to really get into the game because you made it yourself! During the second week of class, create your own LEGO universe, characters, and adventures in an interactive 2-D video game. Everyone is welcome in this one-of-a-kind program. At the end of the program, leave with a LEGO 2-D game that can be shared with friends and family via your own section of our website. No prior experience necessary just a desire to have fun. Student-created games will be available on a password-protected Black Rocket website to share with friends and family. Games are only compatible on PC computers. Mac versions can be created after the program for a $15 conversion fee. Offered in cooperation with Black Rocket Productions, LLC.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88569</td>
<td>MTWThF 7/13–7/17 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88664</td>
<td>MTWThF 7/6–7/7 11:15 a.m. -12:45 p.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88571</td>
<td>MTWThF 7/13–7/17 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### SKB-590 Culinary Arts
This is an introductory food production class for youth interested in the culinary industry and food production. Topics include: the theories and methods of cooking, vocabulary safe and sanitary kitchen practices. Production items will include: vegetables, starches, stocks, soups, egg cookery, beef, pork and poultry items. Utilizing recipes and techniques are presented in class. **20 sessions, $230** (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88561</td>
<td>MTWThF 7/6–7/31 8:30–11 a.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-463 Urban Art
Explore the use and purpose of art in expressing city life in a variety of media. Use visual art to impact and improve the quality of your schools, neighborhoods and communities; and learn how murals are used to communicate positive affirmation within your direct community. Students will examine architecture, graffiti-style cartoons, murals, sidewalk art and grand monuments. Learn about urban artists like, Jacob Lawrence, Romare Bearden, Diego Rivera, and David Macaulay. Through drawings, paintings, and illustrations, you will learn the method and technique of creating the illusion of distance and depth in order to demonstrate a 2 dimensional perspective drawing with positive affirmation and messages. Learn how linear lines, vertical lines, horizontal lines, and vanishing points are intertwined with visual art concepts. Students will experience the inter-relationship between art and math in creating architectural drawings and illustrations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88570</td>
<td>MTWThF 7/6–7/17 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-466 Lego Video Games
Combine your two favorite activities: LEGO’s and Video Games! In this hybrid program, create your own LEGO universe, characters, and adventures in an interactive 2-D video game. Everyone is welcome in this one of a kind program. At the end of the program, students will leave with a 2-D game that can be shared with friends and family via your own section of our website. No prior experience is necessary and students do not need to own a smart phone or tablet to take the class. Offered in cooperation with Black Rocket Productions, LLC.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88664</td>
<td>MTWThF 7/6–7/7 11:15 a.m.-12:45 p.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-470 Minecraft Coders and Designers
If you love the game Minecraft, but always wanted to design your own characters and buildings for your games this class is for you! Learn the basics of creating 3-D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in teams for most of the program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90075</td>
<td>MTWThF 7/13–7/17 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>90447</td>
<td>MTWThF 7/20–7/31 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-301 Extended Day Activities
Students enrolled in full-day camps can begin and end the day by creating arts and crafts projects, playing board and word games or watching a video. **10 sessions, $105** (includes a $55 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88652</td>
<td>MTWThF 7/6–7/7 3:30–6 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-377 Spanish
Buenos dias, amigo? Enjoy the experience of learning another language. Focus will be on key Spanish words and phrases and the Spanish culture. This class can be used as a refresher for some students and as a beginning course for students with no previous Spanish experience. **5 sessions, $75** (includes a $35 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88656</td>
<td>MTWThF 7/6–7/10 12:30-3:30 p.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-460 Math Review
This course will focus on the math portion of the SAT and will also focus on reviewing concepts learned during the previous school year. Topics may include measurement geometry proportion and percent statistics and probability factoring and rational expressions; functions, graphing and systems of equations. Experience with graphing calculator. **10 sessions, $95** (includes a $40 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88666</td>
<td>MTWThF 7/6–7/7 11:15 a.m.-12:45 p.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-365 Photography
In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will be introduced to composition and lighting, digital pixel displays of images and controlling the composition of depth and Photoshop Elements. Please bring your own camera to class. **5 sessions, $75** (includes a $35 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88598</td>
<td>MTWThF 7/6–7/10 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-439 Culinary Arts
This is an introductory food production class for culinary students or students who just like the kitchen. Topics include the theories and methods of cooking, vocabulary and the development of safe and sanitary kitchen practices. Production items may include vegetable and starch preparation, stocks and soups, beef, pork and poultry items. **20 sessions, $230** (includes a $100 lab fee)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88560</td>
<td>MTWThF 7/6–7/31 8:30–11 a.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-476 Minecraft Coders and Designers
Students will work in teams for most of the program. Leave with a LEGO 2-D game that can be shared with friends and family via your own section of our website. No prior experience necessary just a desire to have fun. Student-created games will be available on a password-protected Black Rocket website to share with friends and family. Games are only compatible on PC computers. Mac versions can be created after the program for a $15 conversion fee. Offered in cooperation with Black Rocket Productions, LLC.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88569</td>
<td>MTWThF 7/13–7/17 12:30–3:30 p.m. Largo</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-468 Lego Video Games
Combine your two favorite activities: LEGO’s and Video Games! In this hybrid program, create your own LEGO universe, characters, and adventures in an interactive 2-D video game. Everyone is welcome in this one of a kind program. At the end of the program, students will leave with a 2-D game that can be shared with friends and family via your own section of our website. No prior experience is necessary and students do not need to own a smart phone or tablet to take the class. Offered in cooperation with Black Rocket Productions, LLC.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88560</td>
<td>MTWThF 7/6–7/31 8:30–11 a.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>

### YTH-469 Lego Video Games
Combine your two favorite activities: LEGO’s and Video Games! In this hybrid program, create your own LEGO universe, characters, and adventures in an interactive 2-D video game. Everyone is welcome in this one of a kind program. At the end of the program, students will leave with a 2-D game that can be shared with friends and family via your own section of our website. No prior experience is necessary and students do not need to own a smart phone or tablet to take the class. Offered in cooperation with Black Rocket Productions, LLC.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>88563</td>
<td>MTWThF 7/6–7/7 11:15 a.m.-12:45 p.m. JHES</td>
<td></td>
</tr>
</tbody>
</table>
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Code</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
<th>Tuition &amp; Lab Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH-448 Math: Basic Math</td>
<td>90251</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>10 sessions, $150 (includes a $50 lab fee)</td>
</tr>
<tr>
<td>YTH-449 Math: Pre-Algebra</td>
<td>90252</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>10 sessions, $150 (includes a $50 lab fee)</td>
</tr>
<tr>
<td>SKB-592 Language Arts/Writing Review</td>
<td>88567</td>
<td>MTWThF</td>
<td>7/20–7/24</td>
<td>Largo</td>
<td>5 sessions, $90 (includes a $40 lab fee)</td>
</tr>
<tr>
<td>YTH-454 Math: Basic Algebra</td>
<td>90253</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>10 sessions, $150 (includes a $50 lab fee)</td>
</tr>
<tr>
<td>YTH-461 App Attack! Make Your First Game App</td>
<td>88708</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>10 sessions, $150 (includes a $50 lab fee)</td>
</tr>
<tr>
<td>YTH-469 App Adventures</td>
<td>89426</td>
<td>MTWThF</td>
<td>7/27–7/31</td>
<td>Largo</td>
<td>5 sessions, $110</td>
</tr>
<tr>
<td>YTH-446 Language Arts/Writing Review</td>
<td>88562</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>JHES</td>
<td>$30 lab fee</td>
</tr>
<tr>
<td>YTH-328 So You Want to Be a Lawyer?</td>
<td>90451</td>
<td>MTWThF</td>
<td>7/27–7/31</td>
<td>Largo</td>
<td>10 sessions, $110 (includes a $75 lab fee)</td>
</tr>
<tr>
<td>YTH-460 Introduction to Jewelry Design</td>
<td>88653</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>3:30–6 p.m.</td>
</tr>
<tr>
<td>YTH-301 Extended Day Activities</td>
<td>88653</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>3:30–6 p.m.</td>
</tr>
<tr>
<td>YTH-460 Introduction to Jewelry Design</td>
<td>88653</td>
<td>MTWThF</td>
<td>7/20–7/31</td>
<td>Largo</td>
<td>3:30–6 p.m.</td>
</tr>
<tr>
<td>YTH-354 Line Dance-More Movin’ and Groovin’ (Grades 2-5)</td>
<td>88262</td>
<td>MTWThF</td>
<td>7/27–7/31</td>
<td>Largo</td>
<td>12:30–3:30 p.m.</td>
</tr>
</tbody>
</table>
YTH-369 Academic Survival Skills
What makes one person a success and another person a failure? What does the future hold for you? What are your dreams? If you are entering or in middle school, these are your most important and challenging times. We’ll show you how to use your brain your personal computer to answer these questions and more. 5 sessions, $75 (includes a $25 lab fee)

YTH-321 Art: Painting (Grades 2-5)
Explore and learn to create colorful landscapes on 12”x18” drawing paper using pencils and tempera paint. 5 sessions, $75 (includes a $25 lab fee)

CMP-304 How to Start a Small Business
This course designed for teenagers to learn how to start and maintain your own small business so you can "Be Your Own Boss". This National Foundation for Teaching Entrepreneurship, Inc. (NFTE), program will introduce youth to the principles of entrepreneurship, business, profit and money. Prerequisite: reading proficiency. 10 sessions, $200* (includes a $100 lab fee)

YTH-432 Math : Elementary
This class will focus on relationships and computation within, geometry, measurement, statistics, probability and algebra patterns and functions. All topics are a review of concepts learned during the previous school year. 10 sessions, $150 (includes a $50 lab fee)

YTH-330 Veterinarian
Explore animal behavior, duties of a vet, and how to care for pets. Learn tricks and tips on grooming and feeding pets and how to be a responsible pet owner. 5 sessions, $75 (includes a $25 lab fee)

YTH-369 Academic Survival Skills
What makes one person a success and another person a failure? What does the future hold for you? What are your dreams? If you are entering or in middle school, these are your most important and challenging times. We’ll show you how to use your brain your personal computer to answer these questions and more. 5 sessions, $75 (includes a $25 lab fee)

YTH-321 Art: Painting (Grades 2-5)
Explore and learn to create colorful landscapes on 12”x18” drawing paper using pencils and tempera paint. 5 sessions, $75 (includes a $25 lab fee)

YTH-432 Math : Elementary
This class will focus on relationships and computation within, geometry, measurement, statistics, probability and algebra patterns and functions. All topics are a review of concepts learned during the previous school year. 10 sessions, $150 (includes a $50 lab fee)

YTH-330 Veterinarian
Explore animal behavior, duties of a vet, and how to care for pets. Learn tricks and tips on grooming and feeding pets and how to be a responsible pet owner. 5 sessions, $75 (includes a $25 lab fee)
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

**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 your schedule makes it difficult for you to attend classes, 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
- 5-digit course section identification number
- Online delivery format/location (ed2go, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 512 MB of RAM. Broadband (DSL, Cable, FiOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Mozilla Firefox, Google Chrome, Microsoft Internet Explorer, and Apple Safari, depending on the course’s delivery format. Microsoft Word is the college standard for word processing software. Multimedia (speakers and sound card) may be required in some courses.

---

**GET SET BY REGISTERING AND PAYING FOR YOUR COURSE**

Follow the instructions for the online delivery format/location of your course (E2GO, ProTrain, or Blackboard).

**E2GO**

To Register for Online Courses That Use Ed2go . . .

**STEP 1: SELECT A COURSE AT ED2GO.**
1. Go to www.ed2go.com/pgcc
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You will be able to read a description of the course, including start date and price.
4. If you decide to take the course, click the “Enroll Now” button and complete the ed2go enrollment process.
5. Please note the class section number. *

**NOTE:** Do not pay for the course at the ed2go website.

**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: 93990 for Summer 2015 courses (courses beginning in May–August)

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

If you experience any problems with registration, payment, and/or locating the course on PGC’s Owl Link, please e-mail ed2go@pgcc.edu.

---

**ProTrain (PTRN)**

To Register for Online Courses That Use ProTrain . . .

2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact westphalia@pgcc.edu for enrollment instructions.

**NOTE:** Do not enroll or pay for the course at the ProTrain website. After you have registered and paid at PGCC (see page 4), you will receive login instructions which will be e-mailed to you by ProTrain shortly before the course begins.

**Blackboard (BLBD)**

To Register for Online Courses That Use Blackboard . . .

First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

**GO! YOU’RE READY TO START YOUR COURSE!**

Follow the instructions for the online delivery format/location of your course (ed2go, ProTrain, or Blackboard).

On the start date of your course:

- ed2go
  At www.ed2go.com/pgcc, click the “My Classroom” link and login to get started.

- ProTrain
  Login using the login information sent you by ProTrain.

- Blackboard
  Login at pgcconline.blackboard.com.

**NOTE:** There is no “www” in the Blackboard address.

---

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

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

We’ve got something to interest everyone!
WHAT IF I'M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to login to your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-546-0463. 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/locations: ed2go, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-546-0463, or e-mail elearning@pgcc.edu.

NOTE: To see the dates, 5-digit course section identification numbers, and online delivery format/location of the courses, turn to the appropriate section in this Schedule.

E2GO ONLINE COURSES

See the Online Courses section on page 85 for ed2go registration details.

ACCOUNTING AND BOOKKEEPING

Accounting, page 11
- OFC-350 Accounting Fundamentals
- OFC-354 Accounting Fundamentals: Part 2
- MGT-630 Distribution and Logistics Management

Quickbooks, page 12
- DPR-406 Introduction to QuickBooks 2013

BUSINESS MANAGEMENT SKILLS

Event Planning, page 13
- BUS-558 Wow What a Great Event!

General Business Skills, page 15
- OFC-346 Administrative Assistant Fundamentals

Management and Supervisory Skills, page 15
- OFC-322 Fundamentals of Supervision and Management: Part 1

Non-Profit Management, page 16
- MGT-649 Introduction to Nonprofit Management
- VOL-332 A to Z Grant Writing

Project Management Professional Exam Prep (PMP), page 17
- MGT-626 Project Management Fundamentals
- MGT-623 Project Management Professional Certification: Prep 1
- MGT-624 Project Management Professional Certification: Prep 2
- MGT-711 Project Management Applications

Public Services, page 17
- LAW-350 Paralegal, Part 1

Small Business, page 18
- BUS-355 Start and Operate Your Own Home-Based Business
- BUS-438 Starting a Consulting Practice
- BUS-540 Start Your Own Small Business
- BUS-535 Creating a Successful Business Plan

COMPUTER AND INFORMATION TECHNOLOGY

Online Training, page 27
- DPR-393 Designing Effective Websites
- OFC-388 Keyboarding
- DPR-696 Introduction to PC Troubleshooting
- DPR-649 Wireless Networking
- DPR-431 Introduction to Networking
- DPR-591 Intermediate Networking
- DPR-719 Introduction to Windows 8
- DPR-699 Introduction to Microsoft Word 2010
- DPR-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-797 Introduction to QuickBooks 2014
- DPR-723 How to Get Started in Game Development
- 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-712 Introduction to Microsoft PowerPoint 2010
- DPR-793 Introduction to Microsoft Project 2013
- DPR-746 Introduction to Microsoft Project 2010
- DPR-479 C++ for the Absolute Beginner
- DPR-485 Creating Web Pages
- DPR-724 Introduction to Google Analytics
- DPR-717 Introduction to Dreamweaver CS6
- DPR-718 Introduction to Flash CS6
- DPR-329 Java for the Beginner
- DPR-651 Intermediate Java Programming
- DPR-540 Introduction to PHP and MySQL
- DPR-670 Introduction to PC Security
- DPR-671 Advanced Personal Computer Security
- DPR-672 Introduction to CSS and XHTML
- DPR-741 Introduction to Creating WordPress Web Sites
- DPR-766 Creating WordPress Websites 2
- DPR-765 Creating Mobile Apps with HTML
- DPR-780 Introduction to InDesign CS6
<table>
<thead>
<tr>
<th>SUMMER 2015</th>
<th>ONLINE COURSES</th>
</tr>
</thead>
</table>

**CREATIVE AND PERFORMANCE ARTS**

*Creative Writing, page 40*
- SKB-326  Write Fiction like a Pro
- SKB-386  Keys to Effective Editing
- SKB-307  The Craft of Magazine Writing
- SKB-367  Writing Your Life’s Story
- SKB-403  Travel Writing
- SKB-393  Beginner's Guide to Getting Published
- SKB-722  Beginning Writer’s Workshop
- SKB-463  Writeriffic: Creativity Training for Writers
- SKB-402  Writing for Children

*Performing Arts and Music, page 42*
- MUS-339  Music Made Easy

**EARLY CHILDHOOD EDUCATION**

*Child Care Classes, page 43*
- DCR-328  Enhancing Language Development in Childhood
- DCR-529  Teaching Pre-School: A Year of Inspiring Lessons

**EDUCATION/TEACHER TRAINING**

*Teacher Training, page 46*
- SKB-416  Survival Kit for New Teachers
- SKB-431  Strategies for Teaching Students with Autism
- SKB-616  Merrill Ream Speed Reading
- SKB-475  Creating the Inclusive Classroom
- SKB-476  Solving Classroom Discipline Problems
- SKB-477  Solving Classroom Discipline Problems 2
- DCR-323  Teaching Smarter With SMART Boards
- SKB-478  Teaching Students with Attention Deficit Hyperactivity Disorder (ADHD)
- SKB-727  Teaching Students With Learning Disabilities

**ENGLISH COMMUNICATION AND WRITING**

*Communication Skills, page 47*
- OFC-347  Grammar Refresher
- OFC-349  Keys to Effective Communication

*Writing, page 48*
- OFC-321  Effective Business Writing
- OFC-358  Fundamentals of Technical Writing
- SKB-462  Writing Essentials

*ENRICHMENT AND PERSONAL GROWTH*

*Career Planning, page 49*
- JCL-359  Resume Writing
- JCL-363  Twelve Steps to a Successful Job Search
- JCL-362  Achieving Success with Difficult People
- JCL-361  Building Teams That Work
- JCL-360  Jumpstart Your Career with LinkedIn

*Student Success, page 49*
- SKB-357  GRE Preparation, Course 1: Verbal
- SKB-358  GRE Preparation, Course 2: Quantitative
- SKB-361  Law School Admission Test (LSAT) Preparation: Course 1
- SKB-362  Law School Admission Test (LSAT) Preparation: Course 2

*Personal Finance, page 50*
- FIN-345  Introduction to Stock Options
- FIN-346  Personal Finance
- RES-325  Real Estate Investing
- FIN-340  Key to Successful Money Management

*HEALTH CARE SUPPORT*

*Caregiving, page 54*
- HES-571  Caring for Aging Parents

*Assisted Living Management, page 54*
- HES-588  Certificate in Stress Management
- HES-589  Certificate in Meditation

*Pharmacy Technician, page 55*
- HES-577  Medical Math

*Medical Billing Specialist, page 58*
- HES-354  Medical Terminology: Word Association Approach
- HES-554  Human Anatomy and Physiology: Part 1
- HES-555  Human Anatomy and Physiology: Part 2

*Medical Office Assistant, page 59*
- HES-546  Spanish for Medical Professionals
- HES-545  HIPAA Compliance

**HOME AND GARDEN**

*Home Interior, page 61*
- ENR-541  Introduction to Interior Design

**HUMAN RESOURCES AND PAYROLL MANAGEMENT**

*Electives, page 63*
- MGT-423  Leadership
- MGT-492  Employment Law

**LANGUAGE COMMUNICATION**

*Conversational Foreign Language, page 64*
- LGE-521  Speed Spanish

**PHOTOGRAPHY**

*Photo, page 65*
- PHO-331  Introduction to Photoshop CS6
- CRE-349  Exploring Digital Photography: An Online Class
- PHO-324  Introduction to Lightroom 4
- PHO-325  Mastering Your Digital SLR Camera

**PROTRAIN ONLINE COURSES**

See the Online Courses section on page 85 for ProTrain registration details.

**BUSINESS AND MANAGEMENT SKILLS**

For information about tax preparation courses, visit pgcc.theknowledgebase.org or call 301-546-0120.

**GREEN TRAINING**

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

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu
SUMMER 2015
ONLINE COURSES

BLACKBOARD ONLINE COURSES
See the Online Courses section on page 85 for Blackboard registration details.

BUSINESS MANAGEMENT SKILLS
Notary Public, page 16
GEN-363  Advanced Notarial Procedures

Small Business, page 18
BUS-582  Life After Your Business Launch: Webinar—NEW
BUS-583  Business Owners: How to Prepare for Your First Date: Webinar—NEW
BUS-584  Having a “Likeable” Business: Webinar—NEW

EARLY CHILDHOOD EDUCATION
Child Care Classes, page 43
DCR-455  Communication Skills for Child Care Professionals
DCR-510  Family Child Care Pre-Service

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.

BLACKBOARD ONLINE COURSES
See the Online Courses section on page 85 for Blackboard registration details.

EARLY CHILDHOOD EDUCATION
Child Care Classes, page 43
DCR-455  Communication Skills for Child Care Professionals
DCR-510  Family Child Care Pre-Service

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 on page 85 for Blackboard registration details.

EARLY CHILDHOOD EDUCATION
Child Care Classes, page 43
DCR-455  Communication Skills for Child Care Professionals
DCR-510  Family Child Care Pre-Service

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.
MORE ONLINE E2GO COURSES: SUMMER 2015

Prince George’s Community College offers many more online courses using the ed2go delivery format/location than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and “View Catalog.”

Advanced Grant Proposal Writing
Advanced Microsoft Excel 2010
Beginning Conversational French
Conversational Japanese
Creating jQuery Mobile Websites With Dreamweaver
Differentiated Instruction in the Classroom
Drawing for the Absolute Beginner
Easy English 1
Effective Selling
Enhancing Language Development in Childhood
Get Grants!
Grammar for ESL
Guided Reading: Strategies for the Differentiated Classroom
How to Make Money From Your Writing
Integrating Technology in the Classroom
Intermediate Microsoft Excel 2007
Intermediate Microsoft Word 2010
Intermediate Photoshop CS6
Intermediate QuickBooks 2013
Interpersonal Communication
Introduction to Adobe Edge Animate
Introduction to Biology
Introduction to Chemistry
Introduction to Guitar
Introduction to Journaling
Introduction to Microsoft Excel 2007
Introduction to Microsoft Word 2011 for Mac
Introduction to Python 2.5 Programming
Introduction to QuickBooks 2015
Introduction to Statistics
Listen to Your Heart, and Success Will Follow
Managing Customer Service
Manufacturing Fundamentals
Mastering Public Speaking
Math Refresher
Microsoft PowerPoint 2013 in the Classroom
Mystery Writing
Performing Payroll in QuickBooks 2013
Photoshop CS6 for the Digital Photographer
Photoshop Elements 11 for the Digital Photographer
Photoshop Elements 13 for the Digital Photographer
Professional Sales Skills
Publish and Sell Your E-Books
QuickBooks 2014 for Contractors
Real Estate Law
SAT/ACT Preparation - Part 1
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Six Sigma: Total Quality Applications
Spanish for Law Enforcement
Speed Spanish 3
Start Your Own Edible Garden
Starting a Nonprofit
Teaching ESL/EFL Grammar
Teaching High School Students
Teaching Math: Grades 4-6
The Analysis and Valuation of Stocks
The Differentiated Instruction and Response to Intervention Connection
Write and Publish Your Nonfiction Book
Writing the Fantasy Novel

Do you see an ed2go online course that you would like to take, but you would rather start the class in a different month?

NO PROBLEM! At your request, we will set up a class section for you that begins in the month of your choice.

• Go to the ed2go.com/pgcc website
• Search for your desired course
• Click the “Enroll Now” button
• Choose which month you want to begin the course.

Ed2go online courses can begin every month of the year!

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

Joint Base Andrews
1415 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-546-0778 or 301-981-5949
See the Joint Base Andrews section (page 98) for course listings.

Laurel College Center
(A Partnership of Prince George's Community College and Howard Community College
(A Maryland Regional Higher Education Center)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 96) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-546-8360.
See University Town Center section (page 99) for course listings.

EXTENSION CENTERS

Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-546-8900
Fax: 301-546-0894
For more information, call 301-546-8900.
See Skilled Trades Center section (page 98) for course listings.
(No registration or advisement offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-546-8500.
See Westphalia Training Center section (page 99) for course listings.
(No registration or advisement offered at this location.)

ADDITIONAL LOCATIONS

Culinary Arts Program
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

Law Library, Upper Marlboro
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-546-0785.

Prince George’s Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu

LAUREL COLLEGE CENTER

www.laurelcollegecenter.org
A Partnership of Prince George’s and Howard Community Colleges
A Maryland Regional Higher Education Center
Laurel College Center, 312 Marshall Avenue, Laurel, MD 20707
1-866-228-6101 or 443-518-4162

Office Hours
Mon.—Thurs.:  8:30 a.m.—8 p.m.
Fri.:  8:30 a.m.—4:30 p.m.

The Laurel College Center (LCC) resulted from a unique joint effort between Prince George’s Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. This partnership was established in fall 2001, and has been growing ever since. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester. The classes are small, personal, with day, evening, and weekend classes. LCC offers a wide range of services including admissions, placement testing, academic advising, registration and bill payment.

Registration Instructions
Mail
Since mail is the slowest option and classes fill quickly, mail your registration form at least two weeks before the class begins or choose another registration option. Complete the registration form and mail along with your check, money order or credit card information (payable to PGCC) to:

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774-2199

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.—8 p.m. and Friday, 8:30 a.m.—4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration for Continuing Education Students
To register online, simply go to the college’s website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development and Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. You are not registered in any of your classes until you submit payment. If you have questions during any part of the registration process, click on “Help”.

Payment Information
The noncredit course cost (including tuition and fees) is listed with each course description.

• If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.

• If you register through PGCC, a registration fee of $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 301-546-0912 to order textbooks. Have the reference number of the course ready when you call or access the website. Online or phone purchase requires a credit card. You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-546-0912 for bookstore information.

Noncredit Refund Policy
In the event you need to withdraw from a course, check with the college where you registered to determine its specific refund policy and procedures.

Eligibility
Noncredit courses are open to all students 16 years of age and older, unless the course is specially designed for a limited age group. There are no educational prerequisites for most noncredit courses.

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

Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.
Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students. 

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

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

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

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

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

BUSINESS MANAGEMENT SKILLS
Event Planning, page 13
BUS-422 Conference Planning Management
BUS-460 The Site Selection Process
BUS-347 Working with Hotels
BUS-307 Starting Your Meeting Planning Company
BUS-307 Developing Sponsorship Opportunities
BUS-346 Crash Course in Event Planning
BUS-549 Not-For-Profit Fundraisers/Events

Non-Profit Management, page 16
VOL-313 Writing Grant Proposals

Notary Public, page 16
GEN-307 Notary Public Procedures
GEN-339 Applied Notary Practices and Procedures

Small Business, page 18
BUS-418 Business Plan: Blueprint for Success
BUS-411 Financial Aspects of Your Business
BUS-440 Marketing Strategies for Today and Tomorrow
BUS-328 Is Entrepreneurship Really for You?
BUS-547 Entrepreneurship As a Second Career
BUS-432 Virtual Assistant Business
BUS-531 How to Find, Select, and Finance an Affordable Franchise
BUS-476 Starting Your Own Boutique
BUS-386 Copyrights, Trade Secrets and Licensing

MS-Office, page 22
DPR-813 Microsoft Word 2013: Level 1
DPR-814 Microsoft Excel 2013: Level 1
DPR-815 PowerPoint Presentation 2013

Database Design, page 24
DPR-327 Introduction to SQL

Make-Up Artistry, page 39
OCU-428 Professional Makeup for Beginners
OCU-437 Advanced Professional Makeup
OCU-427 Polished Daytime Makeup
OCU-436 Bridal and Special Occasion Makeup

Fine Arts Creativity, page 41
ART-392 Design and Create Jewelry!
ART-403 Drawing in Pastels
ART-395 Doodling
ART-404 Oh Wait. There’s More. New Collage Techniques

Performing Arts and Music, page 42
COM-347 Voice-over: Now is your time

Childhood Education, page 43
DCR-510 Family Child Care Pre-Service
DCR-550 Medication Administration
DCR-567 Sudden Infant Death Syndrome
DCR-464 Emergency Preparedness Training

English, page 47
ENR-537 Speaking with Confidence

Lifestyle, page 50
ENR-533 A Family Affair to a Family Reunion
ENR-427 Past Life Regression and Future Life Progression
ENR-571 Introduction Mindfulness Meditation

Wellness, page 51
HES-582 Reflexology for Stress and Wellness

Nursing Assistant, page 57
HES-544 Certified Nursing Assistant: Theory

Floral
OCU-376 Advanced Floral Design

Home Interior, page 61
ENR-567 Create a Feng Shui Garden
ENR-568 A Feng Shui Pocket Guide to Buy/Sell a Home
ENR-554 De-Clutter Your Home
ENR-561 Have a Clutter-Free Closet

Comm Driver Lic: Class A and B, page 71
CDL-315 Commercial Driver License: Learner’s Permit Preparation
JOINT BASE ANDREWS
Building 1413, Arkansas Road
Joint Base Andrews, MD 20762
301-546-0778 or 301-981-5949

Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

SKILLED TRADES CENTER
6400 Old Branch Avenue
Camp Springs, MD 20748
301-546-0894

Launched in January 2007, Prince George’s Community College’s Skilled Trades Center is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

CONSTRUCTION SKILL TRADES
Building Engineer, page 35
OCU-404 Building Maintenance Engineer: Level 1
OCU-402 Building Maintenance Engineer: Level 2
Core Skills, page 36
OCU-410 Introductory Craft Skills (Core)
OCU-408 CORE: Introductory Craft Skills, Part 1
OCU-416 CORE: Introductory Craft Skills, Part 2
HVAC, page 37
HVC-340 CFC Preparation and Certification
HVC-361 HVAC/R Level 3, Part 2
HVC-362 HVAC/R Level 3, Part 3
Plumbing, page 38
OCU-418 Introduction to Plumbing: Level 1: Part 3B
Residential Maintenance, page 38
OCU-329 Electrical Repair: Basic Skills
OCU-330 Plumbing Repair: Basic Skills
OCU-331 Drywall Installation and Repair
OCU-409 Ceramic Tile Installation and

UNIVERSITY TOWN CENTER
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
301-546-8360

Office Hours
Mon.-Thurs. 8:30 a.m.-8 p.m.
Fri. 8:30 a.m.-2 p.m.

Just a short walk from the Prince George’s Plaza Station on Metrorail’s Green Line, Prince George’s Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

Childhood Education, page 43
DCR-303 Child Growth and Development: 45 Hours
DCR-304 Curriculum/Activities: 45 Hours

Wellness, page 51
HES-336 Pilates/Yoga

First Aid and CPR, page 53
HES-350 CPR Renewal

Nursing Assistant, page 57
HES-544 Certified Nursing Assistant: Theory

Youth Summer Programs, page 95
CMP-304 How to Start a Small Business
Show your team spirit by attending one of our many athletic activities.

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

**Go Owls!**

**WESTPHALIA TRAINING CENTER**

9109 Westphalia Road
Upper Marlboro, MD 20774
301-546-8500

**Office Hours**
Mon.–Thurs.  8:30 a.m.–4:30 p.m.
Fri.  8:30 a.m.–4 p.m.

Prince George’s Community College’s Westphalia Training Center, located at 9109 Westphalia Road in Upper Marlboro, educates and trains workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides students with a laboratory setting within each classroom, allowing hands-on training in critical construction trade areas including residential, industrial and commercial construction, building maintenance, carpentry, masonry, electricity and residential wiring, HVAC/R, locksmithing, plumbing, and welding. The center also offers green and renewable energy training programs. Westphalia Training Center is a collaboration between Prince George’s Community College and Mid-Atlantic Carpenters Training Centers.

**Carpentry, page 35**
CRP-302  Introduction to Carpentry: Part 2

**Electricity and Advanced Electrical, page 36**
ELC-301  Electrical: Level 1
ELC-350  Electrical Level 4, Part 2

**HVAC, page 37**
HVC-300  Introduction to HVAC/R Level 1: Part 1
HVC-366  HVAC/R Level 4, Part 2
HVC-367  HVAC/R Level 4, Part 3

**General Locksmithing, Page 37**
KEY-399  Locksmithing Background Screening
KEY-300  Locksmithing 101
KEY-301  Locksmithing 102

**Residential Wiring, page 39**
ELC-308  Residential Wiring Level 1, Part 1
ELC-311  Residential Wiring Level 1, Part 2

**Personal Braiding, page 39**
OCU-435  Hair Braiding Techniques for Home Practice

**Professional Braiding, page 39**
OCU-433  Professional Braiding: Level 4

**Auto Technology, page 69**
OCC-301  Auto Technician: Basic Theory
OCC-324  Auto Technician: Brake Systems
OCC-336  Auto Technician: Engine Performance
OCC-400  Auto Technician: Electrical Systems
OCC-437  Auto Technician: Diesel Engine Theory & Maintenance

**Forklift, page 72**
HEO-305  OSHA Forklift Operator Certification

**Heavy Equipment, page 73**
HEO-307  Skid Steer Operator Certification
HEO-308  Backhoe Operator Certification
2015 Summer Youth Programs

Activities for Grades 2–11

Make summer memorable. Enroll Today!

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

#### SESSION I: JULY 6–JULY 17
**JULY 6–JULY 17 8:30–11:30 a.m.**
- Language Arts: Elementary Grades 2-3  Syn# 90229
- Language Arts: Elementary Grade 4  Syn# 90231
- Language Arts: Elementary Grade 5  Syn# 90232
- Language Arts: Middle Grade 6  Syn# 90234
- Language Arts: Middle Grade 7  Syn# 90238
- Language Arts: Middle Grade 8  Syn# 90240

11:30 a.m.–12:30 p.m.
Lunch

**JULY 6–JULY 10 12:30–3:30 p.m.**
- Baking Grades 2-5  Syn# 89263
- Art: Painting Grades 2-5  Syn# 88573
- Video Game Design (2 weeks) Grades 2-5  Syn# 89259
- Minecraft Code/Design (2 weeks) Grades 5-8  Syn# 90446
- Photography Grades 6-8  Syn# 88198
- Spanish Grades 5-8  Syn# 88566

**JULY 13–JULY 17 12:30–3:30 p.m.**
- Trendy Fashion Art Grades 2-5  Syn# 88569
- Lego Games Grades 2-5  Syn# 90075
- Urban Art Grades 4-8  Syn# 88571
- Academic Survival Skills MS Grades 5-6  Syn# 88570

**JULY 6–JULY 17 3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8  Syn# 88652

#### SESSION II: JULY 20–JULY 31
**JULY 20–31 8:30–11:30 a.m.**
- Math: Elementary Grade 2  Syn# 90243
- Math: Elementary Grades 3-4  Syn# 90246
- Math: Elementary Grade 5  Syn# 90247
- Math: Basic Math Grade 6  Syn# 90251
- Math: Pre-Algebra Grade 7  Syn# 90252
- Math: Basic Algebra Grade 8  Syn# 90253

11:30 a.m.–12:30 p.m.
Lunch

**JULY 20–24 12:30–3:30 p.m.**
- Veterinarian Grades 2-5  Syn# 88572
- Minecraft Code/Design (2 weeks) Grades 2-5  Syn# 90447
- Sign Language (2 weeks) Grades 2-5  Syn# 88568
- App Design (2 weeks) Grades 5-8  Syn# 89426
- Cartooning Grades 5-8  Syn# 89306
- Jewelry Grades 5-8  Syn# 88567

**JULY 27–31 12:30–3:30 p.m.**
- Line Dancing Grades 2-5  Syn# 89262
- App Adventures Grades 5-8  Syn# 89426
- Law/Mock Trial Grades 5-8  Syn# 90451

**JULY 20–31 3:30–6 p.m.**
- Extended Day: Wind Down Grades 2-8  Syn# 88653
Summer High School Planner—Grades 9-12

ENRICHMENT JULY 6–12, 2015
John Eager Howard Elementary School
4400 Shell Street
Capitol Heights, MD 20743

CULINARY ARTS
This is an introductory food production camp for youth interested in the culinary food production industry. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. This is an introductory food production camp for students interested in the culinary field. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. $230 (includes a $100 lab fee)

ASSESSMENT TESTING (LANGUAGE ARTS AND MATH)
To ensure our students are placed in the appropriate level based on their knowledge base, assessment testing online is required. One week after the student has registered and paid for the Language Arts or Math camps, they are to go to: www.ple.platoweb.com.

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

• Account Log in: PGCC
• Password: Syp2015

EAT LUNCH WITH US
If your child attends a full-day camp, send the child to us with a bag lunch and juice from home. Refrigeration is not provided so pack food that is safe to store at room temperature. Lunches should be ready-to-eat as children may not have access to a microwave or vending machines. All students will eat in the PGCC Hollow Tree where they will be supervised by college staff.

REGISTRATION (WALK-IN REGISTRATION ONLY)
For each child attending, please complete the Course Registration Form, the mandatory Health Information Form, and Permission Form—all found in the back of this booklet. Bring the forms and an original, current report card, and full payment to:
Admissions Office Bladen Hall, Room 126
Prince George’s Community College,
301 Largo Rd.
Largo, MD 20774
Open for registration Monday–Thursday, 8:30 a.m.–7:30 p.m. and Friday, 8:30 a.m.–4:30 p.m.
Students will not be registered without the required forms. Space is limited! Avoid disappointment by registering your child at least two weeks before the camp start date.

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

Summer 2015 Youth Courses
An Educational camp for kids
We help your child reach their full potential and put the fun back in learning!

ENRICHMENT

CULINARY ARTS
This course will provide a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Review of these concepts will assist those taking the SAT test in the fall. Topics will include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $85 (includes a $30 lab fee)

Math Review
This course will focus on reviewing concepts learned during the previous school year. Review of these concepts will assist those taking the SAT test in the fall. Topics may include: Measurement and Geometry Proportion and Percent; Statistics and Probability; Factoring and Rational Expressions; Functions, Graphing, and Systems of Equations. Materials needed: graphing calculator. $85 (includes a $30 lab fee)
Summer Youth Courses 2015 Camp Descriptions

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

YTH-369 Academic Survival Skills for Middle Schoolers (Grades 5 and 6)
Organization, goal setting, time management, note taking and test taking skills are the key to your academic success. This course will focus on these skills to assist you in gaining the confidence needed to improve your school performance. $75 (includes a $25 lab fee)

YTH-321 Art: Painting (Grades 2-5)
Explore and learn to create colorful designs on drawing paper using drawing pencils and various forms of paint. $75 (includes a $25 lab fee)

YTH-314 Art: Cartooning (Grades 5-8)
Have fun as you learn the basic steps of cartooning. Apply drawing techniques as you create your own cartoon characters. $80 (includes a $30 lab fee)

YTH-461 App Design (Grades 5-8)
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App’s publishing functions. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the camp. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)

YTH-469 App Adventures! The Next Level (Grades 5-8)
Continue your quest to make the next viral app! Whether you want to move past the basics techniques learned in App Attack or want to jump right in, we are ready for you! All students will choose from a selection of different mobile app types and explore in more depth programming concepts. Student created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google. No prior experience is necessary and students do not need to own a smartphone or tablet to take the camp. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

YTH-464 Baking for Kids: Cupcakes and Cakes (Grades 2-5)
Eating cupcakes is fun, but they taste much better if you decorated them yourself? Learn how to decorate cakes and cupcakes with fun and pizzazz. Make your own icing, learn a few techniques using pastry bags and decorating tips. $95 (includes a $50 lab fee)

YTH-301 Extended Day: Wind Down (Grades 2-8)
Students enrolled in full-day camps can begin and end the day by creating arts and craft projects, playing board and word games or watching a video. $95 (includes a $50 lab fee)

YTH-440 Introduction to Jewelry Design (Grades 5-8)
Discover jewelry design basics including jewelry and beading technology, basic beading techniques, using crimp beads, beading wire, and various findings such as head pins, eye pins, and earrings. You will be shown in detail how to attach closures and complete a jewelry piece. Discussion and demonstration of the use of different tools will also be addressed. Feel free to bring any assortment of gemstones and beads, and even an unfinished project is welcome. Toolkits and materials to complete two projects will be provided. $85 (includes $50 lab fee)

YTH-434 Language Arts Elementary (Grades 2/3)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topic will include capitalization, punctuation, language mechanics, sentence structure, language usage, spelling, vocabulary and comprehension. $150 (includes a $50 lab fee)

YTH-434 Language Arts Elementary (Grade 4/5)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, Main idea, Sequencing, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $150 (includes a $50 lab fee)

YTH-443 Language Arts Middle (Grades 6-8)
This course provides a creative format for practicing important reading and writing skills. It will focus on maintenance of skills learned during the school year. Topics will include inference, cause/effect, important details, main idea, sequencing, authors purpose, prefixes, suffixes, multiple meaning words, capitalization, spelling, punctuation, usage. $150 (includes a $50 lab fee)

YTH-468 LEGO Video Games
Combine your two favorite activities; LEGOs and Video Games! Students will create their own LEGO universe, characters, and adventures in an interactive 2-D Video Game. Everyone is welcome in this one of a kind class. At the end of the program, every student will have a finished LEGO Video Game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers; Mac versions can be created after the program for a $15 conversion fee. Students will work in pairs or teams for most of the program. Offered in cooperation with Black Rocket Productions, LLC. $110 (includes a $75 lab fee)

YTH-328 So You Want To Be a Lawyer/Mock Trial
Learn what it takes to become an attorney. Explore concepts of the American legal system and hone your debating skills and practice using logic to reenact a mock trial. $75 (includes a $30 lab fee)

YTH-354 Line Dance – Moovin’ and Groovin’ (Grades 2-5)
Put your dance ideas and moves to the test. This non-partner dancing technique will allow you and a group of people to dance a pre-choreographed sequence of movements in unison. Who knows, you may develop the Summer Youth Program Shuffle! $75 (includes a $30 lab fee)
YTH-432 Math Elementary (Grade 2)
This camp will focus on reviewing concepts learned during the previous school year. Topics may include: Patterns, problem solving of addition, subtraction, money, time, fractions, measurement and multiplication. $150 (includes a $50 lab fee)

YTH-432 Math Elementary (Grades 3/4/5)
This camp will focus on reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fraction and percentages. $150 (includes a $50 lab fee)

YTH-448 Math: Basic Math (Grades 6)
This camp will focus reviewing concepts learned during the previous school year. Topics may include: Place value, comparing and ordering numbers, addition, and subtraction facts, estimation, one and two digit divisors and multipliers, geometric figures, decimals, fraction and percentages. $150 (includes a $50 lab fee)

YTH-449 Math: Pre-Algebra (Grade 7)
This camp will focus on reviewing concepts learned during the previous school year. It reinforces arithmetic skills, developing the pre-algebra concepts of variable recognition, signed numbers, formulas and single variable equations. Topics may include an introduction to algebraic symbolism, simplifying expressions, solutions to elementary equations, and the graphic representations associated with variables. $150 (includes a $50 lab fee)

YTH-454 Math: Basic Algebra (Grade 8)
This camp will focus on reviewing concepts learned during the previous school year. It will emphasize the principles of algebra. Topics may include algebraic symbolism, simplifying complex expressions, solutions to linear and quadratic equations, and graphic representations associated with variables. Students will apply algebraic representations to word problems and analyze the nature of changes in linear and non-linear relationships. $150 (includes a $50 lab fee)

YTH-470 Minecraft Coders and Designers
If you love the game Minecraft, but always wanted to design your own characters and buildings for your games this class is for you! Learn the basics of creating 3-D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D software. Students will work in teams for most of the program. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)

YTH-365 Photography (Grades 6-8)
In this camp 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 camp. $75 (includes a $35 lab fee)

YTH-416 Sign Language: Let your fingers do the Talking (Grades 2-5)
“Talk” to friends or relatives (or each other) using your hands. Common hand signs of American Sign Language are used to introduce this interesting means of communication. $150 (includes a $50 lab fee)

YTH-377 Spanish (Grades 5-8)
“Buenos Dias, amigo.” Enjoy the experience of learning another language. Focus will be on key Spanish words and phrases and the Spanish culture. This camp can be used as a refresher for some students and as a beginning course for students with no previous Spanish experience. $75 (includes a $25 lab fee)

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

YTH-463 Urban Art (Grades 4-8)
Explore the use and purpose of art in expressing city life in a variety of media. Use visual art to impact and improve the quality of your schools, neighborhoods and communities; and how murals are used to communicate positive affirmation within your direct community. Students will examine architecture, graffiti-style cartoons, murals, side walk art and grand monuments. Learn about urban artists like, Jacob Lawrence, Romare Bearden, Diego Rivera, and David Macaulay. Through drawings, paintings, and illustrations, you will be taught the method and technique of creating the illusion of distance and depth in order to demonstrate a 2 dimensional Perspective drawing with positive affirmation and messages. Learn how Linear Lines, Vertical Lines, Horizontal Lines, Horizon Lines and Vanishing Points are intertwined with Visual Art Concepts. Students will Students will experience the inter-relationship between art and math in creating architectural drawings and illustrations. $80 (includes a $30 lab fee)

YTH-330 Veterinarian (Grades 2-5)
Explore what it takes to be a good pet owner, animal behavior, how to care for pets, careers that involve working with animals, tricks and tips on grooming and feeding pets. $75 (includes a $25 lab fee)

YTH-462 Video - Video Game Design (Grades 2-5)
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind camp that shows you the crucial keys to designing your first 2-D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we’ll explore as you learn how to really get into the game because you made it yourself! No prior experience necessary just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers, Mac versions can be created after the camp for $15.00 conversion fee. Offered in cooperation with Black Rocket Productions, LLC. $220 (includes a $150 lab fee)
Parental Permission/Responsibility Forms
(Please submit this form with registration form.)

Student Pick Up Form

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Parent’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

Date

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

Name

Phone Number

Relationship to Child

Signature

Date

Self-Sign-Out Authorization

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

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

Signature

Date

Student Code of Conduct

A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college’s function as an educational institution. Misconduct for which students are subject to discipline generally falls into the following categories:

1. Knowingly furnishing false information to the college by the student’s parent or guardian.
2. Conduct that threatens or endangers the health or safety of any person lawfully on college property.
3. Failure to comply with directions of college officials acting in performance of their duties during the camp day.

The goal of student discipline is generally deterrence rather than removal of the offending student from the college community.

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

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

b. Dismissal: Should a second warning be necessary, the parents will be called to pick up their child immediately. The student will be terminated from the remainder of the Youth program for that summer with no refund.

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

SIGNATURE OF PARENT OR GUARDIAN

DATE

To receive a more expanded version of the Student Code of Conduct, please contact the Office of the Vice President for Student Services at 301-546-0412.

Photography/Video Model Release Form for Prince George’s Community College

We Capture Your Child’s Smiles

Occasionally, Prince George’s Community College photographs and/or videotapes during the Summer Youth Camp. Photos and videos are used for many different purposes including college publications, college advertising, and promotional materials. We need your signature on file if you give your permission to use photos/videos of your child for promotional purposes.

☐ I give permission to Prince George’s Community College to use photographs/videotapes of ________________ while attending his/her Summer Youth 2012 class.

☐ I do not give permission.

SIGNATURE OF PARENT OR GUARDIAN

DATE
# Health/Contact Information Form

(Please submit this form with registration form.)

## Contact and Emergency Information

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

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

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

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

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

In an Emergency, contact:

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

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

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

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

<table>
<thead>
<tr>
<th>Non-authorized person</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health/Contact Information Form  
(Your registration should not be accepted without this form.)

The following information is required for participants to be admitted into the program.

All participants must be current on all immunizations, visit www.edc.org

1. Provide date (month and year) of participant’s last tetanus (or DPT) shot: __________________________

IMMUNIZATION INFORMATION

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

State/territory in which child resides: __________________________

OR

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

Country in which child resides: __________________________

Is this child exempt from any immunizations?

☐ NO

☐ YES, List them __________________________

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

2. Provide information on any medical conditions. Psychological conditions. Behavioral conditions. Medication, dietary restrictions. Allergies or special needs that we need to be aware of to ensure your child’s camp experience is positive?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Is your child allergic to: (check all that apply) ☐ Insect bites  ☐ Nuts  ☐ Other (please explain)

________________________________________________________________________
________________________________________________________________________

Camper’s Physician Phone Number

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

Signature

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

Signature of Parent/Guardian Date
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.
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

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

Contact Laurel College Center today!

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

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

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

Get Ahead in Life.

Laurel College Center
A Community of Colleges & Universities

Call toll-free 1-866-228-6110 or visit
www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center
## 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 #**
- 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)
- Active Military In-county (ADMILC)
- Retired & Disabled (REDS)
- Employee Dependent (DEP)
- 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)

### YOU ARE NOT REGISTERED UNTIL FULL PAYMENT HAS BEEN ACCEPTED!

<table>
<thead>
<tr>
<th>Course (Letter)</th>
<th>Synonym # (Section)</th>
<th>Start Date (mm/dd)</th>
<th>Tuition</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

A registration fee of $15 will be assessed to every standard student each term. The fee will allow the individual to register for one or more noncredit courses during the term.

The fee does not apply if the individual is registering for a tuition-free course. Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required. Please see the Schedule of Noncredit Classes for details.

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

**Student Signature**  
**Date**  

**E-mail**  

**Office Use Only**

Date  
Processed by  

**Office Use Only**

Date  
Processed by
Do something COOL this Summer!
Your entry to coolness awaits at Prince George's Community College. Find your inner sports star or dive into a do-it-yourself skill to rival your HGTV favorites.

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

REGISTER NOW! Ongoing enrollment and varying start dates throughout the summer.
301-546-PGCC (7422) • PGCC.edu

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

Take a class and make this the summer to remember!